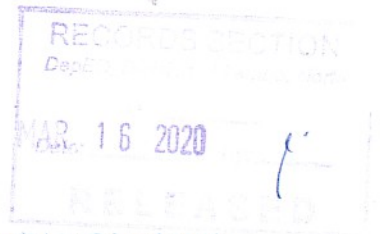




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Capitol Drive, Estaka, Dipolog City 7100



Tel No.: (065) 212-5843

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Division Memorandum
No. 118, S. 2020

To: Public Schools District Supervisors
Senior High School Principals
Career Guidance Advocate
All others concerned

From:  **MA. LIZA R. TABILON, EdD, CESO VI**
Schools Division Superintendent

Subject: Guidelines on the Implementation of 2020 GABAY NORTE

Date: March 16, 2020

1. Pursuant to section 9 of RA 10533 or the *Enhanced Basic Education Act of 2013* and *RA 11206* or the *Secondary School Career Guidance and Counselling Act*, mandating all secondary schools to implement the career guidance modules to guide students in their curriculum exits based on their capacity and skills with the aid of the labor market industry. A one (1) day career caravan entitled “2020 GABAY NORTE” will be conducted municipal-wide and to be participated by all Grades 11 – 12 learners.
2. However, due to the outbreak of COVID-19, the date of the activity will be postponed indefinitely. Organizers may still proceed to preparations especially proposals, except procurement of materials.
3. For more information, please see attached documents for the guidelines and program management team for the conduct of the activity.
4. Expenses relative to the conduct of the activity shall be charged against local school fund subject to the usual accounting and auditing rules and regulations.
5. Immediate and widest dissemination of this memorandum is desired.

Enc. As stated

EKBS/2020GABAYNORTE/SGODYFS/DM008-2020/03052020 



“Be and Do Much Better Each Day with a Sense of Urgency”





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**2020 GABAY Norte
Program Guidelines**

GUIDELINES FOR EXHIBITORS

1. ADMISSION

Admission to the activity is strictly for registered delegates, sponsors, exhibitors and speakers. The Organizer reserves the right to refuse admission or remove if deemed necessary. This also applies to build-up and dismantling periods.

2. FOOD & BEVERAGES

Eating at the exhibitor's area is allowed but we encourage the Exhibitors to do so discreetly.

3. POWER SUPPLY

Exhibitors must bring their own power cord preferably at least 10 meters.

4. PRODUCT DEMONSTRATIONS AND PRESENTATIONS

- a. The Organizer appreciates that demonstrations and presentation form an integral part of exhibitions. Exhibitors, however, should exercise discretion to other exhibitors when carrying out demonstrations and presentations.
- b. Loud speaker's/sound devices and/or images projection equipment's are to be placed in such a way that sound/image is directed downwards and into the stand, and not towards or across the aisles. The operation of any sound device or image projector must not interfere with, or be an annoyance to neighboring tables. Sound levels recorded at adjacent or opposite stands should not exceed 70dB for all speech, music and sound effects.

5. SECURITY & MAINTENANCE

- a. The organizers deployed Security Guards and janitors during the event for general security and maintenance of the hall.
- b. Exhibitors are responsible in cleaning and securing safety of own booths.
- c. Refer to contact list page we will provide to helpline in case of emergency.

6. INGRESS PROCEDURE

Arrival/Entry of Exhibitors:

- a. Exhibitors can ingress at the Venue a day before the activity at 12 noon to 5 Pm.
- b. Each school has 2m x 2m space with 1pc 1ft x 2m IBM table and 2 chairs. Each school is encouraged to bring their own table cloth and seat covers. Please be guided with the exhibit layout and school assignment

7. EGRESS PROCEDURE

- a. The official egress schedule is on 4:00 PM of activity date. No one will be allowed to pull-out any item prior to the prescribed schedule.
- b. Leaving of items after the egress schedule is not allowed.
- c. The organizers are not liable for the security and safety of any equipment that the exhibitor's might have left behind after the activity.



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8. DURING THE CARAVAN

Exhibitors should only occupy the booth space the organizers have provided. In case names are not specified in the tables/booths, exhibitors can ask the organizers for assistance.

GUIDELINES FOR PARTICIPANTS

1. All students must pre-register 2 days before the implementation of the Activity on the link created by designated ICT Coordinator.
2. Pre-registration will ensure that the participants will provide basic information and the particular curriculum exits they plan to pursue for purposes of grouping them to assistance booth sections they belong. This will provide them easier and swift access/entry to the activity.
3. Pre-registration shall end 9 am of the day of activity.
4. Teachers should bring the attached **Student's Registration & Attendance Form** upon entrance and submit it to the secretariat.
5. Teachers are requested to sit together with their students. The class advisers of each section are also requested to assign at least 3 student leaders who will be strategically positioned as head, middle and tail for fast and smooth transfer from the plenary to exhibit hall or the other way around. They are also requested to help in the crowd and noise control.
6. The hosts will brief the teachers and students about the components of the activity at the start of the program.
7. In the afternoon, students will then be led by guides into the different quadrants of the activity, providing them opportunity to express interest in the intent of applying to the job or college.
8. Student are highly encouraged to bring their tablets or smart phones during the events and actively participate in the panel discussion by posting comments, questions, and impressions with the hashtag #2020GABAYNorte.

STUDENT ASSISTANCE BOOTH

1. The assistance booth is divided into three sections namely: Education, Employment, and Entrepreneurship. Each booth will provide specific requirements and processes to the interested participants
 - a. Education Booths
 - i. SUCs and Offerings
 - ii. Filling-out of application forms
 - iii. Interview simulation
 - b. Employment Booths
 - i. DOLE/PESO and other partner agencies
 - ii. Writing/Encoding of Application Letter
 - iii. Filling out of resume
 - iv. Interview Simulation
 - c. Entrepreneurship Booths
 - i. Business Product display
 - ii. LGU Licensing and Business Permit Office
 - iii. DTI and other partner agencies



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2. The processes are composed of: application, interview, and reflective process.
 - a. Application process consists of writing of application letter, accomplishing resume/ PDF/application forms.
 - b. Interview process provides “on-the-job” interview experience
 - c. Reflective process is writing of an anecdotal activity experience using the provided template that will be given after the activity.
3. After the participants completed the required processes, they will proceed to the Exhibitors booth where they will aptly apply for work/ scholarship or interview personally successful entrepreneurs if they wish to start new business.

REPORT SUBMISSION

1. After the conduct of the activity, the division office will collect and consolidate template accomplishment report thru bit.ly/2020GABAYNORTEAAR
2. The school shall file a folder of Report consisting of the following:
 - a. Activity Completion Report
 2. Activity Preparation Checklist
 3. Approved Proposal
 4. Attendance Sheet
 5. Photo Documentation
 6. Other files related to the activity
3. For Pictorials and photo and video documentation please submit it through bit.ly/phovidocs



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District Program Management Team

Chairman : PSDS
 Co-Chairman : SHS Principal (Host School)
 Members : SHS Principals
 Career Guidance Advocates
 Hosts/Moderators: 2 Personnel as identified by PSDS

Host School/Venue: _____

Committee	Composition	Terms of Reference
Invitation Committee	Chair: CGA Co-Chair: CGA 2 Members	<ul style="list-style-type: none"> Assist distribution of Invitation Letters from Division Office to identified partners. Follow-up speakers and exhibitors' participation Distribute program to invited Speakers/Exhibitors
Secretariat	Chair: CGA Co-Chair: CGA 3 Members 1 ICT Coordinator	<ul style="list-style-type: none"> Collect and Consolidate attendance sheet from advisers Submit name of exhibitors and speakers to Division office for certificate preparation ICT Coordinators will create and maintain the pre-registration link. ICT Coordinator shall print registration for the section advisers.
Program Committees	Chair: CGA Co-Chair: CGA 4 Members 2 Moderators	<ul style="list-style-type: none"> Prepare Program Members shall assist the moderators. Moderators shall act as program host and moderate's forum for learner engagement
Logistics and Technical Support Committee	Chair: School Head Co-Chair: School Head 3 CGA Members	<ul style="list-style-type: none"> Ensures availability of sound system. Assist on electric supply Checks orderliness/ arrangement of booths Arrangement of venue and stage
Food Committee	Chair: School Head Co-Chair: School Head 3 CGA Members	<ul style="list-style-type: none"> Distribution/serving of foods to the invited speakers/exhibitors Contact local food vendors to make available for the learners.
Booth Committee	Chair: School Head Co-Chair: School Head 15 CGA Members/Advisers 5 for Education 5 for Employment 5 for Entrepreneurship	<ul style="list-style-type: none"> To facilitate the activities of the assigned booth.



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ICT Coordinators for the conduct of 2020 GABAY NORTE

No.	Municipality	School	Name of Participant
1	Bacungan	Bacungan NHS	OLIVER C. SILVANO
2	Baliguian	Baliguian NHS	FREDERICK G. QUIBONG
3	Godod	Godod NHS	MARICAR C. SENADOS
4	Gutalac	Gutalac NHS	ARCHIE L. PASIGNA
5	Kalawit	Kalawit NHS	JACQUELINE S. BOLONGON
6	Katipunan	Katipunan NHS	RODEL G. FIEL
7	La Libertad	La Libertad NHS	JOSEPH V. DEL ROSARIO, Jr.
8	Labason	Ubay NHS	JOEVIC R. PASILAN
9	Liloy	Liloy NHS	VIRGIL R. LANGOMEZ
10	Manukan	Manukan NHS	GRACE C. BADLON
11	Mutia	Mutia NHS	CHERYL Q. NARVACAN
12	Piñan	Piñan NHS	AIZA E. TRAZO
13	Ponot	Manawan NHS	BEEJAY C. DINGAL
14	Polanco	Polanco NHS	REICH P. JANOLINO
15	Roxas	Langatian NHS	MARK ANGELO D. CASTAÑARES
16	Rizal	Rizal NHS	ALGIE B. REGAÑON
17	Salug	Salug NHS	ARNEL P. COLANGGO
18	Sergio Osmeña Sr.	Sergio Osmeña NHS	FRANKLIN E. BENITEZ
19	Siayan	Siayan NHS	KATHRYNE S. BILLONES
20	Sibuco	Sibuco NHS	MARLON P. ALBRANDO
21	Sibutad	Sibutad NHS	DIANE T. SABARICOS
22	Sindangan	Siari JHRMNHS	ELLEN IVY A. PORTUGUEZ
23	Siocon	Siocon NHS	JOHN RAFH O. DAYAGANON
24	Sirawai	Sirawai CS	MICHELLE B. CAÑESO
25	Tampilisan	Tampilisan NHS	FRANCIS HOWARD Q. NAPIGKIT



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