

Republic of the Philippines

Department of Education

Region IX, Zamboanga Peninsula

SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Dipolog City 7100



JEL NOR I

MEMORANDUM

To

: PSDSs

Concerned Principals/ School Heads

All Others Concerned

From

: Office of the Schools Division Superintendent

Subject

: Conduct of Mobile Clustered-District Grade 11 and 12 Career Guidance

Program (CGP) Manual Roll-out Training

Date

: April 24, 2018

- Pursuant to the DepEd Memorandum No. 165 s. 2017, Re Implementation of the Grade 11 Career Guidance Program for School Year 2017-2018, mandated the conduct of Career Guidance Program (CGP) in all senior high schools. For this purpose, the Division announces the conduct of the Mobile Clustered-District Grade 11 and 12 Career Guidance Program (CGP) Manual Roll-out training to capacitate untrained senior high school advisers and guidance counselors/designates to implement the CGP.
- The CGP roll-out training aims to acquaint the senior high school teachers and guidance counselors/designates
 about the Grade 11 and 12 Career Guidance Program manual, process of the delivery of the CGP manual and
 successful implementation of the CGP. Hereunder is the schedule of the CGP manual roll-out training in the five
 clustered-districts (refer to the official clustering of schools in the Division Memo No. 3, series of 2018), viz:

Date	CGP Roll-Out Training	Venue	
April 30 - May 1, 2018	CD3-B	Miranda Function Hall, Gutalac, ZDN	
May 3 - 4, 2018	CD3-A	Liloy National High School	
May 10 - 11, 2018	CD2-B	Sindangan National Agricultural School	
May 15 - 16, 2018	CDI	Piñan National High School	
May 17 - 18, 2018	CD2-A	Manukan National High School	

- Participants are required to bring laptop, flashdrive, pentel pens, scissors, double-sided tape, crayon and other art materials. They also need to pre-register online through this link: bit.ly/MobileCGP
- 4. Per diems and travel expenses will be charged to their respective school Local Fund/ MOOE subject to the usual accounting and auditing rules and regulations. For inquiries, you may contact the CaGA Chairperson of your respective clustered-districts, to wit:

CDI	Joshua S. Azucenas	0995 253 9556 0950 187 7328	
CD2-A	Fhebe S. Selorio		
CD2-B	Maria Girlie Hope B. Duay	0926 558 7916	
CD3-A	John Mark P. Lomoljo	0920 979 3446	
CD3-B	Claire G. Miranda	0916 644 1188	

- Facilitators are required to submit the following:
 - a. During the training: 1 folder for Session guide and on the top are checklists
 - Program/activity preparedness checklist
 - Program/activity closure checklist
 - Evaluation of session guide
 - b. After the training: 1 folder for Terminal report (see enclosed template) with attachments

Annex 1 - Approved proposal

Annex 2 - Action plan and job-embedded learning

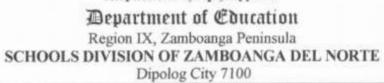
Annex 3 - Photodocumentation and attendance

For guidance and compliance.

PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent



Republic of the Philippines



MOBILE CLUSTERED-DISTRICT GRADE 11 & 12 CGP MANUAL ROLL-OUT TRAINING



TERMINAL REPORT FROM

Venue:	, 2018
Rationale	
bjectives:	
b	
е.	
2	
Act	tivity
Date:	Date:
Day 1 - Grade 11 CGP Manual - Arrival	Day 2 – Grade 12 CGP Manual - Arrival
- Arrival - Registration	- Arrival - Registration
- Welcome Remarks & Statement of	- Welcome Remarks & Statement of
Purpose	Purpose
- Module 1,2	- Module 1,2
- Module 3,4	- Module 3,4
Total expected participants and percentage Training delivery setting. Important lessons and tips discuss in the What did the participants do and their ou Issues and concerns, resolutions and agree	training. htputs? Activity highlights
epared by:	
Facilitator Fa	acilitator Facilitator
Facilitator Fa	acilitator Facilitator

Program/Activity Preparedness Checklist

(L & D System)

	REQUIREMENTS	Please Check	MEANS OF VERFICATION
Α	Authority to Conduct/ Activity Request		
В	Financial Requirements/ Cash Advance		
С	Logistical Requirements		
D	Management Arrangement and Manpower Requirement (Include Internal QATAME Associates) with TOR		
E	Information Dissemination/Issuance of Memorandum		
F	Registration and Confirmation Mechanism		
G	List of Participants		
Н	Orientation of Management Team including QATAME associates		
1	Trainers'/Learning Facilitators' Package		
J	Learners'/Participants' Training Package		
K	Orientation and Training of Trainers/LFs		
L	Venue Inspection and Certification of Compliance with Training Requirements		

Note: Readiness to implement means all of these items have been complied with, checked and validated. Provide Means of Verification (MOVs) for each item.

Prepared	by:
	Program Manager/Focal Person/Chairman
Noted:	
	Division Chief

PROGRAM TITLE:

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PROGRAM/ACTIVITY CLOSURE CHECKLIST

(L & D System)

ITEM	Please Check	REMARKS
Has conducted program/activity debriefing		
Has paid financial obligations including honoraria, TEV, board and lodging, etc.		
3. Has liquidated cash advances and submitted for approval		
4. Has submitted financial reports, whenever necessary		
5. Has submitted program completion report including QATAME report including summary of end-of-program evaluation		
 Has submitted rating of Program Management Team including the Program Focal Person 		
7. Submitted inventory of materials, if any		
Submitted list of participants issued with certificate of participation indicating control number		

Note: provide Means of Verification (MOVs) for each of the item

Prepared	by:
	Program Manager/Focal Person/Chairman
Noted:	
	Division Chief

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EVALUATION OF SESSION GUIDES

(will be accomplished for individual SGs)

Components	Yes, major changes (Please specify and indicate reasons)	Yes, but minor changes (Please specify and indicate reasons)	No suggested improvements	Other Comments
 Objectives 				
Content				
References				
 Structure of Methodologies 				
Choice of Activities				
6. Flow of Activities				
7. Procedural Details				
8. Materials				
9. Time Allotment				
10. Facilitation				
11. Other Concerns (Please Specify)				

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