



Republic of the Philippines  
**Department of Education**  
REGION VII-CENTRAL VISAYAS  
**DIVISION OF CEBU PROVINCE**  
Sudlon, Lahug, Cebu City

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**Office of the Schools Division Superintendent**

November 17, 2021

**DIVISION MEMORANDUM**

No. 497 , s. 2021

**DISTRICT ROLL-OUT SEMINAR WOKSHOP ON GENDER FAIR CAREER  
GUIDANCE PROGRAM OF GRADE 10 JUNIOR AND GRADE 11  
AND 12 SENIOR HIGH SCHOOL TEACHER ADVISERS**

**To:** Assistant Schools Division Superintendents  
Chief, CID and SGOD  
Public Schools District Supervisors/OICs  
Secondary School Heads  
All Others Concerned

1. This is to announce the conduct of a **District Roll-Out Seminar Workshop On Gender Fair Career Guidance Of Junior and Senior High School Teacher Advisers beginning November 17, 2021 up to December 3, 2021.**
2. This seminar workshop aims to;
  - 2.1. Demonstrate knowledge on the guidelines and procedures on the implementation of Career Guidance Program;
  - 2.2. Apply skills and manifest attitudes and values in assisting learners in decision making relative to career choice
  - 2.3. Show appreciation the designed plan of action and best practices of Career Guidance Program in schools.
3. Participants to this workshop are the grade 10 junior, grade 11 and 12 senior high school teacher advisers of the secondary schools in the district.
4. The composition of the District Roll-Out Program Management Team of this Workshop are as follows;

<b>Program Manager</b>	-	<b>Public Schools District Supervisor</b>
<b>Team Members</b>	-	<b>- Teacher Guidance Designates/</b>

**Advocates and Guidance Counselors  
who were participants to the Division  
Seminar Workshop -November 10-12,  
2021 at Hotel Fortuna, Cebu City**  
- **Selected Secondary School  
Principals**  
- **Other Guidance Teacher Designates**

5. In the conduct of the activity the following shall be observed;
- 5.1. venue should be an open space which can accommodate a maximum total number of fifty (50) participants**
  - 5.2. seats will be arranged two (2) meters apart to observe social distancing**
  - 5.3. a health triage to observe health protocol/ manage by the district assigned nurses**
  - 5.4. wearing of face mask during the entire activity is a must**
  - 5.5. observance of one ENTRANCE and one EXIT**
6. Districts which exceeded to more than fifty (50) total number of participants (junior and senior high school teachers advisers) shall hold the activity by batches.
7. **Narrative Report (with pictures as MOVs) on the conduct of the said activity and a copy of the attendance sheet shall be submitted to this Office on or before December 6, 2021 through the Education Program Supervisor- Jane O. Gurrea.**
8. Travel expenses of teacher -participants and other incidental expenses relative to the participation and holding of this activity is chargeable against **local school MOOE Fund** while that of the Division Personnel who will be involved or monitor the activity is chargeable **against Division Fund** subject to their availability and the usual accounting and auditing rules and regulations.
9. Immediate and wide dissemination of and compliance with this memorandum is directed.

**MARILYN S. ANDALES EdD, CESO V**  
Schools Division Superintendent



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