



Republic of the Philippines
DEPARTMENT OF EDUCATION
Negros Island Region

SCHOOLS DIVISION OF NEGROS ORIENTAL
Office of the School Governance and Operations Division
Capitol Area, Dumaguete City

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SGOD Office (035) 225 - 6180

October 26, 2016

DIVISION MEMORANDUM

No. 651 s. 2016

ORIENTATION-WORKSHOP OF ALL GUIDANCE COUNSELORS/DESIGNATES

To: District Supervisors/District In-Charge
All Secondary School Heads
All Others Concerned

1. The Youth Formation Program under the Schools Governance & Operations Division will conduct an Orientation-Workshop to all the Guidance Counselors/Designates/Advocates of all Secondary schools (1 participant per Secondary School) on Nov. 4, 2016 at GSP Bldg.
 2. All Guidance Counselors (with item) should present a 5-10 minute PPT presentation of their best practices on the implementation of the Career Guidance Program.
 3. All participants should bring the following:
 - a. Accomplishment report on the implementation of the Career Guidance Program (in PowerPoint presentation)
 - b. Complete and accomplished Career Guidance Program Monitoring and Evaluation Form (in Soft and Hard copies for those who have not submitted on time).
 - c. Data of Grade 10 students and their desired track for Grade 11.
 4. Food: 1 lunch and 2 snacks will be charged to Division HRTD funds while travel and other incidental expenses is chargeable against School MOOE Funds, subject to the usual accounting and auditing rules and regulations.
 5. For the information, guidance and compliance of all concerned.
- THIS SERVES AS TRAVEL ORDER

SALUSTIANO T. JIMENEZ, CESO VI
OIC, Office of the Assistant Regional Director
and concurrent OIC, Office of the Schools Division Superintendent

10/27/16

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