



**OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT**

**DIVISION MEMORANDUM**

NO. 176 s. 2015

DepED DIVISION OF BAGUIO CITY

OCT 01 2015

RELEASED

**SENIOR HIGH SCHOOL FAIR and CAREER GUIDANCE WEEK**


To : Chief Education Supervisors  
Education Program (EPSs) and District Supervisors (PSDSs)  
School Governance and Operations Division Sections  
Public and Private Secondary School Heads  
Private School Administrators with Provisionary Permits to offer  
SHS for SY 2016-17

1. In keeping with the timeline indicated in DepEd Order No. 41, s.2015, the School Division will be having the Senior High School Fair as the culmination of the Career Guidance Program (CGP). The fair will be open to all of the following who chose to pursue SHS:
  - a. public and private Grade 10 students enrolled in city schools
  - b. all high school graduates from 2015 or earlier who have not at any time enrolled in college
  - c. PEPT and A&E passers not currently enrolled in college
2. The activity will be held at Baguio City High School Auditorium from October 12 to 17 (Monday to Saturday) with the opening program and ribbon cutting in the morning of October 12.
3. To enhance the awareness gained by students through the completion of the CGP modules and facilitate the encounter between the students/parents and schools, the following will be implemented:
  - a. Each private school given provisional permit and each public school offering senior high will form a 3-member team.
  - b. Team members are preferably personnel who do not have teaching loads as they will man their booths throughout the fair, and should be well-versed on the strands their school will offer.
  - c. Each school shall be given a designated area in the auditorium, the space assigned shall be dependent on the number of strands offered.
  - d. Provision of tables (max. dimension: 24"x35"), advocacy materials, and advertisement for their track offerings shall be the responsibility of the school. Part of the advocacy material content should include the school's absorptive capacity (slots available) per track and strand.
  - e. Schools are not allowed to bring their own sound system to form part of their advertisement. A continuous presentation will be featured during the duration of the activity.
  - f. Only printed materials shall be allowed in the auditorium. Handing out school supplies to students is optional however, giving food samples is strictly prohibited even if food processing is a strand offering of the school.
  - g. Schools shall be given a time schedule to visit the fair and this schedule shall be judiciously followed to allow all students to go to booths and interact with the SHS teams. Grade 10 Class advisers are to accompany their students and shall be responsible for their students' behaviour.
  - h. All School Heads should encourage parents of their Grade 10 students to visit the fair on October 17 (Saturday) which is specially reserved for them.
  - i. Time-keeping and foot traffic monitoring will handled by the SDO personnel at the venue.





4. All private schools offering Grade 10 for this school year are hereby directed to inform the SDO through the School Management Monitoring & Evaluation (SMME) Section the number of their students, and interested parents who shall participate in the fair not later than October 6 ( ).
5. It is understood that school heads shall inform parents regarding the conduct of the SHS Fair and obtain the necessary permission for their students to attend.
6. Part of the activity will be the presentation featuring a summary of schools offering SHS. Thus, these schools are to submit a 3-5 minute video presentation containing a brief discussion of school profile, strand offerings, and physical facilities. Video presentation shall be submitted via email to [harriszondi@yahoo.com](mailto:harriszondi@yahoo.com) from October 1-8 for compilation. Schools who fail to meet the deadline shall no longer be included in the presentation but are allowed to set up their booth.
7. A meeting shall be held on October 8 (Thursday) at the SDO Conference Hall at 1:30 PM for all School Heads/Administrators of public and private schools offering SHS to finalize the conduct of the activity.
8. All school heads are also reminded of the following (refer to Annex :
  - a. October 19 – 23: submission of duly accomplished SHS Preference Slips to Class Advisers (early registration)
  - b. October 30 – Analysis of SHS Preference Slip submitted to the Office of the Principal for validation
  - c. November 6 – last day for submission of SHS Preference Summary to SDO
  - d. November 13 – last day for submission Division SHS Preference Report to RO
  - e. November 20 – last day of submission to the CO.
9. For wide dissemination and compliance.

  
**FRANCIS CESAR B. BRINGAS, CESO VI**  
Schools Division Superintendent