



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



DIVISION MEMORANDUM
No. 309, s. 2016

RELEASED
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SENIOR HIGH CAREER FAIR

To : **Chief Education Program Supervisors
Education Program and District Supervisors
School Governance and Operations Division Sections
Public and Private Secondary School Heads
Higher Education Institutions with Provisionary Permits to offer
SHS for SY 2016-2018
All Others Concerned**

1. As part of the DepEd Senior High School (SHS) Advocacy, the Schools Division Office shall conduct SHS 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 any time enrolled in college
 - c. PEPT and A&E passers not currently enrolled in college
2. The activity will be held at Pres. Fidel V. Ramos (PFVR) Gymnasium from October 17-20 (Monday to Thursday) with the opening program in the morning of October 17.
3. To 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 have at least 1-3 members to run the school booth. A booth without an overseer shall be discouraged to join.
 - b. Overseer/s are preferably personnel who do not have teaching loads as they will man the 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 uniform whether big or small schools.
 - d. Provision of tables (max. dimension: 24"x47"), advocacy materials, and advertisement for their track offerings shall be the responsibility of the




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- 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 as part of their advertisement. There will be **no video presentation** to 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 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 within the scheduled dates.
 - i. Time-keeping and foot-traffic monitoring will be handled by the Technical Working Group (TWG) at the venue.
4. All private schools offering Grade 10 for this school year are hereby directed to inform the Schools Division Office (SDO) through the Association of Private School Administrators' Vice President, Marlon Angaga, the number of their students, and interested parents who shall participate in the fair not later than October 7 (Friday).
 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. A meeting shall be held on October 10 (Monday) at the 3rd floor SDO Conference Hall at 1:00 p.m. for all School Heads/Administrators of public and private schools offering SHS to finalize the conduct of the activity.
 7. For wide dissemination and compliance.

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