



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
**SCHOOLS DIVISION OFFICE OF BAGUIO CITY**

7 September 2020

DIVISION MEMORANDUM

No. 339 s. 2020

**Transfer of Management and Supervision of the  
Career Guidance Program (CGP)**

To: **ASDS**  
**Chief, CID**  
**All Education Program Supervisors**  
**All Public Schools Division Supervisors**  
**All Secondary School Heads**  
**All Others Concerned**

1. Pursuant to the enclosed OUA Memorandum No. 00-0520-0030 titled "Transfer of Management and Supervision of the Career Guidance Program" dated May 15, 2020, **this Office officially transfers the management and supervision of the Career Guidance Program from the School Governance and Operations Division – Youth Formation Program to the Curriculum and Implementation Division – Values Program Effective School Year 2020-2021 onwards.** (See enclosure No. 1)
2. Anent to the transfer of management and supervision, creation/organization of the Division Career Guidance Program (CGP) Committee and the Term of References and schedule of activities are hereby attached. See enclosures No. 2 & 3.
3. Immediate and wide dissemination of this Memorandum is desired.

**MARIE CAROLYN B. VERANO, CESO V**  
Schools Division Superintendent



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**OUA Memorandum No. 00-0520-0030**  
**Transfer of Management and Supervision of the Career Guidance Program**



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
Tanggapan ng Pangalawang Kalihim

**OUA MEMO 00-0520-0030**  
**MEMORANDUM**  
15 May 2020

For: **Diosdado M. San Antonio**  
Undersecretary for Curriculum and Instruction

**Rizalino Jose T. Rosales**  
Director, Bureau of Learner Support Services

**Gilbert Remi Lacsina**  
OIC-Chief, Youth Formation Division

Subject: **TRANSFER OF MANAGEMENT AND SUPERVISION OF  
THE CAREER GUIDANCE PROGRAM**

The recently concluded inter-phasing between the Curriculum and Instruction Strand and the Administration Strand has identified the **transfer of management and supervision of the Career Guidance Program from the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) to the Curriculum and Instruction (CI) Strand.**

This transfer of management and supervision aims to further strengthen each division's mandate in terms of the necessary structures and processes for effective program implementation.

To facilitate the transfer, the following actions are to be undertaken immediately:

1. Current Program Coordinators shall turn over the necessary documents and other pertinent information to the new assigned managing division under the CI Strand. All other programs and activities relative to Career Guidance shall be handled/implemented by the new assigned managing division after completion of the turnover of materials.
2. Each Division shall continue with the conduct of activities related to Career Guidance planned under their 2020 work plans. Budgetary requirements are to be looked into and transferred to the new assigned managing division under the CI Strand for inclusion into their activities and plans for 2021.

For appropriate action.

  
**ALAIN DEL B. PASCUA**  
Undersecretary



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**Office of the Undersecretary for Administration (OUA)**

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRRMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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**Division Career Guidance Program  
Schedule of Activities**

<b>Date</b>	<b>Time</b>	<b>Activity</b>	<b>Persons Involved</b>
September 14,2020	1:30- 3:00	Pre-planning meeting	Chairpersons and Core team members
September 28-30, 2020	8:00-5:00	Contextualization of Career Guidance Program Modules	Chairpersons and Core team members
October 29,2020	9:00-11:30	Orientation of Career Guidance Programs	Division Core team members, 22 Public Secondary School Heads, 22 Guidance Counselors/Designate
November 2020	School schedule	School implementation of Career Guidance Program	School Heads Guidance Counselors/ Designates Grade 10 Advisers
		Monitoring and technical Assistance	PSDS/EPS