



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Mandaluyong



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June 4, 2014

MEMORANDUM

TO : Assistant Schools Division Superintendent
Education Program Supervisors/Public School District Supervisor
Principals, Public and Private Secondary Schools

**CONDUCT OF CAREER EXPOSURE AND GUIDANCE PROGRAM
FOR STUDENTS AT THE SECONDARY LEVEL**

Enclosed is DepEd Memorandum No. 18, s. 2014 re: ***Implementing Guidelines of the School Year 2014-2015 Calendar of the School Activities.***

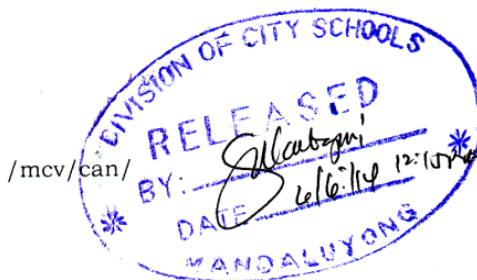
General orientation shall include a career exposure program for Grades 7 to 9 students to acquaint them with the various career pathways they can pursue and the emphasis should be the core subjects and the spiralling design of the curriculum as well as the exploratory courses offered by the schools under Technology and Livelihood Education (TLE) subject.

For Grade 9 and Year IV students, a career guidance program shall be conducted between July until November 2014 to prepare students for possible careers or courses they wish to pursue after high school.

All Guidance Counselors and/or Guidance Advocates are requested to conduct the said activities.

Education Program Supervisors shall monitor the implementation of the above activities.

Wide dissemination of this **Memorandum** is desired.




EVANGELINE P. LADINES, CESO VI
Schools Division Superintendent



Republika ng Pilipinas
(Republic of the Philippines)
KAGAWARAN NG EDUKASYON
(DEPARTMENT OF EDUCATION)
PAMBANSANG PUNONG REHIYON
(NATIONAL CAPITAL REGION)
Daang Misamis, Bago Bantay, Lungsod Quezon
(Misamis St., Bago Bantay, Quezon City)

Department of Education
National Capital Region
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MEMORANDUM
No. 111 s., 2014

**CONDUCT OF CAREER EXPOSURE AND GUIDANCE PROGRAM FOR
STUDENTS AT THE SECONDARY LEVEL**

To : All Schools Division Superintendents
All Secondary School Heads

1. This is to reiterate item no. 2, enclosure no. 2 to DepEd Order No. 18, s. 2014, "Implementing Guidelines of the School Year 2014-2015 Calendar of the School Activities" which states that:

"....For the secondary level, the general orientation shall include a career exposure program for the Grades 7 to 9 students to acquaint them with the various career pathways they can pursue. For Grade 9 to Year IV students, a career guidance program shall be conducted between July until November 2014 which will help prepare the students for possible careers or courses they wish to pursue after high school."

Anent to the above, all Guidance Counselors and/or Guidance Advocates in all secondary public and private schools are requested to conduct the following activities:

- a. **Grade 7 to 9 learners** – General orientation on the core subjects and the spiralling design of the curriculum as well as the exploratory courses offered by the schools under Technology and Livelihood Education (TLE) subject.
 - b. **Grade 9 and Year IV** – Career guidance program to be conducted between July to November 2014.
2. Divisions are requested to monitor schools in the observance of the above.
3. For information and appropriate action.


LUZ S. ALMEDA
Director IV

Attached: as stated
F4

#3861

DIVISION OF CITY SCHOOLS	
RECEIVED	
By: <u>Malon</u>	
Date: <u>29 MAY 2014</u>	
Time: <u>3:09 PM</u>	

ANNUAL LUYONG

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Implementing Guidelines of the School Year 2014 – 2015
Calendar of the School Activities

1. The school year shall formally open on **Monday, June 2, 2014** and shall end on **Friday, March 27, 2015**. The school year shall consist of **Two Hundred One (201) class days**. This is inclusive of the 5-day semestral break and the parent-teacher conferences which shall be held on a Saturday in the month after the quarterly examinations. The conference is intended to apprise the parents on the progress or performance of their children and ensure parental involvement in school activities. The last week of every quarter shall be the culminating performance of students where there shall be an exhibit and exhibition of students' outputs and performances to demonstrate attainment of performance standards at all grades/year levels. *To ensure quality in the school operation and actual teaching-learning, a 180-day non-negotiable contact time for teachers, and the physical presence of school heads is expected every school day, even during attending official business, the 201 days shall be enforced.*
2. As part of their opening rites, all schools are expected to conduct a general assembly for the purpose of orienting stakeholders on the curriculum, co-curricular programs and ancillary services lined up for the year in support of learner development and continuous improvement of school outcomes. Orientation shall be done the week before the first day to ensure that conduct of classes is done from the first day of classes. For the secondary level, the general orientation shall include a career exposure program for the Grades 7 to 9 students to acquaint them with the various career pathways they can pursue. For Grades 9 and Year IV students, a career guidance program shall be conducted between July until November 2014 which will help prepare the students for possible careers or courses they wish to pursue after high school.
3. All elementary schools shall administer the *Early Childhood Care and Development (ECCD) Checklist for Kindergarten Children* before the opening of classes or following the schedule specified in the ECCD Manual and the *School Readiness Year-End Assessment (SreYA)* at the end of the school year. The *Philippine Informal Reading Inventory (Phil-IRI)* assessment tools in Filipino shall be administered to Grade II, while English and Filipino to Grades II-VI as classroom based assessment within the school year. The result will be used as basis for planning and formulating appropriate interventions for children. Meanwhile, all secondary schools shall perform a *diagnostic assessment on the readiness for learning of Grade 7 students* in order to prepare developmentally-appropriate intervention programs.
4. At the end of the Second Quarter, a midterm break shall be observed to evaluate individual teachers and their collective performance, as well as to conduct the In-Service Training (INSET) activities in support of continuing professional development.

5. The Christmas break shall begin on ***Saturday, December 20, 2014***. Classes shall resume on ***Monday, January 5, 2015***.
6. To assure quality of the pupil's/student's learning, formative assessments shall be regularly conducted by the teachers. On the national level, the National Education Testing and Research Center (NETRC) shall administer the *National Career Assessment Examination (NCAE)* and the *National Achievement Test (NAT)*. The NCAE shall be conducted to assess the aptitude and interests of high school students planning to proceed to post secondary course and other career options and to provide them with relevant information on their skills, abilities, and readiness for academic and non-academic courses which help them make wise career decisions. On the other hand, the NAT shall be conducted to measure what pupils/students in Grade Three, Grade Six and Fourth Year know and can do in five core subject areas (Science, Mathematics, English, Filipino and HeKaSi/Araling Panlipunan) and to assess the attainment of the 21st century skills in varying levels of complexity.
7. The summer classes shall begin on ***Monday, April 13, 2015*** and end on ***Saturday, May 23, 2015*** which is the last day for the final examination. The summer classes shall consist of 3-hour daily sessions per subject area from Monday to Saturday for 36 days inclusive of ***Friday, May 1, 2015*** which is a legal holiday.
8. In preparation for the opening of classes for SY 2015-2016, the schools shall conduct the following activities: (a) *early registration on Saturday, January 24, 2015* of pupils/students in the schools where they wish to study; and (b) Brigada Eskwela from ***May 18 – 23, 2015*** to enable the community and the school to prepare their facilities and in-service (INSET) activities for teachers a week before the opening of classes.
9. Conferences and training programs, which are conducted or sponsored by the Department, shall be conducted during the summer break as part of its capacity-building program.

-Nothing follows-

Activity/School Celebration Mandated by Law

Month	Activity
May 2014	Palarong Pambansa Brigada Eskwela Stakeholders' Orientation on K-12/ Basic Enhanced Education Curriculum INSET/Planning Week
June	Opening of Classes Independence Day (Regular Holiday) World Environment Day Safe Kids Week PNOY 1 B Trees Project (Saturday) Pambansang Gawad sa Ulirang Kabataan (National Level Competition) Nationwide Search for the Outstanding W.A.T.C.H. SCHOOLS (National Level Competition)
July	Career Guidance Week National Nutrition Month National Disaster and Preparedness Month National Disability Prevention and Rehabilitation Week Science and Technology Week Savings Credit Consciousness Week Eid'l Fitr (Legal Holiday) (Tentative) PNOY 1B Trees Project (Saturday)
August	1st Quarter Examinations ASEAN Day Sight Saving Month Buwan ng Wikang Pambansa White Cane Day International Youth Day Ninoy Aquino Day (Special Non-Working Holiday) National Heroes Day (Regular Holiday) National Career Assessment Examination PNOY 1B Trees Project (Saturday)
September	Crime Prevention Month Clean and Green Month Literacy Month Science and Math Week Linggo ng Kasuotang Filipino History Week International Day of Peace PNOY 1B Trees Project (Saturday)
October	Eid'l Adha (Legal Holiday) (Tentative) Consumer Welfare Month World Teachers Day Children's Month Clean and Green Month Scouting Month