



Republic of the Philippines  
**Department of Education**  
REGION II – CAGAYAN VALLEY  
SCHOOLS DIVISION OF TUGUEGARAO CITY

July 12, 2022

**DIVISION MEMORANDUM**

No. 130, s. 2022

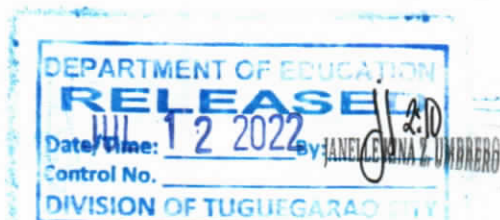
**SUBMISSION OF HOMEROOM GUIDANCE AND CAREER GUIDANCE  
ACCOMPLISHMENT REPORT FOR SCHOOL YEAR 2021-2022**

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Schools District Supervisors  
School Heads (Elementary And Secondary)  
Guidance Counselors/ Designate/Advocates  
All Others Concerned

1. In reference to DM-OUCI-2021-346 titled “Revised Implementation of Homeroom Guidance (HG) during Crisis Situation for SY 2021-2022”, and DM-OUCI-2021-347 or the “Career Guidance Program (CGP) for SY 2021-2022,” this Office through Curriculum Implementation Division, earnestly requests for the submission of accomplishment report on the said programs.
2. School Accomplishment Report shall be determined by the Division ESP supervisor and be sent through her email [emyloujavier@gmail.com](mailto:emyloujavier@gmail.com) on or before August 10, 2022.
3. Attached are the templates to be used by the schools.
4. Soft copy of templates can be downloaded through the link <https://bit.ly/HGP-CGP-ReportTemplate>.
5. For information, guidance and appropriate action.

  
**FREYNANTE Z. CALIGUIRAN**  
Schools Division Superintendent

cid/esc/lou



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**Homeroom Guidance School Implementation Tool**

Name of School:  
 School Head:

Division:  
 Date of Reporting

Total No. of Classes for SY 2021-2022	Total No. of Classes that Implemented Homeroom Guidance Program

Direction: Check the box that corresponds to your answer in each item using the legend below.

**Legend:**

- E**-Evident: 95-100% of the total number of classes complied
- EI**- Evident but Inadequate: 50-94% of the total number of classes complied
- NE**- Not Evident: less than 50% of the total number of classes complied
- NA**- Not Applicable: the area is not applicable/it is not possible to comply

Areas to be Monitored	Evidence	E	EI	NE	NA
<b>I. Curriculum Implementation and Compliance</b>					
1. HG MELCs is being followed properly.	Class schedule and learner's output/portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re HG's impact on learners				
<b>II. Delivery Process</b>					
1. HG classes are programmed for the whole school	Class program and teacher loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter	Letter to parents prepared by adviser regarding the competencies for the quarter (Based on Learner's Development Assessment – Annex 3)				
3. Class advisers are being monitored as they implement the HG	Results of Monitoring Tool and post conference of Guidance counselor/designate with advisers				
<b>III. Evaluation of Learner's Development</b>					
1. Learners are oriented on the learning objective and how their development will be evaluated	Documentation of learner's orientation about the learning objectives and evaluation of their development				



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2. Assessment results are explained to the learners, leading to their realization of the areas for improvement	Documentation of conference with the learners about their development				
3. learners can keep track of their progress in the program	Learners' checklist of competencies with remarks of adviser and parent				
<b>IV. Supervision of Homeroom Guidance Implementation</b>					
1. A clear Monitoring Plan (Guidance counselor/designate and school head) before the start of the program is evident	Monitoring Plans of school head and guidance counselor/designate				
2. Monitoring plan is properly implemented	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery	Minutes of meeting and post conference documentation				
4. Monitoring results are utilized to improve the program delivery.	Matrix of monitoring results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of meeting and post conference documentation				
6. Capacity building for HG is being conducted	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
<b>V. Administrative Concerns</b>					
1. Orientation for learners and their parents is conducted by the school before the start of the School Year	Documentation of learners and parents' orientation (e.g. attendance sheet, photos etc.)				
2. An adequate budget is allotted for HG expenses	Approved budget vs financial report of HG (e.g. materials, training expenses, etc.)				
3. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers of HG	Inventory of supplies and materials vs reports of utilization				
4. The learning modality is appropriate and conducive for the conduct of the program	Number of learners in each learning modality				
5. Duties and responsibilities of personnel are clearly defined	Documentation of orientation for the personnel and teachers				
6. Correct reports are submitted	Mid-year and year-end reports by the school				
7. Issues and concerns based on the reports are acted upon	Matrix of issues and concerns from the reports and actions taken				



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Guidance Counselor/Designate:

Date:

School Head:

Signature over Printed Name

Date:

Signature over Printed Name



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**School Career Guidance Implementation Report**

School:	Name of School Head:
Division:	Region:
Date of Submission:	

**A. Career Guidance Program**

- 1. Facilitation of Career Guidance Orientation** (Attach documentation: photos, videos, program matrix, summary of activity evaluation report)

Title of Activity	Date of Facilitation	Target number of attendees	Actual number of attendees	Outcome

**B. Career Guidance Learning Activity Plan**

Task	Actual Accomplishment Report (In narrative form)	Remarks
1. Provides relevant and updated information to learners (schedule of distribution and retrieval of activity sheets, learning resource link, and other supplementary information)		
2. Prepares and distributes Career Guidance Learning Plan		
3. Prepares and distributes Career Guidance Learning Activity Sheets		
4. Attends to the learners to appropriately use tools, ideas, methods, or "ways of knowing" to accomplish the activity and/or solve the problem		



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### C. Career Counseling and Consultation

<b>Task</b>	<b>Accomplishment</b> (Write Accomplished or Not Accomplished)	<b>Remarks</b> (Provide reason for not accomplishing the Task)
1. Responds appropriately to learner's questions and comments		
2. Explains important ideas in a clear and practical way		
3. Provides time and direction for individual counseling/consultation		
4. Attends to the learner's concerns in different modalities		
5. Responds appropriately to learner's questions, clarifications, and comments		

### D. Curriculum Exit Tracking System

No. of Senior High School Graduates:

No. of responses/entries in the curriculum Exit Tracking System:

Recommendations:

Prepared by:

Name and Signature of School Head



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