



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 915, s. 2018

September 26, 2018

**CONDUCT OF SENIOR HIGH SCHOOL CAREER GUIDANCE PROGRAM AND
EARLY REGISTRATION FOR SY 2018 - 2019**

To: Public Schools District Supervisors
All concerned School Heads/Administrators – Public and Private Secondary Schools

ATTENTION: Guidance Counselors/Coordinators/Advocates

1. Relative to DepEd Order No. 48, s. 2015 entitled “*AMENDMENT TO DEPED ORDER NO. 41, S. 2015 (Senior High School Career Guidance Program and Early Registration)*”, please be guided with the timeline below:

Date	Activity
October 1 – 12, 2018	Conduct of Module 1, Module 2 (Session 1 and 2) and Module 3
October 15 – 19, 2018	Career Guidance Week (DONE)
October 19, 2018	Parent – Teacher Conference
October 22 – November 9, 2018	Senior High School Early Registration (Please use SHS Preference Slip contained in Enclosure No. 1 to DepEd Order No. 48, s. 2015)
November 12 – 30, 2018	LIS Submission/Encoding for Grade 10 students (LIS SHS Registrants)
November 19, 2018	Submission of SHS Registration Forms (Enclosure No. 3 to DepEd Order No. 48, 2015) to Division SHS Coordinator
November 26, 2018	LIS Submission/Encoding for Non-LIS SHS Registrants

2. After the conduct of the Grade 10 Career Guidance Program, the school guidance counselors or school guidance coordinators/advocates shall accomplish the attached monitoring and evaluation report per module (Enclosure No. 1 to DepEd Memorandum No. 161, s. 2016).
3. The accomplish evaluation forms shall be submitted to the Division SGOD Office, attention: Jose Israel M. Maravilles, Division Career Guidance Program Focal on October 29, 2018.
4. Immediate dissemination of this Memorandum is desired.

DepEd Schools Division Office

RELEASED
12633

DATE: 26 SEP 2018 TIME: 9:14

BY: [Signature]

WINNIE E. BATOON, EdD

Officer-In-Charge

Office of the Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

[Signature]
SOLLIE B. OLIVER, LLB
Chief ES-SGOD

Encls: Enclosure No. 1 to DepEd Memorandum No. 161, s. 2016

References: DepEd Order No. 48, s. 2015

To be indicated in the Perpetual Index under the following subjects:
GOVERNANCE CAREER GUIDANCE

PDO I - YFP: CONDUCT OF SENIOR HIGH SCHOOL CAREER GUIDANCE PROGRAM AND EARLY
REGISTRATION FOR SY 2018 - 2019

26 September 2018

Career Guidance Program Monitoring and Evaluation Form
Department of Education

Name (optional)	
Region	
Division	
School	
Module delivered? (1, 2, and/or 3)	

Instructions: Indicate your rating for the following items below by putting a check (✓) in the box corresponding to your answer. **SDA** stands for **Strong Disagree**, **DA** stands for **Disagree**, **N** for **Neutral**, **A** for **Agree**, **SA** for **Strongly Agree**, and **NA** for **Not Applicable**.

I. Learning Objectives

Items	SDA	DA	N	A	SA	NA
1. I clearly understood the objectives of the modules						
2. The objectives of the modules were specific, achievable, and relevant						
3. The expected results of the modules were well-described						
4. The objectives of the modules delivered were all achieved at the end of the session						

II. Learning Content

Items	SDA	DA	N	A	SA	NA
1. The Learning Content of the modules are aligned with the objectives						
2. The Learning Content of the modules are suited to the needs of the learners						
3. The Learning Content of the modules are suited to the level of understanding of the learners						
4. The Learning Content of the modules are suited to the level of appreciation of the learners						
5. The assignments given were useful and complement the objectives of the modules						

III. Organization

Items	SDA	DA	N	A	SA	NA
1. The modules are well-organized in terms of content and flow						
2. The activities in the modules were sequenced in a logical manner						
3. The time given in conducting the modules is appropriate						

IV. Learning Experience

Items	SDA	DA	N	A	SA	NA
1. I believe my learners enjoyed the modules' activities						
2. I found the module challenging and stimulating						
3. I believe the learning activities were completely aligned to the modules' objectives						
4. I found the activities essential to the needs of my learners as the Senior High School Early Registration draws near						
5. I found the learning activities easy to conduct but very meaningful						
6. The materials needed in the module are easy to get						

COMMENTS / SUGGESTIONS / RECOMMENDATIONS

Instructions: In 3 to 5 sentences, answer the given questions below. Write your answers on the blank provided.

1. What were the best features of the content of the modules? Why?

2. What were the features of the content of this module that need further improvement? How could we improve them?

3. Other comments and suggestions:



Republic of the Philippines
Department of Education

20 OCT 2015

DepEd ORDER
No. **48**, s. 2015

AMENDMENT TO DEPED ORDER NO. 41, S. 2015
(Senior High School Career Guidance Program and Early Registration)

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division Superintendents
Heads, Public and Private Secondary Schools
All Others Concerned

1. The provisions stipulated in DepEd Order No. 41, s. 2015 entitled *Guidelines on the Senior High School Career Guidance Program (CGP) and Early Registration* shall remain in force and in effect except for the following provisions pertaining to the conduct of the early registration:

- a. The Senior High School (SHS) Early Registration shall be extended from **October 19** to **November 13, 2015** to give all SHS entrants ample time to decide on their choice of SHS track.
- b. All Grade 10 students in School Year (SY) 2015-2016 in all public and private secondary schools, including state universities and colleges (SUCs), shall submit to their respective class advisers their choice of school/s and program/s using the revised SHS Preference Slip contained in Enclosure No. 1.

Class advisers shall register the students for SHS and submit their preference/s through the Learner Information System (LIS) from **November 9 to 29, 2015**. The procedural guide for encoding of the learners' preference/s in the LIS is detailed in Enclosure No. 2.

- c. High school graduates prior to the full implementation of the K to 12 Program, passers of the Philippine Educational Placement Test (PEPT) and Accreditation and Equivalency (A&E) Examination for JHS Level, and other learners outside the formal system (those who are not covered by the LIS), may register for SHS in any of the schools offering SHS using the revised SHS Registration Form found in Enclosure No. 3.

The school head shall forward to the Schools Division SHS coordinator the duly accomplished registration forms (Enclosure 3) of all non-LIS SHS registrants not later than **November 16, 2015**. The school shall maintain a duplicate copy of the said forms for records purposes.

The Schools Division SHS coordinator, with the assistance of the planning officer and/or IT coordinator, shall enrol the non-LIS SHS registrants in the LIS. The detailed procedural guide for encoding the learners' information and preference/s shall be posted at lis.deped.gov.ph/help. The log-in accounts of the planning officer or IT coordinator can temporarily be used for purposes of SHS registration.

- d. The following timeline for the early registration and submission of required information shall be strictly followed:

Date	Activity
October 19 – November 13, 2015	SHS Early Registration
November 9-29, 2015	LIS Submission/Encoding for Grade 10 students (LIS SHS Registrants)
November 16, 2015	Submission of SHS Registration Forms (Annex 3) to Division SHS Coordinators
November 27, 2015	LIS Submission/Encoding for Non-LIS SHS Registrants

2. To better guide the students in making decisions on their SHS preference/s, DepEd provides a complete list of all public and private schools offering SHS and their corresponding program offerings available on <http://www.deped.gov.ph/k-to-12/shs>. This list can also be downloaded from the SHS Registration page once the school logs in to the LIS.

3. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
 Secretary

Encls.:
As stated

Reference:
DepEd Order: (No. 41, s. 2015)

To be indicated in the Perpetual Index
under the following subjects:

CHANGE
ADMISISION OR ENROLMENT
LEARNERS
POLICY
PROGRAMS

SCHOOLS
SECONDARY EDUCATION
TECHNICAL EDUCATION
VOCATIONAL EDUCATION

Department of Education
Senior High School Preference Slip
SY _____

TO THE STUDENT AND PARENT/GUARDIAN: Print legibly all information required. Submit to the class adviser once you have accomplished this form.

1. NAME OF STUDENT: Print your full name in the following sequence: LAST, FIRST, MIDDLE.
Place one letter in each box. Leave one box blank between names.

LAST																			
FIRST																			
MIDDLE																			

2. LEARNER'S REFERENCE NUMBER (LRN)

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3. SENIOR HIGH SCHOOL (SHS) APPLIED FOR: Choose from the list of schools offering SHS (up to two choices allowed). Do not indicate the same SHS twice. Make sure that the track (Academics, TVL, Sports, Arts and Design), strand (STEM, ABM, HUMSS and GAS), or TVL specialization choices are offered in the SHS indicated. Write the **COMPLETE** program offering (track- strand or specialization/s) of your choice in the box provided. Write **NONE** in the box if you do not have a second choice program or school.

Name of First Choice SHS (Do not abbreviate)
Address (City/Town or Province)
First Choice Program:
Second Choice Program:

Name of Second Choice SHS (Do not abbreviate)
Address (City/Town or Province)
First Choice Program:
Second Choice Program:

I affirm that:

- (1) I have read the information contained in **DepEd Order Nos. 41 and ____, s. 2015** and understood all the instructions in connection with my registration;
- (2) I have been made aware of the SHS tracks and the importance of choosing the right career path through the Career Guidance Program;
- (3) The preferences supplied in this slip are a result of a well-informed decision making as discussed with my parent(s)/guardian; and
- (4) I will abide by the DepEd rules and policies in relation to the SHS program.

Furthermore, I understand that all information I provide in this form may be used by the Department of Education and I consent to such with the assurance that my personal details will be kept confidential.

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Signature over Printed Name of the Student

Date

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Signature over Printed Name of the Parent/Guardian

Date

(Enclosure No. 2 to DepEd Order No. 48, s. 2015)

**PROCEDURES FOR SUBMISSION OF LEARNER PREFERENCES
FOR SENIOR HIGH SCHOOL
(FOR PUBLIC SCHOOLS)**

1. SHS Early Registration shall be conducted from October 19 to November 13, 2015 with guidelines provided in this Order. During this period, class advisers for Grade 10 in all public secondary schools shall register their learners for SHS and submit learners' preferences through the SHS Registration Module in the LIS.
2. The SHS Registration Module is accessible through the "SHS Registration" link (right of "Masterlist") in the LIS Main Menu. The SHS Registration page shall display the list of Grade 10 learners enrolled for SY 2015-2016 with input fields for SHS preferences opposite each learner's name.
3. In case a learner is currently enrolled in the school but not yet registered or enrolled in the LIS for SY 2015-2016 like in the case of a transferee or a late enrollee, the Class Adviser shall enrol the learner first before he/she is registered for SHS. The "Enrol Learner" link shall be accessible from the SHS Registration page for ease of navigation.
4. The Class Adviser shall enter the learner's SHS preferences, choosing from a drop-down list of schools and program offerings. These data shall be captured from the SHS Preference Slip (Annex 1 of this Order) filled-up and submitted by the learner. A first and second choice must always be provided for the SHS and for each school; two programs must be provided unless the preferred school has only one program offering.
5. The progress of SHS registration shall be made available online to school heads and through the Planning Offices in the Division and Regional Offices. The Planning Office shall provide the SHS Coordinators with regular updates on the SHS online registration.
 - 5.1. School Heads shall be informed of the progress of SHS Registration through the notification bar at the Masterlist page.
 - 5.2. Planning offices in the division and region will be able to view the progress of registration in the Status of Updating – SHS Registration link from the LIS Main Menu.
6. Upon culmination of SHS registration in the LIS, a Summary Report on the number of registrants by school and program offering can be generated in Excel format through the "Download" link under the "Summary" column in the LIS Status of Updating – SHS Registration page.
7. An instructional material in video and infographics is available through the LIS Support page. For questions regarding the use of LIS for SHS registration, please contact EMISD through ps.emisd@deped.gov.ph or the LIS Help Desk through icts.usd@deped.gov.ph and telephone no. 0922-4104603.

(Enclosure No. 2a to DepEd Order No. 48, s. 2015)

**PROCEDURES FOR SUBMISSION OF LEARNER PREFERENCES
FOR SENIOR HIGH SCHOOL
(FOR PRIVATE SCHOOLS AND SUCs)**

1. SHS Early Registration shall be conducted from October 19 to November 13, 2015 with guidelines provided in this Order. During this period, private schools and SUCs shall register all Grade 10 learners for SHS and submit learners' preferences through the SHS Registration Module in the LIS. This online registration facility shall be accessed by private schools and SUCs using their EBEIS user account.
2. The SHS Registration Module is accessible through the "SHS Registration" link (right of "Masterlist") in the LIS Main Menu. The SHS Registration page shall display the list of Grade 10 learners enrolled and uploaded in the LIS for SY 2015-2016 with input fields for SHS preferences opposite each learner's name.
3. In case a learner is currently enrolled in the school but not yet registered or enrolled in the LIS for SY 2015-2016, the duly authorized private school/SUC encoder shall enrol the learner first before he/she is registered for SHS. The "Enrol Learner" link shall be accessible from the SHS Registration page for ease of navigation.
4. The authorized private school/SUC encoder shall enter the learner's SHS preferences, choosing from a drop-down list of schools and program offerings. These data shall be captured from the SHS Preference Slip (Annex 2 of DepEd Order No. 41 s.2015) filled-up and submitted by the learner. A first and second choice must always be provided for the SHS and for each school; two programs must be provided unless the preferred school has only one program offering.
5. The progress of SHS registration shall be made available online to school heads and through the Planning Offices in the Division and Regional Offices. The Planning Office shall provide the SHS Coordinators with regular updates on the SHS online registration.
 - 5.1. School Heads shall be informed of the progress of SHS Registration through the notification bar at the Masterlist page.
 - 5.2. Planning offices in the division and region will be able to view the progress of registration in the Status of Updating – SHS Registration link from the LIS Main Menu.
6. An instructional material in video and infographics is available through the LIS Support page. For questions regarding the use of LIS for SHS registration, please contact EMISD through ps.emisd@deped.gov.ph or the LIS Help Desk through icts.usd@deped.gov.ph and telephone no. 0922-4104603.

SY

Page 1/2

Name of Second Choice SHS (Do not abbreviate)

Address (City/Town or Province)

First Choice Program:

Second Choice Program:

9. PERMANENT HOME ADDRESS

House Number and Street

Subdivision/Barangay

Town/City

Province

Postal/Zip Code

10. CONTACT INFORMATION

Telephone Number

Cellphone Number

E-mail Address

I affirm that:

- (1) I have read the information contained in **DepEd Order No. 41 and ___, s. 2015** and understood all the instructions in connection with my registration;
- (2) I have been made aware of the SHS tracks and the importance of choosing the right career path through the Career Guidance Program;
- (3) The preferences supplied in this slip are a result of a well-informed decision making as discussed with my parent(s)/guardian; and
- (4) I will abide by the DepEd rules and policies in relation to the SHS program.

Furthermore, I understand that all information I provide in this form may be used by the Department of Education and I consent to such with the assurance that my personal details will be kept confidential.

Signature over Printed Name of the Student

Signature over Printed Name of the Parent/Guardian

Date

Date

REMINDERS: