



Republic of the Philippines
Department of Education
Region X
SCHOOLS DIVISION OF TANGUB CITY



March 7, 2025

DIVISION MEMORANDUM
No. 99, s. 2025

**IMPLEMENTATION OF CAREER GUIDANCE PROGRAM (CGP)
FOR THE SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent
Division Chiefs (SGOD & CID)
Public Schools District In-Charge (PSDICs)
Education Program Supervisors
Public and Private School Heads
Guidance Counselors
Guidance Designates
All Others Concerned

1. DepEd Order No. 009, s. 2024, Implementing Guidelines on the School Calendar and Activities for the School Year 2024-2025, Section V, Letter E, Item no. 23, **Career Guidance Activities** shall be conducted within the school year to assist learners in making informed decisions regarding their preferred senior high school (SHS) track, as well as to support SHS learners in pursuing their subsequent curriculum exits. In addition, college and middle-level skills fairs, job fairs, business and entrepreneurship expos, and similar activities shall be conducted during the last quarter of the School Year.

2. In line with this, the mandated **Career Guidance Program (CGP)** will be implemented in this division for the **Month of March** with the theme: **"Growing Futures: Discover, Develop, Define"**. Thus, all activities should be meticulously aligned with this theme, ensuring they contribute to the learners' journey of discovering their potential, developing essential skills, and defining their future career paths.

3. Schools shall ensure to disseminate the **Curriculum Exits Tracking System (CETS)** link (<https://tinyurl.com/CETS-SY2024-2025>) to all Grade 12 learners. School Heads, Guidance Designates and Teacher-Advisers, are requested to track their learners' completion.

4. All schools are required to submit the **School Career Guidance Implementation Report** with photo and/or video documentation as Means of Verification (MOVs) on or before April 4, 2025 using the prescribed template provided in the Enclosure. The schools may access and download the editable file through this link provided <https://tinyurl.com/cgptangub24-25>



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5. Expenses to be incurred in the conduct of career guidance activities shall be charged to local funds subject to the usual accounting and auditing rules and regulations.
4. For more information, please contact Mr. John Lyric D. Poligrates, Guidance Counselor II, through 0977-470-4806.
5. Immediate dissemination of this Memorandum to all concerned is enjoined.

SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI
Schools Division Superintendent

Enclosed: As stated
References: DepEd Order No. 009, s. 2024,
OUOPS No. 2023-03-8149

To be indicated in the Perpetual Index
Under the following subjects:
Career Guidance Program

JLDP & ACM - Implementation of Career Guidance Program
March 6, 2025



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Enclosure B: Career Guidance Implementation Report - Secondary

A. School Career Guidance Implementation Report

School ID/ Name:	Name of School Head:
Division:	Region:

1. Facilitation of Career Guidance Activities

Activity/ies	Date of Facilitation	Target Grade Level	Target Number of Attendees	Actual Number of Attendees

Note: Add rows is necessary and attach means of verification: photos, videos, program matrix, and summary of the activity report.

2. Do you have a Registered Guidance Counselor? ☐ Yes ☐ No
3. Do you have a Guidance Designate? ☐ Yes ☐ No
4. Do you have a Career advocate/s? ☐ Yes ☐ No
5. Number of learners undergone consultation and counselling related to career concerns

Grade Level	Male	Female	Total
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
Total			

6. Number of G12 Learners completed the Curriculum Exits Tracking System (CETS).

Graduates	Male	Female	Total
SHS Learners			

7. MOVs

Prepared by:

Approved by:

Name and Signature

Name and Signature

RGC / Guidance Designate / Career Advocate

School Head



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Enclosure A: Career Guidance Implementation Report - Elementary

A. School Career Guidance Implementation Report

School ID/ Name:	Name of School Head:
Division:	Region:

1. Facilitation of Career Guidance Activities

Activity/ies	Date of Facilitation	Target Grade Level	Target Number of Attendees	Actual Number of Attendees

Note: Add rows is necessary and attach means of verification: photos, videos, program matrix, and summary of the activity report.

2. Do you have a Registered Guidance Counselor? ☐ Yes ☐ No
3. Do you have a Guidance Designate? ☐ Yes ☐ No
4. Do you have a Career advocate/s? ☐ Yes ☐ No
5. Number of learners undergone consultation and counselling related to career concerns

Grade Level	Male	Female	Total
UK			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Total			

6. MOVs

Prepared by:

Approved by:

Name and Signature
RGC / Guidance Designate / Career Advocate

Name and Signature
School Head



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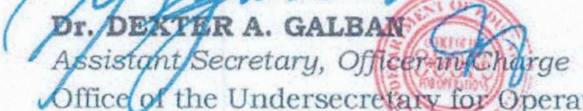


Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM

DM-OUOPS-2025-10-01059

TO : Regional Directors
Minister, Basic, Higher, and Technical Education, BARMM
Schools Division Superintendents
Public Secondary School Heads
All Others Concerned

FROM : 
Dr. DEXTER A. GALBAN
Assistant Secretary, Officer-in-Charge
Office of the Undersecretary for Operations

SUBJECT : CAREER GUIDANCE PROGRAM (CGP) CURRICULUM EXITS
TRACKING SYSTEM for SCHOOL YEAR (S.Y.) 2024-2025
AND CONDUCT OF LOCALIZED CAREER EXPO

DATE : February 13, 2025

In line with the annual data gathering for the Curriculum Exits of Senior High School (SHS) graduates, the Department of Education (DepEd), through the Bureau of Curriculum Development (BCD) and the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD), will spearhead the **Curriculum Exits Tracking System (CETS) for School Year (S.Y.) 2024-2025**.

In this regard, all Regional and Division Youth Formation Coordinators (RYFCs/DYFCs), Guidance Counselors, Guidance Designates, Career Advocates, and Grade 12 Section Advisers, with assistance from the Supreme Secondary Learner Government (SSLG) Officers and their respective Teacher-Advisers, are requested to inform SHS Graduates for S.Y. 2024-2025 to complete the Curriculum Exits Tracking System via the following link: <https://tinyurl.com/CETS-SY2024-2025>. The system will officially open on **February 26, 2025**.

Furthermore, in preparation for the National Career Expo (NCEX) 2025, which will take place on March, all secondary schools, in coordination with their respective Regional and Division Offices, are encouraged to conduct a **Localized Career Expo (LCEx)** throughout the months of **March and April 2025**. The LCEx may include career caravans, career fairs, and similar activities that provide learners with career guidance and opportunities. The event should highlight the four (4) curriculum exits: higher education, employment, entrepreneurship, and middle-level skills development.

BLSS-YFD-2025-02-038



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All Regional Offices are requested to submit a consolidated After-Activity Report, which should include photo and/or video documentation of the LCEx, as Means of Verification (MOVs). These reports must be submitted to the email of the BLSS-YFD **no later than April 15, 2025**, and will be featured during the NCEX 2025.

For any questions or concerns, please contact **Dr. Gina Lopez Cruz**, Senior Education Program Specialist and Officer-In-Charge of the BLSS-YFD, at blss.yfd@deped.gov.ph.

For immediate dissemination and strict compliance.

[YFD/CSC]



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