



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025- 461

To : CID Chief
Education Program Supervisor-EsP
Education Program Supervisor-Private School Focal
Division Guidance Coordinator
Private School Heads
Private Guidance Designates/Guidance Counselors
Private Teachers

Subject : **PARTICIPATION TO THE REORIENTATION AND ENHANCEMENT
SESSION ON HOMEROOM AND CAREER GUIDANCE PROGRAM**

Date : September 30, 2025

In reference to DM-OUCI-2021-346: Revised Implementation of Homeroom Guidance during Crisis Situation for SY 2021-2022 and DM-OUCI-2021-347: Career Guidance Program (CGP) for SY 2021-2022, the Schools Division of Digos City will conduct a **Reorientation and Enhancement Session on the Homeroom and Career Guidance Program (HCGP)** to strengthen its implementation.

The reorientation is scheduled on **October 8, 2025**, at the Schools Division Office Conference Room, from **1:30 p.m. to 4:30 p.m.**

Each school is required to send **three (3) participants**:

- 1 School Head
- 1 Guidance Designate/Guidance Counselor
- 1 Teacher

A registration fee of One Hundred Pesos (P100.00) per participant will be collected to cover the cost of snacks.

For information, guidance, and compliance.

DepEd Schools Division of Digos City
RECORDS SECTION

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

RELEASED
DATE: 10/1/25 TIME: 12:00 PM

BY: [Signature]

Enclosed: As stated.
Rdm/CID



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph



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Activity Proposal

Program	Homeroom Guidance and Career Guidance Program				
Activity Title	Strengthening Core Guidance Services: A Reorientation and Enhancement Session on Homeroom and Career Guidance Programs (HGP & CGP)				
General Objective:	To strengthen the implementation and sustainability of core guidance services by providing reorientation on the Homeroom Guidance Program and Career Guidance Program for private schools.				
Specific Objectives:	<p>The following are the specific objectives:</p> <ol style="list-style-type: none">1. Present the framework, objectives, and updated guidelines of the Homeroom Guidance and Career Guidance Programs.2. Enhance understanding of the roles of school heads, guidance counselors/designates, and teachers in delivering these programs effectively.3. Equip participants with strategies to integrate HGP and CGP into classroom and school-wide activities.4. Promote collaborative implementation of guidance services to support learners' personal, social, academic, and career development.				
Proposed Dates	October 8, 2025 1:30 PM – 4:30 PM				
Venue	Schools Division Office Conference Room				
Amount	Php 000.00				
Source of Funds	None				
Activity	Number of Pax	Unit Cost	Days Required	TOTAL	Source of Funds
Strengthening Core Guidance Services: A Reorientation and Enhancement Session on Homeroom and Career Guidance Programs (HGP & CGP) for Private Schools	81 private	0	Half day	0	None
TOTAL	81	0		0	

Rationale	<p>The Department of Education (DepEd) institutionalized the Homeroom Guidance Program (HGP) beginning in School Year 2021–2022 through DepEd Order No. 31, s. 2021, to provide a structured, developmental, and learner-centered program that addresses the personal, social, academic, and career needs of learners. Complementing this is the Career Guidance Program (CGP), which strengthens learners' preparedness for higher education, employment, or entrepreneurship. Both programs are integral to promoting holistic learner development across schools.</p> <p>In the Schools Division of Digos City, there are 27 private schools, yet implementation of the HGP has been uneven. As of School Year 2024–2025, only 6 private schools had fully implemented the program, while 9 more have just started in School Year 2025–2026. This indicates that nearly half of the private schools are still in the early stages of adoption or have not yet aligned with the national directive.</p> <p>Given this context, a reorientation and enhancement session is essential to bridge these gaps and strengthen the implementation of both HGP and CGP. The activity will feature presentations of updated guidelines, objectives, and frameworks, equipping schools with the most current policy directions and program standards. It will also include interactive discussions and sharing of best practices from schools that have already been implementing the HGP, fostering peer learning and contextualized strategies that can be adapted across different private school settings. Furthermore, the session will emphasize the clarification of roles and responsibilities of school heads, guidance designates, and teachers, ensuring that all key stakeholders clearly understand their functions in program delivery and sustainability.</p> <p>Through these approaches, the activity will not only guide newly implementing schools with updated frameworks and strategies but will also provide avenues for more experienced schools to sustain and enhance their practices. Ultimately, it will foster greater consistency among all private schools in the Division, leading to more effective delivery of core guidance services that holistically support learners' personal, social, academic, and career development.</p>
General Methodology	<p>- Lecture, sharing and discussion.</p>

Learning Facilitators	- Education Program Supervisor in Edukasyon sa Pagpapakatao- Inda Nacua - Division Guidance Counselor-Rofelia T. De Mesa
Participants	Private Schools: 3 participants per school (School Head, Guidance Designate, and a teacher)

Prepared by:


ROFELIA T. DE MESA, RGC
Guidance Coordinator II

Noted by:


BEVERLY S. DAUGDAUG, EdD
Chief, CID

Funds Available:

N/A
GISELLE D. GONZALES
AO II – OIC-Budget Office

Recommending Approval:


MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent

Approved by:


MELANIE F. ESTACIO, PhD, CESO VI
Schools Division Superintendent



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Program Matrix

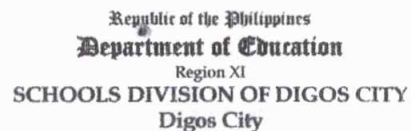
**Strengthening Core Guidance Services: A Reorientation and Enhancement Session on
 Homeroom and Career Guidance Programs (HGP & CGP) for Private Schools
 October 8, 2025; 1:30 PM – 4:30 PM; SDO Conference Room**

Time	Activity / Topic	Objectives	Strategies / Approach	Person Responsible
1:00 – 1:30 PM	Registration of Participants	To account and enlist all participants prior to the start of the program	Registration, attendance sheets	Secretariat (Division Guidance Coordinator)
1:31 – 1:55 PM	Opening Program (National Anthem, Prayer, Makabayan Song)	To formally open the session and set a solemn and engaging atmosphere	Singing of National Anthem, Invocation, Makabayan song	Assigned Facilitator
	Welcome Remarks	To inspire and orient participants on the purpose of the gathering	Welcome message, motivational remarks	Beverly S. Daugdaug Chief, Curriculum Implementation Div.
1:56 – 2:05 PM	Rationale (Statement of Purpose & Overview of Core Guidance Services)	To present the purpose, importance, and expected outcomes of the session	Short talk with visual presentation	Inda Nacua EPS in Edukasyon sa Pagpapakatao
2:06 – 3:30 PM	Reorientation and Enhancement Session on HGP and CGP	To strengthen participants' knowledge, skills, and appreciation of HGP and CGP implementation	Lecture-discussion, PowerPoint presentation, interactive discussion	Rofelia T. De Mesa Guidance Coordinator II
3:30 – 4:10 PM	Open Forum / Q&A	To clarify issues, share insights, and address participant concerns	Panel Q&A, open discussion	Panel of Speakers: Inda Nacua & Rofelia de Mesa
4:10 – 4:30 PM	Synthesis of Key Points & Closing Program	To summarize major insights and provide closing reflections	Recap of highlights, final message	Inda Nacua EPS in Edukasyon sa Pagpapakatao

Master of Ceremony: **Dendi Reasonable-Jumawan**
DCAA – School Principal



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3:30 – 4:10 PM	Open Forum / Q&A	Panel of Speakers: Inda Nacua & Rofelia de Mesa
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Master of Ceremony: **Dendi Razonable-Jumawan**
DCAA – School Principal