



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 2, 2026

DIVISION MEMORANDUM

No. 505, s. 2026

**REITERATION OF THE GUIDELINES ON THE SUPERVISION AND
IMPLEMENTATION OF CAREER GUIDANCE PROGRAM (CGP) FOR SCHOOL
YEAR 2026-2027**

To: Chief Education Supervisors
Education Program Supervisors
Principals In-charge of the District
Public Schools District Supervisors
Head Teacher In-Charge of the District
School Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. Attached is Regional Memorandum No. 765, s. 2026 dated July 28, 2026 titled Reiteration of the Guidelines on the Supervision and Implementation of Career Guidance Program (CGP) for School Year 2026-2027.
2. Immediate dissemination of this Memorandum is desired.


FELICIANO C. BUENAFE JR., CESO V
Schools Division Superintendent

Enclosure: As stated
Reference: R.M. No. 765, s. 2026
To be indicated in the Perpetual Index
under the following subjects:
LEARNERS SCHOOLS PROGRAMS



Poblacion, Numancia, Aklan
Tel/Fax No. (265 3740 | 265 3741 | 265 3743)
Website: <https://depedaklan.online>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS

REGIONAL MEMORANDUM
No. 765 s.2026

JUL 28 2026

**REITERATION OF THE GUIDELINES ON THE SUPERVISION AND
IMPLEMENTATION OF CAREER GUIDANCE PROGRAM (CGP) FOR SCHOOL
YEAR 2026-2027**

To: All Schools Division Superintendents
All Others Concerned

1. Attached is MEMORANDUM DM-OUGOPS-2026-10-02474 dated June 22, 2026, from **Hon. Malcolm S. Garma**, Undersecretary for Governance and Operations, regarding the **Reiteration of the Guidelines on the Supervision and Implementation of Career Guidance Program (CGP) For School Year 2026-2027**, which is self-explanatory.
2. Immediate dissemination of and compliance with this Memorandum are desired.


f **CRISTITO A. ECO, CESO III**
Regional Director

Encl.: As stated
Reference: MEMORANDUM DM-OUGOPS-2026-10-02474
To be indicated in the Perpetual Index
under the following subjects:

LEARNERS
SCHOOLS
PROGRAMS

DSB-Regional Memorandum/ Reiteration of the Guidelines...
120/ July 22, 2026



Address: Duran Street, Iloilo City, 5000
Telephone Nos: (033) 337-0149; 336-2816
Email Address: region6@deped.gov.ph
Website: region6.deped.gov.ph



Certificate No. PHP QMS
24 93 0184



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

DEPARTMENT OF EDUCATION
RECEIVED
RECORDS SECTION, REGIONAL OFFICE NO. VI

JUL 22 2026

TIME:

MEMORANDUM

DM-UGOPS-2026-10-02474

TO : Regional Directors
Minister, Basic, Higher and Technical Education, BARMM
Regional Youth Formation Coordinators
School Division Superintendents
Division Youth Formation Coordinators
All Others Concerned

FROM : MALCOLM S. GARMA
Undersecretary for Governance and Operations

SUBJECT : REITERATION OF THE GUIDELINES ON THE SUPERVISION
AND IMPLEMENTATION OF CAREER GUIDANCE PROGRAM
(CGP) FOR SCHOOL YEAR 2026-2027

DATE : June 22, 2026

Pursuant to Joint Memorandum OUOPS No. 2023-03-8149, entitled Guidelines on the Supervision and Implementation of the DepEd Career Guidance Program (CGP) for School Year 2023-2024, the Department of Education (DepEd), through the Office of the Undersecretary for Governance and Operations (UGOPS) and the Office of the Undersecretary for Learning Systems (LS), hereby reiterates the continued effectivity of the said issuance. Pending the issuance of a new DepEd Order, the Joint Memorandum shall remain in force as the governing policy for the implementation of the Career Guidance Program (CGP).

The guidelines establish the framework for the management and implementation of career guidance services and interventions that support learners in making informed education and career decisions upon completing the K to 12 curriculum. Through these initiatives, the Department upholds its commitment to ensuring curriculum relevance, producing competent and job-ready graduates, and nurturing active and responsible citizens. Furthermore, the program promotes learner well-being, inclusive education, and a positive learning environment through the provision of proactive, preventive, and developmental guidance services.

The guidelines likewise serve as a key reference for school counselors, school counselor associates, career advocates, teachers, homeroom advisers, school heads, and other education stakeholders in supporting the academic, personal-social, emotional, and career development of learners.

In this regard, all concerned field offices are directed to exercise due diligence in the conduct and implementation of all CGP-related activities and interventions. Particular emphasis shall be placed on the strict observance of the Department's prescribed three-term implementation scheme to ensure the systematic, timely, and continuous delivery of career guidance services throughout the school year.

Adherence to this provision is essential in achieving the intended outcomes of the program and in ensuring that all learners receive appropriate and timely career guidance support.

For inquiries and further information, please contact the Bureau of Learner Support Services–Youth Formation Division (BLSS-YFD), in coordination with the Bureau of Curriculum Development (BCD), through email at blss.yfd@deped.gov.ph and bcd.od@deped.gov.ph, or through telephone numbers (02) 8637-9814 and (02) 8632-7746.

Immediate dissemination and strict compliance with this Memorandum are hereby directed.

Annex A.

Guidelines on the Supervision and Implementation of the DepEd Career Guidance Program (CGP) for School Year 2023-2024



Republic of the Philippines
Department of Education
OPERATIONS

DUOPS No. 2023-03- 6149
MEMORANDUM

FOR : Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Minister, Basic, Higher and Technical Education, BARMM
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

FROM : *Revsee A. Escobedo*
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations

Dr. Gina O. Gorong
Dr. GINA O. GORONG
Undersecretary for Curriculum and Teaching

SUBJECT : Guidelines on the Supervision and Implementation of the
DepEd Career Guidance Program for School Year
2023-2024

DATE : September 4, 2023

In support to the MATATAG agenda of making the curriculum relevant to produce competent, job-ready, active, and responsible citizens, and taking good care of our learners by promoting learner well-being, inclusive education, and a positive learning environment, the Department of Education (DepEd), through the Office of Undersecretary for Operations and the Office of the Undersecretary for Curriculum and Teaching, issues the enclosed **Guidelines on the Supervision and Implementation of the DepEd Career Guidance Program for School Year (S.Y.) 2023-2024**, which set the overall management and implementation of appropriate support and programs for all types of learners in choosing their career paths after graduating from the K to 12 curriculum.

The enclosed guidelines shall assist the guidance counselors, career advocates, teachers, homeroom advisers, school principals, and other education stakeholders in promoting and strengthening the academic, social, emotional, and career development of the learners through its proactive, preventive, and developmental services.

YVES:KJPC/09052023



Ground Floor, Rizal Building, DepEd Complex, Meralco Avenue Pasig City 1600
Email: ournews@deped.gov.ph, Website: www.deped.gov.ph
Tel. No. (02) 8633-5313, (02) 8631-8492

For more information, please contact the Bureau of Learner Support Services Youth Formation Division, together with the Bureau of Curriculum Development, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City via email blss@deped.gov.ph, bcu@deped.gov.ph or you may call the office landline at (02) 8637-9814 / (02) 8632-7746.

Immediate dissemination of and strict compliance with these guidelines is directed.

and job fairs, parents' orientations, and seminar workshops on career decision-making.

G. This is also the focus of RA 11206 known as the "Secondary School Career Guidance and Counseling Act." Specifically, it calls for the creation of a National Secondary School Career Guidance and Counseling Program (CGCP) in all secondary schools, and such is to be headed by the school administrator who shall be assisted by a registered guidance counselor or career advocate.

H. In view of the above, these guidelines aim to establish procedures that will guide all stakeholders in planning, implementing, monitoring, and evaluation of the Career Guidance Program.

II. SCOPE

This Career Guidance Program shall be applicable in all public and private elementary and secondary schools starting from S.Y. 2023-2024. These guidelines provide for the establishment of:

- a) a career guidance program that is national in scope and anchored on legal and theoretical bases that articulate the goals, objectives, services, and procedure of the implementation;
- b) a structure that identifies focal units, defines authority, responsibility, and accountability in the implementation of the program; and
- c) a basis for monitoring and evaluation of the program implementation.

III. DEFINITION OF TERMS

- A. **Career Advocacy** - implemented by the DepEd under Career Guidance as intermediation services for the learners to provide them relevant information that could guide them in making informed career choices.
- B. **Career Advocates** - permanent teaching personnel who underwent training, passed the assessment and certification processes, and are tasked to implement the Career Guidance Program.
- C. **Career Assessment** - pertains to the evaluation of the learner's strengths and interests through the use of test and non-test measures.
- D. **Career Consultation** - is a process of assisting learners by providing relevant information about different curriculum exits, courses, specializations, opportunities, and other data that can guide them in selecting their career path.
- E. **Career Counseling** - is a process of assisting learners in their career development with a focus on planning, organizing, and decision-making on their life and career goals.

- F **Career Development** - is a lifetime process of self-development that starts from childhood and continues through old age. Learners who go through a career guidance program will undergo career development as they move from the next grade level.
- G **Career Guidance Program** - is designed to help learners explore their choices and make responsible decisions relevant to their career pathing. These include planning for their track and strand for Senior High School, choosing their curriculum exits (Higher Education, Employment, Entrepreneurship, and Middle-Level Skills Development), and planning for their future.
- H **Career Guidance Portfolio** - is a collection of the learner's output (in hard or digital copy) showing the learner's progress in career development domain competencies. This may include a summary of the assessment taken, a journal, activity sheets, and other relevant output.
- I **Curriculum Exits** - strategically designed to provide learners with valuable insights, resources, and advice about potential career paths, skill development, higher education options, and other relevant aspects of their professional journey, future careers, and vocational choices.
- J **Division Youth Formation Coordinators** - personnel who are Project Development Officers I or designated by the Schools Division Superintendent (SDS) to handle and implement the youth formation-related programs, projects, and activities (PPAs) at the division level.
- K **Guidance Counselor** - licensed or registered professional who provides support and assistance to individuals, typically within an educational setting, to help them with their personal, social, academic, and career-related matters.
- L **Guidance Designate** - refers to teaching personnel who are officially designated by the School Head to perform duties related to the implementation of guidance services excluding counseling.
- M **Regional Youth Formation Coordinators** - personnel designated by the Regional Director to handle and implement the youth formation-related programs, projects, and activities (PPAs) at the regional level.

IV. POLICY STATEMENT

These guidelines are issued to ensure the proper implementation of the Career Guidance Program. This aims to:

- a) institutionalize a policy on Career Guidance which will serve as a guide for the planning, implementation, monitoring, and evaluation of the program;
- b) effectively guide individuals in making informed decisions about their career paths, thereby fostering better career prospects and personal development; and

- c) ensure consistent comprehension of the guidelines and procedures outlined in the policy.

V. IMPLEMENTATION OF CAREER GUIDANCE PROGRAM

The Department of Education, with its strong commitment to deliver quality education, presents the following specific components of the Career Guidance Program

A. Career Guidance Advocacy

1. The school shall conduct orientation to the learners with the following recommended topics:

Grade Level	Orientation Topics
6	• Achievement Test and Entrance Examinations • Early Registration and Filling-out of forms • Preparation for High School • Scholarships • School Mapping / Prospective School for Junior High School
7	• Placement • School Rules and Regulations • School Services • Clubs and Organizations • School Personnel
8	• Skills Development • Decision-making • Problem-solving • Personal and Career Interests
9	• National Career Assessment Examination (NCAE) • Career Talk: Exploration • Skills Development • Decision-making • Problem-solving • Personal and Career Interests
10	• Results and Interpretation of the NCAE • Senior High School Tracks and Strands • Early Registration • Mapping of Schools offering Senior High School • Scholarships • Career Talk: Planning / Pathing • Labor Market Information • Moving Up Planning
11	• Familiarization with the SHS system • SHS Curriculum Exits • Goal-Setting and Clarification of Values • Resume-Writing and Mock Interview

	• Hard and Soft Skills Enhancement
12	• Considerations and Tips in Deciding a Curriculum Exit • Career Assessment Tools • Orientation on Work Immersion and Portfolio • Entrepreneurship • Scholarships • Career Talk: Transitioning • Graduation Planning

2. The school shall also facilitate the conduct of the following mandated Programs, Projects, and Activities (PFAs) indicated in **Enclosure 1**

B Career Assessment. The school, through the Registered Guidance Counselor (RGC) or career advocates, shall facilitate the administration of the National Career Assessment Examination (NCAE) or other career assessment tools to Grade 9 learners.

C Career Consultation aims to assist learners by equipping them with significant information related to career development. It shall be conducted by an RGC or career advocate using the below procedure:

1. The school through the RGC or career advocate shall conduct orientation to the learners that the school offers career consultation services. The orientation shall include the procedure, schedule, venue, scope, and limitation of the service.
2. During the actual career consultation, each session shall last a minimum of 30 minutes and a maximum of 60 minutes. The RGC or career advocate shall:
 - 2.1 Make an introduction and build rapport with the learner;
 - 2.2 Ask about the learner's career concerns;
 - 2.3 Explore the different aspects of the learner's concern;
 - 2.4 Offer possible options for the learner (e.g., scholarships, courses/degree programs, local employment information, organization, training, referrals/ linkages);
 - 2.5 Offer possible sources of information (pamphlets, magazines, brochures, or online resources/ articles); and
 - 2.6 Assist in the creation of action plans/ outputs.
3. After the consultation, the RGC or advocate shall have proper documentation and safekeeping of documents of all facilitated career consultations.
4. Concerns beyond information on career guidance shall be handled by a registered guidance counselor or shall be referred to other professionals.

D Career Counseling. The school through the RGC shall conduct career counseling, which is a structured process designed to assist individuals in making informed and well-aligned decisions about their education, training, and career paths following the existing ethical and legal provisions for its practice.

- E. **Career Guidance Portfolio.** All career guidance outputs shall be compiled in the Career Guidance Portfolio which must contain the accomplished activity sheets, a copy of academic grades, assessment results, and activity outputs relevant to career guidance. Learners may create a physical (hardcopy) portfolio, using durable materials that can withstand common elements (e.g., long folder, fastener, plastic envelope, clear book, or other materials available at home) or an electronic (softcopy) portfolio or e-portfolio. This portfolio will be utilized until they finish Senior High School.
- F. **Curriculum Exits Tracking Survey.** All schools shall ensure to disseminate the curriculum exits tracking survey to all graduating students at least two (2) weeks before the graduation ceremony using the prescribed template provided in **Enclosure 2**.
- G. **Career Guidance Learning Materials.** The school may use the following available materials for CGP:

Grade Level	Career Guidance Material	File Location
Kindergarten to Grade 10	Career guidance competencies are included in the Homeroom Guidance self-learning modules.	DepEd Learning Resource Portal
	Supplementary Material: Learner's Portfolio Development Video developed by DepEd and UNILAB Foundation	DepEd Learning Resource Portal
Grade 10	Supplementary Materials: 1. Multiple Career Development Pathways (MCDP) Toolkit from SEAMEO Innotech	DepEd Learning Resource Portal
Grade 11-12	Career guidance learning materials will be adapted from the existing Career Guidance Teacher's Manual for Senior High School.	DepEd Learning Resource Portal
	Career guidance competencies are included in the Homeroom Guidance self-learning modules.	DepEd Learning Resource Portal
	SHS Tracks and Strands Video developed by DepEd-BCD and SEAMEO Innotech	DepEd Learning Resource Portal

VI. PROGRAM IMPLEMENTERS

A. School

1. *The **School Head** shall*

- a. serve as the lead implementer of the CGP in the school within their jurisdiction;
- b. designate two (2) Career Advocates, one (1) male and one (1) female, from the pool of career advocates that passed the assessment and certification, with the following qualifications:
 - b.1. permanent teaching personnel;
 - b.2. must be flexible;
 - b.3. have good interpersonal skills;
 - b.4. have good oral and communication skills; and
 - b.5. have basic knowledge in career guidance, facilitation, coordination, program development, and evaluation.
- c. designate a dedicated career guidance center/ room (pursuant to RA 11206);
- d. coordinate with the Division Youth Formation Coordinators, and
- e. submit a complete quarterly report on the status of Career Guidance implementation to the Division Youth Formation Coordinator (Enclosure 3).

2. *The **Registered Guidance Counselor or Guidance Designate** shall*

- a. serve as co-lead in the implementation of the CGP;
- b. provide other guidance services necessary for the implementation of the program;
- c. facilitate the conduct of CGP activities; and
- d. provide technical assistance in the conduct of activities related to CGP.

3. *The **Career Advocate** shall*

- a. assist the Registered Guidance Counselor or guidance designate in the implementation of Career Guidance Program activities in the school;
- b. refer learners who need other guidance services to the respective Division Registered Guidance Counselor; and
- c. coordinate with other stakeholders involved in conducting Career Guidance Program activities.

B. Schools Division Office

1. *The **Division Youth Formation Coordinator (DYFC) of the School Governance and Operation Division (SGOD)** shall*

- a. spearhead the implementation of CGP at the Division level, including the conduct of training, assessment, and certification of teachers as designated career advocates;
- b. endorse to the Regional Office the list of designated career advocates;
- c. provide technical assistance to respective schools in the delivery of CGP;

- d. provide career guidance learning materials and supplementary materials for the schools in coordination with Curriculum and Instruction Division (CID);
- e. establish linkages with other government offices, NGOs, and groups relative to the conduct of career guidance activities;
- f. support, monitor, and evaluate the conduct of career guidance activities; and
- g. submit the consolidated schools' Career Guidance Program Monitoring and Evaluation Report to the Regional Office (Enclosure 3)

2. The *Edukasyon sa Pagpapakatao (ESP) Supervisor of the Curriculum Implementation Division (CID)* shall:

- a. lead the contextualization and development of the career guidance program learning materials;
- b. provide technical assistance to respective schools in the delivery of CGP;
- c. assist in the conduct of training, assessment, and certification of teachers; and
- d. support, monitor, and evaluate the conduct of career guidance activities.

C. Regional Office

1. The *Regional Youth Formation Coordinator (RYFC) of the Education Education Support Service Division (ESSD)* shall

- a. lead the implementation of the career guidance program at the Regional level;
- b. assist the SDOs in conducting training, assessment, and certification of teachers;
- c. provide technical assistance to SDOs in the delivery of CGP;
- d. ensure that the CGP is properly implemented in the region;
- e. establish linkages with other government offices, NGOs and groups relative to the conduct of career guidance activities; and
- f. submit the consolidated schools' Career Guidance Program Monitoring and Evaluation Report to the Central Office (Enclosure 3).

2. The *Edukasyon sa Pagpapakatao (ESP) Supervisor of the Curriculum and Learning Management Division (CLMD)* shall

- a. lead the contextualization and development of the career guidance program learning materials;
- b. provide technical assistance to respective SDOs in terms of the implementation of CGP;
- c. assist in the conduct of training, assessment, and certification of teachers; and
- d. support, monitor, and evaluate the conduct of career guidance activities.

D. Central Office

1. **The Bureau of Learner Support Services (BLSS), through the Youth Formation Division (YFD), shall**
 - a. lead the development of plans, policies, and strategic direction of the CGP;
 - b. ensure proper implementation of the CGP through monitoring and evaluation mechanisms;
 - c. convene and lead the Career Guidance National Technical Working group activities;
 - d. assist in the training, assessment, and certification of Career Advocates; and
 - e. consolidate the regional Career Guidance Program Implementation Report.
2. **The Bureau of Curriculum Development (BCD) shall**
 - a. ensure that Career Guidance concepts are integrated into the basic education curriculum;
 - b. lead the development of career guidance learning materials; and
 - c. provide technical assistance in the content of the training, assessment, and certification of Career Guidance Advocates.
3. **The National Educators' Academy of the Philippines (NEAP) shall:**
 - a. lead in the design, development, and delivery of training, assessment, learning materials, and certification of Career Advocates; and
 - b. ensure that all Career Guidance Training Modules are quality-assured and certified.

VII. BUDGET ALLOCATION

All expenses incurred relative to the implementation of the Career Guidance Program shall be charged against Local Funds and/or Program Support Funds (PSF) downloaded by the Central Office.

VIII. MONITORING AND EVALUATION

The Bureau of Learner Support Services-Youth Formation Division, together with the Bureau of Curriculum Development shall monitor and evaluate compliance to the provisions of these guidelines. For questions, clarifications, and recommendations you may email blss@deped.gov.ph / bcd@deped.gov.ph or you may call the office landline at (02) 8637-9814/ (02) 8632-7746.

IX. REFERENCES

Department Order 43, s. 2013. Implementing Rules and Regulations (IRR) of Republic Act No. 10533 Otherwise Known as the Enhanced Basic Education Act of 2013.

Penano-Ho, Leticia. Life Career Development Program and Career Counseling Manual 1989

Enclosure 1: CGP Programs, Projects, and Activities (PPAs)

a. **Mandated PPAs** refers to the programs, projects and activities that shall be organized and conducted at the school level

Grade Level	Quarter (SY)	Mandated PPAs
Grade 9	1st	• Participation in the National Kick-off of Career Guidance • Career Guidance Activities (e.g. Career Talk, Exploration, Personal and Career Interest, etc.) • Administration of National Career Assessment Examination (NCAE) • Orientation for Career Consultation and Counselling
	2nd	• Conduct of Training for Learners (e.g. Skills Development, Decision-making, Problem-Solving, etc.) • Career Guidance Activities (e.g. Career Talk, Exploration, Personal and Career Interest, etc.) • Actual Career Consultation and Counselling
	3rd	• Actual Career Consultation and Counselling
	4th	• Career Guidance Activities (e.g. Career Talk, Exploration, Personal and Career Interest, etc.) • Actual Career Consultation and Counselling
Grade 10	1st	• Participation in the National Kick-off of Career Guidance (September 25, 2023) • Career Guidance Activities (e.g. Career Talk, Planning/Pathing, Business/Entrepreneurship Expos, College and middle-level skills fairs, etc.) • Issuance of NCAE Results and Interpretation • Orientation for Career Consultation and Counselling
	2nd	• Career Guidance Activities (e.g. Career Talk, Planning/Pathing, Business/Entrepreneurship Expos, College and middle-level skills fairs, etc.)

		• Conduct of Training for Learners (e.g. Goal Setting, Networking Skills, Self-assessment, etc.) • Actual Career Consultation and Counselling
	3rd	• Actual Career Consultation and Counselling
	4th	• Career Guidance Activities (e.g. Senior High School Tracks and Strands, Schools with Senior High School Programs, Labor Market Information, Scholarships, etc.) • Actual Career Consultation and Counselling
Grade 11	1st	• Participation in the National Kick-off of Career Guidance • Orientation regarding Senior High School system and Senior High School Curriculum Exits • Orientation for Career Consultation and Counselling
	2nd	• Career Guidance Activities (e.g. College and Mid-level skills fairs, business and entrepreneurship expos, etc.) • Conduct Training for Learners (e.g. Resume Writing, Interviews, Hard and Soft Skills Enhancement, etc.) • Actual Career Consultation and Counselling
	3rd	• Actual Career Consultation and Counselling
	4th	• Conduct Training for Learners (e.g. Goal Setting, Clarification of Values, etc.) • Career Guidance Activities (e.g. College and Mid-level skills fairs, business and entrepreneurship expos) • Actual Career Consultation and Counselling
Grade 12	1st	• Participation in the National Kick-off of Career Guidance • Career Guidance Activities (e.g. Considerations and Tips in Deciding a Curriculum Exit, College and Mid-level Skills fairs, business and entrepreneurship expos, etc.) • Administration of Career Assessment Tools • Orientation on Work Immersion and Portfolio • Orientation for Career Consultation and Counselling

	2nd	• Career Guidance Activities (e.g. Career Talk, Transitioning, Career Fair, College Fair, etc.) • Actual Career Consultation and Counselling
	3rd	• Actual Career Consultation and Counselling
	4th	• Administration of Curriculum Exit Tracking Questionnaire for Grade 12 Graduates • Actual Career Consultation and Counselling