



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF ANGELES CITY**



August 11, 2021

**DIVISION MEMORANDUM**

No. 224, s. 2021

**SUBMISSION OF GUIDANCE AND COUNSELING PROGRAM FOR S.Y. 2021-2022**

To: All School Heads of Public Elementary, Junior and Senior High Schools

1. Pursuant to D.O. No. 25, s.2013 "Guidelines on the Conduct of Career Guidance Week for High School Students", D.M. No.028 s. 2019 "Dissemination of R.A 11206 or an Act Establishing Career Guidance and Counseling Program", DM-CI-2020-00155 "Guidelines on the Implementation of the Homeroom Guidance during Crises Situation", and D.M. No.55 s.2021 "Guidelines on the Counseling and Referral System for Learners", each school must craft and facilitate guidance and counseling related activities.
2. In relation to this and for purposes of monitoring and evaluation, all schools must submit soft copies of their Guidance and Counseling Programs on September 24, 2021, using this google drive link following this filename format (NAME OF SCHOOL\_GC PROG\_2021-2022):  
<https://drive.google.com/drive/folders/1Zi8mblbqadRmmrHsrQxoCX6SdxfnjPQg?usp=sharing>
3. Wide dissemination of the contents of this Memorandum is earnestly desired.

*30 Tamayo*  
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**GUIDANCE PROGRAM TEMPLATE**

<b>SERVICES</b> <i>What do we offer?</i>	<b>OBJECTIVES</b> <i>What do we aim to achieve through this service?</i>	<b>STRATEGIES</b> <i>How do we extend our services to our clientele/learners?</i>	<b>PERSONS/RESPONSIBLE</b> <i>Who are the people involved in the implementation?</i>	<b>TARGET DURATION</b> <i>When will it be implemented?</i>	<b>EVALUATION</b> <i>How shall we study and analyze the effectiveness of the service?</i>
<b>NEEDS ASSESSMENT</b>					
<b>INDIVIDUAL INVENTORY</b>					
<b>INFORMATION SERVICE</b>					
<b>REFERRAL</b>					
<b>COUNSELING AND FOLLOW-UP</b>					
<b>EVALUATION</b>					

Note: For Nonregistered guidance counselors (Guidance Designates), Referral, and Counseling & Follow-up service must refer to the Memorandum DM-OUCI-2021- 055 or the **Guidelines on the Counseling and Referral System of Learners**. Registered Guidance Counselors are also advised to adopt the said Memorandum. Still, they can adjust the said services stipulated above since they are mandated and allowed by the law (R.A. 9258) to practice guidance and counseling services legally.



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