



Republic of the Philippines
Department of Education
Region XII
CITY SCHOOLS DIVISION OF TACURONG
City of Tacurong
Telefax No. 064-200-6316



DIVISION MEMORANDUM NO. 7A, s. 2018

FOR : Division Personnel
Secondary School Administrators
Public, Private and SUC
This Division

FROM : LEONARDO M. BALALA, CESE
Schools Division Superintendent

SUBJECT : CAREER GUIDANCE AND JOB FAIR FOR SENIOR HIGH
SCHOOL GRADUATES

DATE : April 3, 2018

1. Pursuant to Region Memorandum CLMD No. 33, series 2018 *re* SY 2017-2018 *Job Fair cum Career Guidance Advocacy of HEIs, TVIs and SUCs for Grade 12 Graduates*, the City Schools Division of Tacurong will conduct a Career Guidance and Job Fair for Senior High School Graduates on April 23, 2018, 8:00 o'clock in the morning at the Notre Dame of Tacurong College (NDTC) Gymnasium, NDTC, Tacurong City.
2. This aims to:
 - a. provide guidance to all Grade 12 graduates to determine their choices of career entry paths for best fit;
 - b. serve as platform for all Grade 12 graduates to dialogue with and gain access to the various industries and offices' needs and requirements; and
 - c. profile and track options of Grade 12 graduates (proceed to Higher Education, employment and entrepreneurship).
3. Participants to this are the Grade 12 SHS graduates, Industry Partners, HEIs/SUCs, and TVIs, LGUs, School Administrators and all Senior High School Coordinators and Teachers, and Division Management and Supervision Team.
4. Senior High School Coordinators are assigned to facilitate the online tracking /profiling of the options of grade 12 graduates during the activity. They are likewise required to attend the dry run on the Google sheet online tracking on April 19, 2018, exactly 2 o'clock in the afternoon at NDTC Gym, NDTC, Tacurong City.
5. Hall preparation will be done by the DRRM Team (Members - all SHS EIM and ICT teachers) on April 20 - 22, 2018 at 1 PM.
6. Please see attached list of assignments and committees for your ready reference.
7. For your information and dissemination.

LIST OF ASSIGNMENTS /COMMITTEES

A. DIVISION MANAGEMENT AND SUPERVISION TEAM

<i>Position</i>	<i>Designation</i>
<i>Schools Division Superintendent</i>	<i>Chairperson</i>
<i>Asst. Schools Division Superintendent</i>	<i>Co-Chair</i>
<i>Chiefs of CID and SGOD</i>	<i>Asst. Chairpersons</i>
<i>SHS Division Coordinator</i>	<i>Member</i>
<i>TVL Division Coordinator</i>	<i>Member</i>
<i>All Division Education Supervisors</i>	<i>Members</i>
<i>All District Supervisors/Secondary School Heads</i>	<i>Members</i>
<i>SEPS for Planning and Research and Division Planning Officers</i>	<i>Members</i>
<i>SEPS for M&E</i>	<i>Members</i>
<i>ITO and Information Officer</i>	<i>Members</i>
<i>SEPS and EPS for Social Mobilization</i>	<i>Members</i>
<i>PDO I – Youth Leadership Formation</i>	<i>Member</i>
<i>PDO II DRRM and Safety and Security Coordinator</i>	<i>Member</i>

B. PREPARATIONS OF VENUE/SECURITY PLAN

Chair: **JONALD CADIAO**
DRRM Division Coordinator

Members:

ALS Mobile Teachers
EIM/ICT SHS Teachers

C. PROGRAMS AND INVITATIONS

SOCMOB/M and E/CID

D. PROFILING AND TRACKING OF SENIOR HIGH SCHOOL GRADUATES

Planning and Research
Information and Technology Officer
School SHS Coordinators

E. ON-LINE MONITORING AND EVALUATION

SEPS for M & E
Information and Technology Officer
Division Planning Officer

F. ADVOCACY

Information and Technology Officer
Division Information Officer