



Republic of the Philippines  
**Department of Education**

Region XII  
Schools Division Office of Tacurong City

January 03, 2024

DIVISION MEMORANDUM  
SGOD No. 001 s. 2024

**CAREER GUIDANCE PROGRAM TRAINING NEEDS ANALYSIS FOR PUBLIC  
SECONDARY SCHOOL CLASS ADVISERS**

TO: OIC - Assistant School Division Superintendent  
Chiefs, CID and SGOD  
All Public Secondary School Heads  
This Division

1. Pursuant to Memorandum OM-OASOPS-2023-01 titled **Career Guidance Program Training Needs Analysis for Public Secondary School Class Advisers**, the Division Career Guidance Coordinator from SGOD in coordination with Division Edukasyon sa Pagpakatao (EsP) Supervisor of CID shall facilitate the conduct of TNA for all public secondary school class advisers in this division.
2. This aims to gather data and statistics on the experiences and training needs of the designated careers guidance advocates in schools. The results will serve as one of the bases for future CGP Initiatives of the Department.
3. All public secondary school class advisers shall answer the survey through this link: <https://tinyurl.com/TNAforCGP> on or before January 10, 2024.
4. All public secondary school principals, school heads and teacher-in-charge are directed to assist the above-mentioned respondents to ensure their 100% participation and safeguard the validity of the said TNA.
5. Any expenses incurred in implementing this program will be charged to Program Support Funds (PSF) of the Learner Formation Program or school MOOE in the school level subject to the usual accounting and auditing rules and regulations.
6. For queries/clarifications and concerns, please contact the Division Youth Formation Coordinator at 09060176863 or email [john.bayugos@deped.gov.ph](mailto:john.bayugos@deped.gov.ph).
7. Widest dissemination and compliance of this Memorandum is desired.

~~For and in the absence of~~

  
**GILDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: None

Reference: OM-OASOPS-2023-01

Allotment: None

To be included in the Perpetual Index under the following Subjects:

CAREER GUIDANCE PROGRAM      LEARNER FORMATION

JGB/SGOD/DM – CAREER GUIDANCE PROGRAM TRAINING NEEDS ANALYSIS FOR PUBLIC SECONDARY SCHOOL  
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Address: Alunan Highway, Poblacion, Tacurong City 9800  
Telephone Numbers: (064)-200-6316; 0919-065-6425  
Email: [tacurong.city@deped.gov.ph](mailto:tacurong.city@deped.gov.ph)  
Website: [depedtacurong.org](http://depedtacurong.org)