

Department of Education

REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION MEMORANDUM No. 264 , s. 2022

JUL 1 1 2022

DISSEMINATION OF ADVISORY DATED JUNE 27, 2022 AND REGIONAL MEMORANDUM NO. 364, S. 2022 RE: LINK FOR SENIOR HIGH SCHOOL CURRICULUM EXITS TRACKING SYSTEM

To: Assistant Schools Division Superintendent

Chiefs of Division, CID and SGOD

Public Schools District Supervisors

Public School Principals

Guidance Counselors

Career Guidance Advocates

Grade 12 Section Advisers

All Others Concerned

- For the information, guidance and compliance of all concerned, this Office disseminates the enclosed the Advisory dated June 27, 2022 and Regional Memorandum No. 362, s. 2022 re: Link for Senior High School Curriculum Exits Tracking System.
- 2. All Senior High School Graduates for SY 2021-2022 are enjoined to accomplish the Curriculum Exits Tracking System through this link: https://bit.ly/CETS2022 from July 1, 2022, to August 5, 2022.
- 3. It is reiterated that Guidance Counselors, Career Guidance Advocates, and Grade 12 Section Advisers shall disseminate the information.
- 4. Immediate and wide dissemination of this Memorandum is enjoined.

ROLAND M. FRONDA, EdD, CESO VI

Assistant Schools Division Superintendent

Officer-in-Charge ?

Schools Division Superintendent

Encl.: as stated

SO27 July 7, 2022







Department of Education

REGION III-CENTRAL LUZON



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REGIONAL MEMORANDUM

No. _____ s. 2022

DISSEMINATION OF ADVISORY, DATED JUNE 27, 2022, RE: LINK FOR SENIOR HIGH SCHOOL CURRICULUM EXITS TRACKING SYSTEM

To: Schools Division Superintendents

Curriculum Implementation Division Chiefs

Senior High School Focal Persons

Guidance Counselors

Career Guidance Advocates Grade 12 Section Advisers

All Others Concerned

- 1. For the information, guidance, and compliance of all concerned, enclosed is an Advisory, dated June 27, 2022, re: Link for Senior High School Curriculum Exits Tracking System, which is open from July 1, 2022, to August 5, 2022.
- 2. It is reiterated that Guidance Counselors, Career Guidance Advocates, and Grade 12 Section Advisers shall disseminate the information.
- Immediate and wide dissemination of this Memorandum is enjoined.

RHODA T. RAZON Edd, CESO IV

Officer-In-Charge
Office of the Regional Director

Encl.: as stated

Clmd1 July 5, 2022







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REGION III-CENTRAL LUZON

REGIONAL MEMORANDUM

No. _____ s. 2022

DISSEMINATION OF ADVISORY, DATED JUNE 27, 2022, RE: LINK FOR SENIOR HIGH SCHOOL CURRICULUM EXITS TRACKING SYSTEM

To: Schools Division Superintendents

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RHODA T. RAZON Edd, CESO IV

Officer-In-Charge
Office of the Regional Director

Encl.: as stated

Clmd1 July 5, 2022







Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

BCD-CSDD-0-2022-3131

ADVISORY June 27, 2022

In reference to the DM-OUCI-2021-347 Career Guidance Program (CGP) for S.Y. 2021-2022, all Senior High School Graduates for S.Y. 2021-2022 are enjoined to accomplish the Curriculum Exits Tracking System through this link: https://bit.ly/CETS2022. The system will be open from July 1, 2022 to August 5, 2022. Guidance Counselors, Career Guidance Advocates, and Grade 12 Section Advisers are expected to disseminate the information.

For your guidance and reference.

DIOSDADOM. SAN ANTONIO

Undersecretary

E-mail: ouci@deped.gov.ph



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BCD-CSDD-O-2021-2583

MEMORANDUM DM-OUCI-2021-**347**

TO

Bureau and Service Directors

Minister, MBHTE-BARMM

Regional Directors

Schools Division Superintendents

Public Elementary and Secondary School Heads

All Others Concerned

FROM

DIOSDADOM. SAN ANTONIO (n. ~010-

Undersecretary for Curriculum and Instruction

SUBJECT

Career Guidance Program (CGP) for S.Y. 2021-2022

DATE

August 25, 2021

- 1. The Department of Education (DepEd) issues the enclosed Career Guidance Program (CGP) for S.Y. 2021-2022 which aims to establish guidelines and procedures for its implementation.
- 2. The CGP aims to guide secondary level students in choosing career tracks that they intend to pursue through informed career choices towards becoming productive and contributing individuals as stated in RA 10533 otherwise known as the Basic Education Act of 2013.
- 3. This document shall guide all stakeholders in planning, implementing, monitoring, and evaluating the CGP for S.Y. 2021-2022.
- 4. This is issued pursuant to Memorandum No. 00-0520-0030 s. 2020 from the Office of the Undersecretary for Administration (OUA), issued in May 2020, and the Joint Memorandum issued on September 21, 2020 by the OUA, the Office of the Undersecretary for Curriculum and Instruction (OUCI), and the Office of the Undersecretary for Field Operations (OUFO) on the Announcement of the Transfer of Management and Supervision of the Career Guidance Program to Curriculum and Instruction Strand, hence, the issuance of the Career Guidance Program (CGP) for S.Y. 2021-2022.
- 5. This shall be implemented in all public elementary and secondary schools nationwide for S.Y. 2021-2022.
- 6. Immediate dissemination of and strict compliance with this Memorandum is directed.



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Enclosure to DM-OUCI-2021-

Career Guidance Program for SY 2021-2022

I. Rationale

- Republic Act No. 11206 otherwise known as the Secondary Career Guidance and Counseling Act of 2019 aims to: a) to institutionalize a career guidance and counseling program for students in all public and private secondary schools nationwide in order to provide them with proper direction in pursuing subsequent tertiary education; (b) to equip secondary education students with the capability to make educated career decisions and expose them to relevant labor markets; and (c) to ensure that graduates of tertiary education meet the requirements of the government, industry, and the economy.
- 2. Rule V of the Implementing Rules and Regulations of the Basic Education Act of 2013 states that the Department of Education (DepEd) is mandated to properly guide secondary level students in choosing career tracks that they intend to pursue through informed career choices towards becoming productive and contributing individuals, through (a) integration of career concepts in the curriculum and teaching in relevant learning areas; (b) conduct of career assessments; (c) conduct of regular career advocacy activities; (d) conduct of continuous professionalization and capacity building of guidance counselors, career advocates, and peer facilitators; (e) development or accreditation of training programs on career advocacy; (f) establishment of a career advocacy unit and provision of adequate office space in high schools; and (g) designation of guidance supervisors at the division level and career advocates at the school level.
- 3. In view of the above, this Memorandum aims to establish procedures that will guide all stakeholders in planning, implementation, monitoring, and evaluation of the Career Guidance Program for S.Y. 2021-2022.

II. Scope

This Career Guidance Program shall be applicable in all public elementary and secondary schools for S.Y. 2021-2022.

III. Definition of Terms

a. Career Guidance Program is designed to help learners explore their choices and make responsible decisions relevant to career pathing. These include planning for their track and strand for Senior High School, choosing their curriculum exits



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(Higher Education, Employment, Entrepreneurship, and Middle Level Skills Development), and planning for their future.

- b. Career Development Domain pertains to all occupational and world of work-related concerns and issues of learners. This involves the acquisition of skills, attitudes and knowledge that enable them to make a successful transition from school to the world of work, and from job to job across their life span. This includes but is not limited to learners' discovery of their interests, talents and skills, decision-making, problem-solving, planning, and in exploring their career options and opportunities (based on DM 155 s. 2020).
- c. **Homeroom Guidance** is a comprehensive, developmental and proactive program designed to equip K to 12 learners with life skills on three domains: Academic Development, Personal and Social Development and Career Development (based on DM 155 s. 2020).
- d. Career Guidance Portfolio is a collection of learner's outputs (in hard or electronic copy) showing his/her progress in career development. This may include a summary of assessment taken, journal entries, activity sheets, and other relevant output.
- e. Curriculum Exits refer to higher education, employment, entrepreneurship, and middle level skills development.
- f. **Higher Education** is one of the curriculum exits which SHS learners may opt to pursue after graduation leading to an associate or bachelor's degree. This is also referred to as tertiary education, college degree, or post-secondary education.
- g. **Employment** is one of the curriculum exits which SHS learners may opt to pursue after graduation leading to a paid work or job. This is also referred to as occupation.
- h. Entrepreneurship is one of the curriculum exits which SHS learners may opt to pursue after graduation leading to developing, organizing and managing one's own business venture.
- Middle Level Skills Development is one of the curriculum exits which SHS learners may opt to pursue after graduation leading to further training in technicalvocational education.

IV. Policy Statement

DepEd issues this document to ensure the proper implementation of the Career Guidance Program for S.Y. 2021-2022. This aims to:

a. ensure the continuity of the career development process;



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- b. employ a systematic set of activities and procedures in the implementation of the career guidance program; and
- c. establish support mechanisms that contribute to the attainment of the Department's career guidance program.

V. Guidelines

The Department of Education, with its strong commitment to deliver quality education, hereby presents the following specific components of the Career Guidance Program for S.Y. 2021-2022 which shall be governed and guided by the following:

1. Career Guidance Program

a. Career Guidance Orientation aims to provide relevant information on the procedures and activities related to the Career Guidance Program. This year, all career guidance orientations shall be held online or through other modalities compliant to the health and safety standards of the Inter-Agency Task Force (IATF).

Schedule	Activity	Audience	Platform
September 24, 2021	National Level Orientation on the Implementation of Career Guidance Program	Regional Supervisors in-charge of Career Guidance	Microsoft Teams
September 27- onward	Regional Orientation on the Implementation Career Guidance Program	Division Supervisors and Division Guidance Designates, SDS, ASDS and PSDS, School Heads	Online
October 4- onward	Division Orientation on the Implementation of Career Guidance Program	Guidance Counselors/Guidance Designates/Career Guidance Advocates, Teachers/Class Advisers	Depending on the Division's preferred platform
October 18 – onward	School Orientation on the Implementation of Career Guidance Program	Parents and learners	Depending on the School's preferred platform

E-mail: ouci@deped.gov.ph/diosdado.sanantonio@deped.gov.ph Website: www.deped.gov.ph



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b. Career Guidance Learning Materials

Grade Level	Career Guidance Material	File Location	Suggested Schedule
Kindergarten to Junior High School	Career guidance competencies are included in the Homeroom Guidance self-learning modules.	DepEd Learning Resource Portal	September 2021 to July 2022 (Q1 – Q4)
	Supplementary Material: Learner's Portfolio Development Video developed by DepEd and UNILAB Foundation	DepEd Learning Resource Portal	September 2021 – January 2022 (Q1-Q2)
Grade 10	Supplementary Materials: 1. Multiple Career Development Pathways (MCDP) Toolkit from SEAMEO Innotech	DepEd Learning Resource Portal	September 2021 – March 2022 (Q1-Q2)
	2. SHS Tracks and Strands Video developed by DepEd- BCD and SEAMEO Innotech	DepEd Learning Resource Portal	September 2021 – March 2022 (Q1-Q2)
Grade 11 and Grade 12	Career guidance learning materials will be adapted from the existing Career Guidance Teacher's Manual for Senior High School.	DepEd Learning Resource Portal Refer to the Career Guidance Learning Plan (see Annex A) for the specific modules and activity sheets.	November 2021 – July 2022 (Q2 – Q4)
	Supplementary Materials provided by DOLE, DOST, CHED, TESDA and other partner agencies may be included as a supplementary material for S.Y. 2021-2022	To be announced	September 2021- July 2022 (Q1-Q4)

Printing and distribution of Career Guidance learning resources may be charged against local or any available funds/downloaded from the Central Office.



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c. Career Guidance Portfolio

- Career Guidance outputs shall be compiled in the Career Guidance Portfolio.
 This must contain the following:
 - Accomplished activity sheets
 - Copy of academic grades
 - Assessment results
 - Activity outputs relevant to Career Guidance
- ii. 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.

d. Career Counseling and Consultation

Career Counseling is the process of assisting learners with their career development by helping them plan, organize, and decide on their life and career goals. A Registered Guidance Counselor (RGC) shall conduct career counseling to learners by following the existing ethical and legal provisions for its practice, and health and safety standards set by the IATF.

Career Consultation is the process of assisting learners by providing relevant information about different curriculum exits, courses, specializations, opportunities, and other information that can guide them in selecting their career path. This may be given preferably by an RGC or a Career Guidance Advocate (Annex B. Procedure in conducting Career Consultation).

e. Curriculum Exit Tracking System

All schools shall ensure to account all their graduates for S.Y. 2021-2022 including their chosen curriculum exit using the link https://bit.ly/CurrExitTracking. The link shall be opened two weeks before the school year ends and shall be closed after a month. The generated data will be used for policy or curricular reforms.

2. Program Implementers

a. School

- i. The School Head shall:
 - designate Career Guidance Advocates for S.Y. 2021-2022;



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- lead the implementation of the Career Guidance Program including supervision and monitoring of school career guidance activities;
- conduct orientation for teachers, learners, and parents on Career Guidance Program;
- allocate budget for the materials and other related expenses for the conduct of the program; and
- submit the School Career Guidance Program Implementation Report (Annex C) to the Division EsP Supervisor.

ii. The Guidance Counselor shall:

- assist the School Head in the over-all implementation of the school career guidance activities;
- provide technical assistance to career advocates on the implementation of school career guidance activities; and
- provide counseling and referral services when necessary (in accordance to RA 9258, Guidance and Counseling Law of 2004).

iii. The Career Guidance Advocate shall:

- facilitate the printing and distribution of learning materials and other supplementary materials on career guidance;
- disseminate information for the learners, such as Senior High School tracks and strands offered in the division, labor market information, schools and courses for college, technical courses for middle level skills development and entrepreneurship-related programs, and materials that the learners may utilize;
- conduct career consultation as deemed necessary; and
- facilitate the completion and submission of all documents relevant to the career guidance program.

b. Schools Division Office

The Edukasyon sa Pagpapakatao (EsP) Supervisor of the Curriculum Implementation Division (CID) shall:

- lead the division implementation of Career Guidance Program;
- coordinate with the School Governance and Operations Division for the turnover of Career Guidance Program documents and budget allocation for S.Y. 2021-2022;
- provide schools with relevant and updated information relative to the conduct of career guidance activities, such as tracks and strands offering in the division, labor market information, schools and courses for college education, technical courses for the middle level skills development, certification process/guidelines and entrepreneurship-related programs, and materials that learners may utilize;



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- provide career guidance learning materials and supplementary materials for the schools;
- establish linkages with other government offices, NGOs, and groups relevant to the conduct of career guidance activities;
- support, monitor, and evaluate the conduct of career guidance activities; and submit the Division Career Guidance Implementation Report (Annex D) to the Regional Office.

c. Regional Office

The Curriculum and Learning Management Division (CLMD), through the Edukasyon sa Pagpapakatao (EsP) Supervisor, shall:

- support Career Guidance Program activities;
- ensure proper implementation of the Career Guidance Program through monitoring and evaluation;
- provide technical assistance to Division Supervisors through orientation, training, and capacity-building activities;
- submit the Regional Career Guidance Implementation Report (Annex E) to the National Office.

d. National Office

The Curriculum and Instruction Strand shall lead the implementation of the Career Guidance Program starting S.Y. 2021-2022

- The Bureau of Curriculum Development leads the planning, preparation, implementation, and monitoring of the Career Guidance Program. BCD shall develop Career Guidance learning competencies and learning materials in coordination with the Bureau of Learning Resources.
- The Bureau of Learning Resources shall ensure accessibility and quality of the Career Guidance learning materials and their compliance to the standards of the Department of Education.
- The Bureau of Learning Delivery shall support the planning, preparation, implementation, and monitoring of the Career Guidance Program.

3. Budget Allocation

Schools shall include all expenses relative to Career Guidance in their Annual School Improvement Plan and in accordance to the provisions stipulated in the Joint Memorandum issued on September 21, 2020 (Annex F).



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4. Non-implementation or improper implementation of Career Guidance shall be subject to existing applicable administrative actions.

VI. Monitoring and Evaluation

The Bureau of Curriculum Development, together with the Curriculum and Learning Management Division (CLMD) and Curriculum Implementation Division (CID), shall monitor and evaluate compliance to the provisions stipulated in this issuance. For questions, clarifications and recommendations you may call the Bureau of Curriculum Development office landline at (02) 8632-7746.

VII. Effectivity

This policy shall take effect immediately upon publication on the DepEd website. Immediate dissemination of and strict compliance with this Memorandum is directed.

VIII. References:

DepEd Order No. 13 s. 2015 Establishment of a Policy Development Process at the Department of Education

DepEd Order No. 30 S. 2020

DepEd Order No. 29 S. 2021 - DepEd School Calendar for S.Y. 2021-2022

Joint Memorandum on the Announcement of Transfer of Management and Supervision of the Career Guidance Program issued on September 21, 2020

Memorandum from the Office of the Undersecretary for Administration (OUA) No. 00-0520-0030 s. 2020 Transfer of Management and Supervision of the Career Guidance Program to the Curriculum and Instruction Strand issued on May 2020.

RA 10533 Enhanced Basic Education Law

RA 11206 Secondary School Career Guidance and Counseling Act.

RA 9258 Guidance and Counseling Act of 2004



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Annex B: Procedure in Conducting Career Consultation

Career Consultation procedure:

- 1. Guidance Counselors and Career Advocates provide career consultation services.
- 2. Learners should be informed that the school offers career consultation services. The school should provide procedure, schedule, scope and limitations of this service.
- 3. Each session may last from 30 minutes to 60 minutes. The session includes:
 - > Introduction and building rapport
 - > Asking about the learner's career concerns
 - Exploring different aspects of the learner's concern
 - Offering possible sources of information (pamphlet, magazines, brochures or online resources/articles)
 - > Assisting in the creation of action plans/outputs
- 4. Career Consultation aims to assist learners by equipping them with significant information related to career development. Career consultation may include:
 - a. schools,
 - b. scholarships,
 - c. courses / degree programs,
 - d. career development activities,
 - e. Labor Market Information (LMI),
 - f. local employment information,
 - g. organizations,
 - h. trainings,
 - i. skills development and certification,
 - i. processes,
 - k. referrals/linkages,
 - 1. requirements for the different curriculum exits, and
 - m. different career assessment tools.
- 5. The Guidance Counselor and Career Advocate should have proper documentation of all facilitated career consultations.
- Concerns beyond information on career guidance should be handled by a Registered Guidance Counselor or this may be referred to other professionals for further assistance.



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Region:

Name of School Head:

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Annex C: School Career Guidance Implementation Report

School:

Division:

SCHOOL CAREER GUIDANCE IMPLEMENTATION REPORT S.Y. 2021-2022

Career Guidance Progra						
1. Facilitation of Career program matrix, summ				cumentatio	n: ph	otos, videos
program man ix, sum	iary of activity eva	ши	ion report)			
Activity	Racilitation		Target umber of ttendees	Actua number attende	of	Outcome
1. Career Guidance Lea	rning Activity Pla	n		10		
Tasl				tual olishment		Remarks
to learners (schedul retrieval of activi resource link, and information)	ty sheets, learn	ing				
B. Prepares and distribute Learning Plan	ice					
C. Prepares and distribute Learning Activity Sl	neets	nce				
D. Attends to the learner different modalities.	's concerns in					
E. Encourages learners to tools, ideas, metho knowing" to accomple solve the problem.	ods, or "ways	of				
2. Career Counseling an	d Consultation	b				
A. Responds appropria		m² a	Accomplis	hment	R	temarks -
A RESDONGS Appropri	ately to learne	FSI				



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B. Explains important ideas in a clear and practical way	
C. Provides time and direction for individual counseling / consultation	
D. Attends to the learner's concerns in different modalities	
E. Responds appropriately to learner's questions, clarifications, and comments	
No. of Senior High School Graduates: No. of Responses / Entries in the Curriculum Exit	Fracking System:
Prepared by:	
Name and Signature of School Head	



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Region:

adherence to the guidelines / evident best practices

90% - 100% participation of stakeholders

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Annex D: Division Career Guidance Implementation Report

Division:

O - Outstanding

Division Career Guidance Implementation Report

				timeliness and que outstanding eval	uality delivery of se uation results after	ervices each activity		
	VS – Very Satisfactory			80 % - 89% part	icipation of stakeho	lders		
			•					
			•		uality delivery of se			
			•		evaluation results a			
	S – Satisfactory		•		ipation of stakehole	ders		
			•	adherence to the guidelines				
					uality delivery of se			
	NE NE LE				uation results after of			
	NI – Needs Imp	rovement			cipation of stakehol			
					ince to the guideline			
					ality delivery of se			
	D D		•		uation results after			
	P – Poor		•	59% below partie	cipation of stakehol	ders		
				non-compliance				
			•		uality delivery of se			
	L		1.	poor evaluation r	esults after each ac	livity		
Name of School Guidan Orientat		ce	Career Guidance Learning Activity Plan	Career Consultation and Career Counseling	Curriculum Exit Tracking	Recommendation		
Prepa	ared by:					Verified by:		
Name	e and Signature	of EsP Sup	pervi	sor				
Noted	11							
Notice	ı by:							



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Annex E: Regional Career Guidance Implementation Report

Regional Career Guidance Implementation Report

O – Outstanding	 90% - 100% participation of stakeholders adherence to the guidelines / evident best practices 		
	• timeliness and quality delivery of services		
VS – Very Satisfactory	outstanding evaluation results after each activity 80 % - 89% participation of stakeholders		
, , , , , , , , , , , , , , , , , , ,	adherence to the guidelines / evident best practices		
	timeliness and quality delivery of services		
	 very satisfactory evaluation results after each activity 		
S – Satisfactory	• 70% -79% participation of stakeholders		
	adherence to the guidelines		
	 timeliness and quality delivery of services 		
	 satisfactory evaluation results after each activity 		
NI – Needs Improvement	60% - 69% participation of stakeholders		
	minimal compliance to the guidelines		
	timeliness and quality delivery of services		
	Satisfactory evaluation results after each activity		
P – Poor	59% below participation of stakeholders		
	non-compliance to the guidelines		
	 timeliness and quality delivery of services 		
	 poor evaluation results after each activity 		

Division	Career Guidance Orientation	Career Guidance Learning Activity Plan	Career Consultation and Career Counseling	Curriculum Exit Tracking	Recommendations

Prepared by:	
Name and Signature of Regional EsP S	Supervisor
Noted by:	

Regional Director



Department of Education

UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

BCD-CSDD-O-2021-2583

Annex F: Announcement of Transfer of Management and Supervision of the Career Guidance Program







Kingiwaran ng Conkasron

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Annie, Public and Private Enamedary and

Respondent British All Others Conservation

Fuer

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OSOSUADO EL VAS AFFORDO

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Annotherent of transpir of managinery and supervision of the Carler outdance processes

The is to inform your offices that pursuant to the Office of the Valence reters be Administrated them by DOSCAD (1935), held Yamadas of Management and Separation of the Cancer October Program, and search to the city phones; formers, the Cancer-basis and informers and Administration of Administration (1936). The Doministration of France (1936) of the Pursuant of Trainer (1936) of Pursual training of the Cancer Canadas (1936) of the Pursual training of the Canadas (1936) of t





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in order to stroughten the conceasure absorbers and processes for effective progress, originates called a the transfer. The following are to be understaken introduced:

- 1 Current Program Coordinative whall term over the terressing discussments and refer problems administration to the new amongs of changing forward under the Ci Strend. All other programs and activate in Problems Gusters which is howelful implemented by the new anigmed managing distance, when the exceptions of the furnished materials.
- 2 Forth doctors about street on with the resolute of the undergoe related to Correr Guidance (Sucond Locks than 2020), and, plains that great requirements on the brighted control that the resolution of the resolution for the resolution for the resolution of the

For introduce doperationers and appropriate action

