



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

FEB 15 2022

MEMORANDUM
No. 032, s, 2022

DIVISION SEARCH FOR FUNCTIONAL GUIDANCE CENTER

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
All Others Concerned

1. This office announces the conduct of the Division Search for Functional Guidance Center for SY 2021-2022, contents of which are self-explanatory for information and guidance.
2. Attached is the Guidelines and Criteria of the search.
3. Immediate dissemination and compliance to this Memorandum is desired.


DOMINICO C. IDANAN CESO V
Schools Division Superintendent

Encl: As stated

Reference:

To be indicated in the Perpetual Index
under the following subjects:

SEARCH GUIDANCE & COUNSELLING

LBP – DM – Division Search for Functional Guidance
032 / February 14, 2022



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805 - 9935, (02) 8805 - 9940
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02/15/22



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

RECEIVED
Jegmni
01/08/22

Office of the Schools Division
Superintendent

DIVISION SEARCH FOR FUNCTIONAL GUIDANCE CENTER

I – RATIONALE

Guidance is the heart of the school. Counselors and guidance teachers and advocates played an important role in the lives of the learners and teachers. Division search for the most functional guidance center will recognize those schools / guidance centers who are religiously implementing guidance services to fully cater to the need of the learners, teachers, parents and other stakeholders.

II – OBJECTIVE:

This program aims to recognize the most functional guidance center in the School Division Office of Muntinlupa.

III – GUIDELINES

1. Entries are all elementary and secondary school guidance centers.
2. Top 5 winners will be selected from the 29 Elementary and Secondary schools. There will be top three winners from Elementary level, while top two winners will be selected from the secondary level.
3. Schedule of evaluation will be done every quarter from January to December.
4. Evaluation Team is composed of the following:
Chairman - Dr. Liliaosa B. Palce
EPS
Members - Public School District Supervisors
Education Program Supervisor

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5. Plaque of Recognition will be awarded to the winners, while certificates of recognition will be given to the participating schools during the culminating activity every December of the year.

IV – CRITERIA

CRITERIA with MOVs	Points	Score	Remarks
1. Individual inventory / profiling of learners a. Formulates individual inventory forms b. Identifies learners needs and problems using standardized or localized evaluation tools c. Formulates guidance and counseling forms including agreement forms	15 pts		
2. Testing services a. Administers and interprets individual and group tests b. Administers Personality test to learners	6 pts		
3. Information Services a. Provides orientation to all learners in all Grade levels b. Provides scholarship information to all learners c. Provides professional updates to teachers, Non-teaching personnel and Parents.	9 pts		
4. Guidance Programs services - organizes enrichment activities such as but not limited to the following: a. Student-Peer facilitators as support to the guidance program b. Self-awareness activities and orientation in relation to varied aspects of the pre-Adolescents and adolescent's life. c. Effective study habits strategies of the 21 st century learners d. Mental Health Advocacy Program	20 pts		
5. Consultancy a. Consultant to parents, out of school youth and community b. Consultant to learners undergoing problems in relationships, self-image and self-worth, and others	4 pts		

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<p>6.Referrals</p> <p>a. Number of learners referred to the guidance office for further assessment</p> <p>b. Make referrals to other government agencies to undergo diversion program</p> <p>c. Make referrals to other professionals if specialized attention is needed</p>	9 pts		
<p>7.Prevention and Wellness</p> <p>- Organizes training / orientation to learners and Teachers on basic life skills in handling peer pressure, life coping skills, values formation, positive attitudes and behavior, early pregnancy prevention, HIV awareness and prevention. <i>(conducted at least 2 of above mention trainings)</i></p>	6 pts		
<p>8. Research and Evaluation</p> <p>- Makes an action research based on the results of the identified needs and problems</p>	10 pts		
<p>9. Guidance Services to other stakeholders</p> <p>a. Implements guidelines and school policies</p> <p>b. Provides parents with information about their children, rules and regulations of the school, and educational programs of the school</p> <p>c. Coordinates with community, NGOs, or GOs for programs support</p>	15 pts		
<p>10. Guidance facilities</p> <p>a. Provision of room / space for guidance center</p> <p>b. Provision of counseling table/ sofa/ chairs/for counselor and counselee</p> <p>c. The guidance center is accessible to all learners and Stakeholders</p>	6 pts		
<p>Overall total</p>	<p>100 pts</p>		

