

Republic of the Philippines
MINISTRY OF EDUCATION AND CULTURE
Manila

October 4, 1970

MEMORANDUM
No. 209, S. E. 1970

REGIONAL SEMINAR-WORKSHOP IN GUIDANCE (PHASE III)

To: Bureau Directors
Regional Directors
School Superintendents

1. The third phase of a three-year program entitled "Strengthening the Secondary School Guidance Program" will be conducted by the Ministry of Education and Culture through the Bureau of Secondary Education in cooperation with the Carl Oetoberg Gesellschaft Philippines, Inc.

2. The 3-day live-in seminar-workshop will be held in six (6) regional centers. The theme is "Functional Secondary School Guidance Program for Youth Development."

3. The objectives of the seminar-workshop are as follows:

- a. To define the roles and functions of all personnel involved in guidance.
- b. To identify and utilize workable approaches and instruments in guidance for various services.
- c. To plan programs and strategies for the improvement of existing guidance services.
- d. To enhance the skills and expertise as well as preparedness of counselor and staff personnel.

4. Hereunder are the venues and dates for the regional seminar-workshops:

Regional Centers

Venues

Dates

Center
(for Regions I & II)

Baguio City

December 5-7, 1970

Center II (for Regions III, IV-A, and V) Legaspi City November 21-23, 1979

Center III (for Regions VI, VII, and VIII) Iloilo City November 24-26, 1979

Center IV (for Regions IX and XII) Zamboanga City December 1-4, 1979

Center V (for Regions I and II) Cagayan de Oro City November 27-29, 1979

Center VI (for Region IV-ABR) Manila November 29-30, 1979

5. The participants to Phases I and II held at Baguio City on May 3-7, 1977 and the Goethe House on November 13-17, 1978, respectively, will coordinate these regional seminar-workshops and will be facilitators for the workshops. The guidance supervisor of host region is the chairman of the seminar-workshop.

6. Participants to the seminar-workshop are the following:

- a. From the regional office - General Education Supervisor II in charge of guidance in the secondary level.
- b. From the provincial/city division -

(1) Division supervisor in charge of guidance in the secondary level.

(2) Three secondary school guidance counselors from each school division representing public, (national and vocational) and private schools.

The number of participants to each seminar-workshop center should not exceed 100, except in Center II.

7. A registration fee of 2000 will be charged each participant. This will cover cost of handouts and other miscellaneous expenses. Expenses of participants in connection with their attendance to said seminar-workshops are chargeable against regional/division/local school funds subject to the usual accounting and auditing rules and regulations.

8. The Carl Duisberg Gesellschaft Philippines will provide for the services and transportation of the consultants from Manila to the different centers and for other materials needed for the seminar-workshops.

9. Division delegates to this seminar-workshop must:
- be permanent guidance counselors
 - have the highest number of units obtained in guidance and counseling and psychology.
 - have the highest rating of performance in *et al.* of mentioned field.
10. Participants are requested to bring with them their existing guidance programs, sample test materials, homework activities, sample guidance forms and other materials they may have to use for the workshop.
11. Enclosed is the tentative schedule of activities for the seminar-workshop.
12. It is requested that 5 copies of the proceedings be furnished the Bureau of Secondary Education.
13. It is desired that this Memorandum be disseminated immediately for the information and guidance of all concerned.

(SGE.) EMEREO S. CORPUZ
Minister of Education and Culture

Incl.:

As stated

Reference:

Department Memorandum, No. 59, s. 1977

Allotment: 1-2--(7,0. 1-76)

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

OFFICIALS
SCHOOLS
SYMPOSIUMS
WORKSHOPS ✓

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3

(Inclosure to MEO Memorandum No. 247, 1979)

SUGGESTED TENTATIVE SCHEDULE OF ACTIVITIES

THEME: STRENGTHENING GUIDANCE SERVICES IN SECONDARY SCHOOL
FOR YOUTH DEVELOPMENT

OBJECTIVES:

1. Define the role and functions of all the personnel involved in guidance for the various services.
2. Identify and utilize workable approaches and instruments in guidance for the various services.
3. Plan out strategies and program for the improvement of existing guidance services.
4. Enhance the skills and expertise as well as personhood of guidance counselor and staff personnel.

First Day

Morning:

Physical Fitness

Opening Program

Goal Clarification in accordance with Department Order
No. 2, s. 1979

Organization and Flow Chart (Different types)

Break

Role Definition of:

- a. Administrator
- b. Counselor
- c. Other Staff (if any)
- d. Homeroom Teacher
- e. Subject Teacher
- f. Club Advisor
- g. Legist

Open Forum

Lunch Break

Veterans:

Workshop: Branch Discussion and Open Forum

- a. Inventory
- b. Counseling (Techniques and Counselor qualification)
- c. Career Information and Placement

Break

Workshop I - Preparation of Specific Grouping by:

- Category I
- Category II
- Category III

- a. Self-evaluation of the existing guidance services program
- b. Preparation of specific program/services of the following:

1. Counseling Program
 2. Career Information and Placement (Grouping by: Category I, II and III)
- Assignment:

Simulation of different types of counseling.

Second Day:

Morning:

Physical Fitness
Lecture - Group Guidance
Simulation of different types of Counseling (assigned the night before)

Break

Lecture, Discussion and Presentation of Model (Case Study Approach)

Second Break

Afternoon:

Test used in guidance (Administration and Interpretation)

Break

Lecture - Research in Guidance (Research Design Models)

Workshop II - Preparation of Testing Program
and Research Program by category.

D i n n e r

S o c i a l i z a t i o n

Third Day

Morning:

Physical Fitness
Review of Homeroom Objectives, Techniques
Simulation of Homeroom Activities

- a. Leadership (30 minutes)
- b. Career (30 ")
- c. Personality (30 ")

Workshop III - Preparation or revision of Homeroom Activities

L u n c h B r e a k

Afternoon:

Talk on the Community and Referral Services

- a. Parent Council
- b. Social Services (YGAP)
- c. Referral Services (Spiritual, Lawyer)

Workshop IV - Organization of Community and Referral
Services Program

B r e a k

Clearing House
Session Evaluation
Dinner
Closing Ceremony

