



Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
QUEZON CITY
Nueva Ecija St., BagoBantay, Quezon City



September 13, 2012

MEMORANDUM TO:

Assistant Schools Division Superintendents
Division/District Supervisors
Elementary/Secondary Principals
Elementary/Secondary Guidance Counselors/Teachers

GUIDANCE COUNSELORS/TEACHERS DIVISION MEETING

1. The Elementary Guidance Teachers' Division Meeting will be held on September 27, 2012, Thursday, from 8:00 a.m. – 12:00 noon at P. Bernardo Elementary School, P. Tuason St., Brgy. Kaunlaran, Cubao, Quezon City.
2. The meeting of the Secondary Guidance Counselors/Teachers will be on September 27, 2012, Thursday, 1:00 p.m. – 5:00 p.m. at P. Bernardo Elementary School, P. Tuason St., Brgy. Kaunlaran, Cubao, Quezon City.
3. Participants are advised to bring their own food provisions and make prior arrangement with their respective school principals to ensure not to disrupt classes.

The following will be discussed:

- a. Orientation-Seminars on Children's Rights, DepEd Child Protection Policy & Positive Discipline and Non-Violent Discipline.
- b. Quarterly Reports
- c. Coordinators
- d. Other Matters

Please bring the following:

- Plan of Action for SY 2012-2013
- Class schedule
- Year-end report for SY 2011-2012
- Guidance Activities for 2011-2012 to 2012-2013

4. Attached are the different Guidance Forms Reports to be brought on the said meeting.
5. Immediate dissemination of this Memorandum is highly desired.

CORAZON C. RUBIO, CESO VI
Schools Division Superintendent

QCDGCF 15, s. 2012



Republic of the Philippines
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GUIDANCE AND COUNSELING QUARTERLY ACCOMPLISHMENT REPORT
SY _____

SCHOOL

COMPONENT	PROJECT/PROGRAM	ACTIVITIES CONDUCTED/DATE CONDUCTED	OUTPUT INDICATOR	PHYSICAL OUTPUT		VARIANCE	FINANCIAL RESOURCES		REMARKS/ JUSTIFICATION
				TARGET	ACTUAL		TARGET	ACTUAL	
1. Orientation									
2. Information									
3. Testing									
4. Counseling									
5. Career Guidance									
6. Placement									
7. Follow up									
8. Consultation									

Submitted by:

(Signature Over Printed Name)

Designation

Approved:

Principal



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GUIDANCE AND COUNSELING QUARTERLY REPORT ON PROBLEMS
SY _____

SCHOOL

Problems/Concerns	Immediate Action	Guidance Intervention	Quantity	Year Level	Remarks

Submitted by:

(Signature Over Printed Name)

Designation

Approved:

Principal



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GUIDANCE AND COUNSELING QUARTERLY ACCOMPLISHMENT REPORT
DRUG PREVENTION PROGRAM
SY _____

SCHOOL

PROJECT/PROGRAM	ACTIVITIES CONDUCTED	OUTPUT INDICATOR	PHYSICAL OUTPUT		VARIANCE	FINANCIAL RESOURCES		REMARKS/ JUSTIFICATION
			TARGET	ACTUAL		TARGET	ACTUAL	

Submitted by:

(Signature Over Printed Name)

Designation

Approved:

Principal



GUIDANCE AND COUNSELING QUARTERLY REPORT ON:
SY _____

SCHOOL _____

GRADE/YEAR LEVEL	BULLYING	HARASSMENT	FRATERNITY/ GANGSTERISM	DRUG ABUSE	EARLY PREGNANCY	EARLY MARRIAGE	CHILD ABUSE	CHILD LABOR	VIOLENCE	OTHER CRIMES	
										THEFT	GAMBLING, OTHERS
TOTAL											

Submitted by:

(Signature Over Printed Name)

Designation

Approved:

Principal



GUIDANCE AND COUNSELING QUARTERLY REPORT ON TRANSFEREES
SY _____

SCHOOL

GRADE/YEAR LEVEL	TRASFERRED IN				TRANSFERRED OUT			
	FROM: DISTRICT	DIVISION	REGION	OTHER PROVINCES (Pls. specify)	TO: SCHOOL within the DISTRICT	DIVISION	REGION	OTHER PROVINCES (Pls. specify)
TOTAL								

Submitted by:

(Signature Over Printed Name)

Designation

Approved:

Principal