Republic of the Philippines

Department of Education

Region VII, Central Visayas

DIVISION OF CEBU PROVINCE

**LILO-AN NATIONAL HIGH SCHOOL**

Poblacion, Lilo-an, Cebu 6002

June 28, 2017

**SCHOOL MEMORANDUM**

**No. 16, s. 2017**

**DESIGNATION OF SCHOOL GUIDANCE COUNSELORS**

**TO**: **1.) MS. JOCEL M. UMBAC - Grade 9 & Grade 10**

**2.) MS. CHATO C. CAPARIDA - Grade 7 & Grade 8**

1. This Office hereby informs both of you of your additional Ancillary Service as you are designated as **SCHOOL GUIDANCE COUNSELORS**.
2. Specific Tasks:

2.1 Develop and implement an all-encompassing educational and counseling plan with modern methods of teaching and mentoring

2.2 Foster equal opportunity practices and encourage students’ association

2.3 Pay attention to cultural or societal differences in dealing with the students

2.4 Conduct group or individual counseling sessions to assist students with problems or concerns

2.5 Assess students’ attributes (KSAOs), (**Knowledge, Skills, Abilities and Other** characteristics.) and help them realize their strengths

2.6 Evaluate the progress of students and reinforce the sense of accomplishment

2.7 Identify behavioral problems or at-risk students and act appropriately

2.8 Cooperate with parents and teachers as well as other interested parties

2.9 Complete assessments and tests, analyze results and provide feedback; Study and update student records; Prepare and present reviews on progress

1. Immediate dissemination and compliance with this Memorandum is expected.

**CARMELITO M. LAURON, SR.**

Assistant School Principal II

Officer In-Charge

**CONFORM:**

1. **JOCEL M. UMBAC**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**2.) CHATO C. CAPARIDA**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DISTRIBUTION:

1 copy for each of them

1 copy for the Faculty Club

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