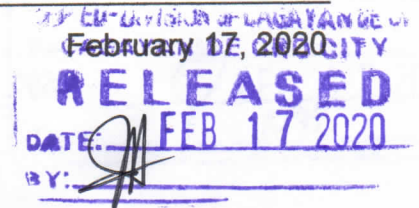




Republic of the Philippines  
**Department of Education**  
REGION X  
**DIVISION OF CAGAYAN DE ORO CITY**

Division Advisory  
No. 16 s. 2020



**CITY ORDINANCE NO. 13799-2020**

**TO: SECONDARY SCHOOLS ADMINISTRATORS**  
Private and Public Schools  
This Division

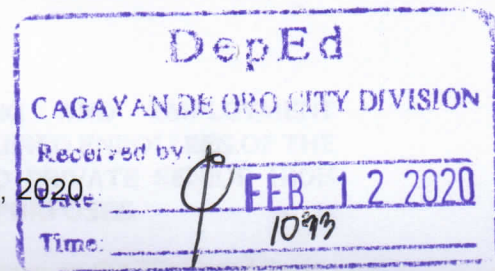
1. Attached is a copy of City Ordinance No. 13799-2020, RE: "Institutionalizing Career Coaching and Employment Counseling for all Grades 10 and 12 Learners and Qualified Enrollees of the Alternative Learning System (ALS) of the Public and private Senior High Schools in the City of Cagayan de Oro, and other Purposes"
2. For information and guidance.

**CHERRY MAE L. LIMBACO**  
Schools Division Superintendent

To be indicated in the Perpetual Index under the following subjects:  
SHS Program-Career Guidance-CDO City Council  
cid/jsm



Address: Fr. William F. Masterson Avenue, Upper Balulang, Cagayan de Oro City  
Telephone: (08822) – 8550048



February 10, 2020

**CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
Schools Division Superintendent  
Division of Cagayan de Oro  
Fr. William Masterson Avenue, Upper Carmen  
Cagayan de Oro City

Madame:

Enclosed is a copy of **Ordinance No. 13799-2020**, current series, passed by the City Council, this City, in its Regular Session on the **27<sup>th</sup> day of January 2020**, to wit:

***"INSTITUTIONALIZING CAREER COACHING AND EMPLOYMENT COUNSELING FOR ALL GRADES 10 AND 12 LEARNERS AND QUALIFIED ENROLLEES OF THE ALTERNATIVE LEARNING SYSTEM (ALS) OF THE PUBLIC AND PRIVATE SENIOR HIGH SCHOOLS IN THE CITY OF CAGAYAN DE ORO, AND FOR OTHER PURPOSES"***

for your information and appropriate action.

Thank you very much.

Very truly yours,

*[Signature]*  
**RAUL G. MOLDEZ**  
Assistant City Secretary

\*grt





**ORDINANCE NO. 13799-2020**

**AN ORDINANCE INSTITUTIONALIZING CAREER COACHING AND EMPLOYMENT COUNSELING FOR ALL GRADES 10 AND 12 LEARNERS AND QUALIFIED ENROLLEES OF THE ALTERNATIVE LEARNING SYSTEM (ALS) OF THE PUBLIC AND PRIVATE SENIOR HIGH SCHOOLS IN THE CITY OF CAGAYAN DE ORO, AND FOR OTHER PURPOSES**

*Whereas*, Section 9 of Republic Act No. 10533, otherwise known as the "Enhanced Basic Education Act 201", which provides "to properly guide the students in choosing the career tracks that they intend to pursue, the DepEd, in coordination with the DOLE, the TESDA and the CHED, shall regularly conduct career advocacy activities for secondary level students, notwithstanding the provisions of Section 27 of Republic Act No. 9258, otherwise known as the "Guidance and Counselling Act of 2004", career and employment guidance counselors who are not registered and licensed guidance counsellors, shall be allowed to conduct career advocacy activities to secondary level students of the school where they are currently employed; provided, that they undergo a training program to be developed or accredited by the DepEd";

*Whereas*, Section 5(e) of Republic Act 10691, otherwise known as "An Act defining the role of the Department of Labor and Employment (DOLE), the Local Government Units (LGUS), and Accredited Non-Government Organizations (NGOS) in the establishment and operation of the Public Employment Service Office (PESO), and the operation of job placement offices in Educational Institutions (EIs), amending for the purpose Sections 3, 5, 6, 7 and 9 of Republic Act No. 8759, otherwise known as "Public Employment Service Office Act of 199", states that the PESO shall "provide employment or occupational counseling career guidance mass motivation and values development activities";

*Whereas*, the City Government of Cagayan de Oro is desirous to oversee the conduct of Career Guidance in the City to guide them in choosing the right career that uniquely suits their potentials at an early age;

*Whereas*, Section 3(a) of Republic Act 11206, otherwise known as "An Act Establishing a Career Guidance and Counseling Program for all Secondary Schools and Appropriating Funds Therefor", provides: "To institutionalize a career guidance and counseling program for students in all public and private secondary schools nationwide in order to provide them proper direction in pursuing subsequent tertiary education";

*Whereas*, the City Government aims to institutionalize career guidance to all Junior High and Senior High School students in Cagayan de Oro City to create a greater sense of awareness and preparedness in exploring various career options and enable them to arrive at sound decisions with an appropriate plan to achieve their career aspirations;

**NOW, THEREFORE:**

**BE IT ORDAINED** by the 19<sup>th</sup> City Council (Sangguniang Panlungsod) in session assembled that:

**SECTION 1. TITLE.** This Ordinance shall be known by its short title as **Career Coaching & Employment Counseling Ordinance**.

**SECTION 2. SCOPE.** This Ordinance shall cover Alternative Learning System and all public and private Junior High and Senior High Schools in Cagayan de Oro City.

**SECTION 3. PURPOSE AND OBJECTIVES.** This Ordinance is enacted for the following objectives and purpose to wit:





- a) To enhance the knowledge, skills and abilities of the students
- b) To guide the students about the career options that could suit them most
- c) To improve their decision-making skills;
- d) To increase their self-esteem and motivations;
- e) To build interpersonal effectiveness
- f) To maximize career opportunities
- g) To improve employment marketability and opportunities; and
- h) To promote effective job placement

**SECTION 4. DEFINITION OF TERMS.** The following terms shall be construed to mean as follows:

- a) **Career Coaching** – a comprehensive and development program intended to help individuals in making and implementing informed educational and occupational choices. It also develops an individual's competences in self-knowledge, educational and occupational exploration and career planning.
- b) **Guidance Office** – the office in the public and private junior high schools and senior high schools that coordinates with Cagayan de Oro City PESO in the conduct of Career Guidance and other special programs of DOLE. This refers to the institution's Job Placement Office (JPO), if the institution has no job Placement Office (JPO), the Schools Guidance Office shall serve as the coordinating office of PESO.
- c) **Job Placement Office (JPO)** – an office in a Higher Education Institution (HEI) which main function is to assist in matching graduates' skills and chosen careers to the workplace through continuous development/enhancement of its designed programs to meet the demands of the career world.
- d) **Grade 10 Learners** - covers Grade 10 learners/students in Cagayan de Oro City.
- e) **Grade 12 Learners** – covers the last two years of the K to 12 Program and includes Grade 11 and 12 students in the City of Cagayan de Oro.
- f) **Alternative Learning System** - the Parallel learning system in the Philippines that provides a practical option to the existing formal instruction. When one does have or cannot access formal education in schools, ALS is an alternate or substitute. It includes both the non-formal and informal sources of knowledge and skills.
- g) **Qualified Alternative Learning System** Are Learners who passed the accreditation and equivalency test.

**SECTION 5. MANDATE** - All public and private Junior High and Senior High Schools in Cagayan de Oro City and Alternative Learning System are hereby mandated to implement and manage a Career Coaching Advocacy Program for their students.

**SECTION 6. CONDUCT OF CAREER COACHING AND EMPLOYMENT COUNSELING.** School Guidance Offices shall coordinate with the PESO in conducting Career Coaching & Advocacy Program in the following manner:

- a. Institutions with no Job Placement Office (JPO), Alternative Learning System Public and Private Junior High and Senior High School in Cagayan de Oro City, shall coordinate with the Cagayan de Oro City Public and Employment Services Office for the management of Career Coaching & Advocacy program. The Career Coaching and Enhancement activities shall be facilitated by the personnel or representative from Cagayan de Oro City-PESO; and





PAGE 3 OF 3 OF ORDINANCE No. 13799-2020

- b) Institutions with Job Placement Office (JPO), Public and Private High Schools and Alternative System Implementors, in Cagayan de Oro City facilitate the conduct of career coaching enhancement activities with PESO.

**SECTION 7. MONITORING** - PESO shall monitor the concerned academic institutions in complying with this Ordinance

**SECTION 8. REPORTORIAL REQUIREMENTS** - Basic Educational Institutions shall submit a report to the PESO every month after the conduct of career enhancement activities. PESO shall provide all concerned educational institution in the private and public sector with official report form for consolidation in the PESO Statistical performance Reporting System (SPRS) which shall be submitted to DOLE-X on or before every 25<sup>th</sup> of every month.

**SECTION 9. SEPARABILITY CLAUSE** - If any part of this Ordinance is held unconstitutional or invalid, the other parts or provisions which are not affected thereby shall continue to be in full force and effect.

**SECTION 10. REPEALING CLAUSE** - All Ordinances and Local Orders which are inconsistent with this Ordinance are hereby repealed, amended and/or modified accordingly.

**SECTION 11. EFFECTIVITY CLAUSE.** This Ordinance shall take effect upon its approval.

**UNANIMOUSLY APPROVED.**

AUTHOR: COUNCILOR SUZETTE G. MAGTAJAS-DABA

<u>Present:</u>	1 <sup>st</sup> District:	- Councilor Edna M. Dahino - Councilor Reuben R. Daba - Councilor Roger G. Abaday - Councilor Zaldy O. Ocon	- Councilor Romeo V. Calizo - Councilor Jay R. Pascual - Councilor Lordan G. Suan
	2 <sup>nd</sup> District:	- Councilor Joyleen Mercedes L. Balaba - Councilor Ian Mark Q. Nacaya - Councilor Edgar S. Cabanlas - Councilor Enrico D. Salcedo	- Councilor Maria Lourdes S. Gaane - Councilor Suzette G. Magtajas-Daba - Councilor Teodulfo E. Lao, Jr. - Councilor Jocelyn B. Rodriguez
	Ex-Officio:	- Councilor Yan Lam S. Lim - Councilor George S. Goking	- Councilor John Michael L. Seno
<u>Out of the Session Hall:</u>			

**ENACTED** this 27<sup>th</sup> day of January 2020 in the City of Cagayan de Oro.

I hereby certify to the correctness of the foregoing Ordinance.

Attested as duly enacted:

**RAINEIR JOAQUIN V. UY**  
CITY VICE-MAYOR  
PRESIDING OFFICER

Attested:

**ARTURO S. DE SAN MIGUEL**  
CITY COUNCIL SECRETARY

Approved:

**OSCAR S. MORENO**  
CITY MAYOR

**TEODORO A. SABUGA-A, JR.**  
ACTING CITY ADMINISTRATOR

**BELINDA V. EGYPTO-NAGUITA**  
SUPERVISING ADMINISTRATIVE OFFICER  
OFFICER-IN-CHARGE  
OFFICE OF THE CITY ADMINISTRATOR