



Republic of the Philippines  
**Department of Education**  
Region III  
**SCHOOLS DIVISION OF PAMPANGA**

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April 21, 2025

DIVISION MEMORANDUM

No. 274, s. 2025

**CAREER GUIDANCE PROGRAM: FINALIZATION OF DATA FOR CAREER  
ADVOCATES, GUIDANCE DESIGNATES, AND CLUSTER COORDINATORS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Secondary School Heads  
All Other Concerned

1. In relation to Division Memorandum No. 186, s. 2025, re: *Official Request for School Coordinators for the Career Guidance Program (CGP): Streamlining Data Acquisition and Coordination*, this office, through the School Governance and Operations Division – Learner Formation Unit, hereby announces the “*Career Guidance Program: Finalization of Data for the Career Advocates, Guidance Designates, and Cluster Coordinators.*”
2. The completion of the required data shall serve as the official basis for the identification of Career Advocates, Guidance Designates, and Cluster Coordinators. This measure aims to minimize any potential confusion among coordinators regarding assigned roles.



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3. School heads are expected to appoint separate individuals to serve as Career Advocate and Guidance Designate, respectively. However, in situations where no other qualified candidates are available and only one individual is willing or capable of assuming both responsibilities, the school head may exercise discretion in designating the same individual to fulfill both roles. Accordingly, it is required that the individual appointed to serve in both capacities is adequately equipped to manage and perform all associated tasks and responsibilities.
4. In addition to the designation of Career Advocates and Guidance Designates, the appointment of Cluster Coordinators is essential to further strengthen the systematic and efficient dissemination of information across schools. A total of seven (7) Cluster Coordinators will be appointed, corresponding to the seven (7) clusters under the DepEd SDO Pampanga. The **CGP Coordinators** shall be responsible for selecting the **Representatives/Cluster Coordinators** for their respective clusters. The appointed Cluster Coordinators will be entrusted with the responsibility of ensuring the accurate, timely, and effective communication of pertinent information to all schools within their designated areas.
5. All relevant personnel are expected to fill out the provided information sheet. The links for reference are listed below. Please make sure to submit all required data by **April 30, 2025**.


<b>CAREER ADVOCATES</b>	<a href="https://tinyurl.com/CGPCAREERADVOCATES">https://tinyurl.com/CGPCAREERADVOCATES</a>
<b>GUIDANCE DESIGNATES</b>	<a href="https://tinyurl.com/CGPGUIDANCEDESIGNATE">https://tinyurl.com/CGPGUIDANCEDESIGNATE</a>
<b>CLUSTER COORDINATORS</b>	<a href="https://tinyurl.com/CGPCLUSTERCOORDINATORS">https://tinyurl.com/CGPCLUSTERCOORDINATORS</a>



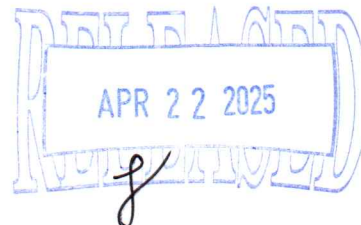
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6. Should you have any questions or require further assistance, please do not hesitate to contact Ms. Shaine M. Reyes, Division Learner Formation Coordinator and Career Guidance Program (CGP) Focal Person, via email at [shaine.reyes@deped.gov.ph](mailto:shaine.reyes@deped.gov.ph) or by phone at 961-52-62.
7. Widest dissemination of this Memorandum is earnestly desired.

  
**ROMEO M. ALIP, PhD, CESO V**  
*Schools Division Superintendent*

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