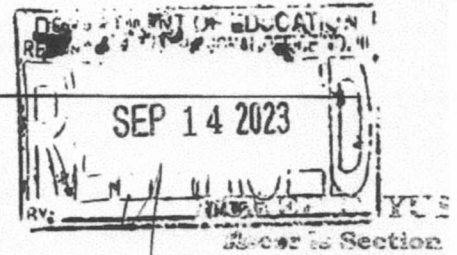




Republic of the Philippines  
**Department of Education**  
REGION III-CENTRAL LUZON



**REGIONAL MEMORANDUM**

No. 483, s. 2023

**IMPLEMENTATION OF THE HOMEROOM GUIDANCE PROGRAM ON ITS ORIGINAL TIME ALLOTMENT**

To : Schools Division Superintendents  
Curriculum Implementation Division Chiefs  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

Reproduction No. 122, s. 2023  
For dissemination and compliance.

**NORMA P. ESTEBAN** EdD, CESO V  
Schools Division Superintendent  
Office of the Schools Division Superintendent  
**SCHOOLS DIVISION OF BULACAN**

1. During the monitoring of *Oplan Balik Eskwela* on the different schools in Region III, it was noticed that elementary schools differ on the required time allotment in the implementation of Homeroom Guidance (HG). To ensure uniform allotted time for HG this S.Y. 2023-2024, **time allotment** reflected in Annex 1: Item 32, page (p.) 23, Item 41, p. 30, Item 51, p. 37, and Annex 2: Table 2.3 on p. 55 of **DepEd Order No. 21 s. 2019**, for Kindergarten, Grades 1-3, Grades 4-6, and Junior High School respectively, shall be followed per information from the HG focal person of the DepEd Central Office.
2. In addition, the Office requests all School Heads to use the annexes on the attached DM-OUCI-2021-346 titled "Revised Implementation of Homeroom Guidance During Crisis Situation for S.Y. 2021-2022" **on the preparation and conduct of the HG Class Observation and the School Implementation Report**. Refer to Annex 1: Homeroom Guidance Classroom Observation Tool in preparing and conducting the Homeroom Guidance Class Observation. School Heads shall submit Annex 2: Homeroom Guidance School Implementation Report to their respective Curriculum Implementation Division-*Edukasyon sa Pagpapakatao* (EsP) Supervisors. However, Division Education Program Supervisors in charge of the HG Program shall utilize the M&E tool in Annex 3 in conducting monitoring and evaluation.
3. Public Schools District Supervisors shall monitor the compliance of each school with the time allotment for the implementation of HG.
4. For inquiries or clarification, please contact the CLMD through Ma. Joseph Patrick M. Enriquez, EsP Education Program Supervisor via email [majosephpatrick.enriquez@deped.gov.ph](mailto:majosephpatrick.enriquez@deped.gov.ph).
5. Immediate and wide dissemination of and compliance with this Memorandum are desired.

**MAY B. ECLAR, PhD, CESO III**  
Regional Director



Address: Matalino St. D.M. Government Center, Maimpis, City Fernando (P)  
Telephone Number: (045) 598-8580 to 89 Email Address: [region3@deped.gov.ph](mailto:region3@deped.gov.ph)



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Encl.: As stated  
Reference: DM-OUCI-2021-346, DO 21 s. 2019  
To be indicated in the Perpetual Index  
under the following subjects:

HOMEROOM GUIDANCE PROGRAM

TIME ALLOTMENT

clmd3  
September 11, 2023



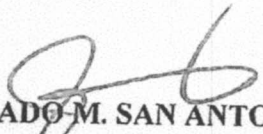


Republic of the Philippines  
**Department of Education**  
UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

BCD-CSDD-O-2021-2585

MEMORANDUM  
DM-OUCI-2021-346

TO : Bureau and Service Directors  
Minister, MBHTE-BARMM  
Regional Directors  
Schools Division Superintendents  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

FROM :  **DIOSDADO M. SAN ANTONIO**  
Undersecretary for Curriculum and Instruction

SUBJECT : **Revised Implementation of Homeroom Guidance (HG) during  
Crisis Situation for S.Y. 2021-2022**

DATE : **August 25, 2021**

The Office of Curriculum and Instruction (CI), through the Bureau of Curriculum Development (BCD), issues this document as basis for the **Implementation of the Homeroom Guidance (HG) during Crisis Situation for SY 2021-2022**. This document is a revision of the policy guidelines previously issued (DM-OUCI-2021-144 and DM-OUCI-2020-155).

The current pandemic has clearly affected the teaching and learning process that usually takes place in school. Certainly, our learners cannot avoid its impact in terms of their domains of development. While the Department has been responsive thru its Basic Education Learning Continuity Plan, it is crucial to cater to the life skills development of learners which will empower them to overcome the different challenges and adapt to the "new normal" brought about by the current crisis.

Though the plan was to have the complete implementation of the Homeroom Guidance in school year 2021-2022 accounting the needed preparations such as orientation, capacity-building, learning materials development and the like, the Department deemed it necessary to offer the new program to learners from Kindergarten to Senior High School with selected competencies that are lifted directly from Homeroom Guidance Curriculum. However, its full implementation which includes the complete curriculum, policy, and learning materials will be made available at the start of school year 2022-2023. All private schools are encouraged to implement the Homeroom Guidance.



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Homeroom Guidance should be considered as an information component of mental health in the K to 12 Curriculum. It is a part of the Information Services that is primarily under the Guidance and Counseling Program. Due to the pandemic, with no other available mechanisms to deliver these services, Homeroom Guidance shall serve as a tool that would promote proactive, preventive, and educative methods to promote the learner's development of life skills.

Homeroom Guidance is a comprehensive, developmental, and proactive program designed to equip K to 12 learners with life skills on three domains:

- a. Academic Development,
- b. Personal and Social Development, and
- c. Career Development.

Homeroom Guidance shall complement the Department's goal, which is to produce holistically developed Filipinos who are able to understand themselves, have problem-solving skills, make informed decisions, achieve academic success, plan for their future, and respect individual differences. It envisions learners who can work for the common good of society and love for our country while upholding the rights and responsibilities of global citizens.

This issuance sets the basic standards for an efficient and effective implementation of the Homeroom Guidance in public and private schools nationwide. The Homeroom Guidance Observation Form and Program Monitoring and Evaluation Tool are also enclosed for reference.





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**Implementation of the Homeroom Guidance (HG)  
during Crisis Situation for SY 2020-2021**

**I. Rationale**

The introduction and implementation of the K to 12 Basic Education Program necessitated changes and revisions on existing DepEd programs to align them with the new curriculum. The K to 12 curriculum puts emphasis on capacitating learners with skills in doing their tasks and enriching these as they progress up to Grade 12. The curriculum takes into account societal factors and the learner's developmental needs. They need to perform different tasks, confront personal and social issues, and eventually decide for their curriculum exit. A responsive and proactive program in addition to the existing academic programs must address these needs.

In 1998, Revitalized Homeroom Guidance (RHG) for secondary learners was created to answer the learners' needs. However, certain considerations to make it more comprehensive, developmental, and proactive are deemed necessary.

Contemplating on the above-mentioned concerns, the Department of Education launches the Homeroom Guidance (HG). The program is relevant as it promotes rational thinking, healthy behavior, and positive disposition. Issues like academic failures, school dropouts, bullying, unhealthy sexual behavior, teenage pregnancy, drug addiction, online and social media addiction, and confusion in and/or poor career choice, and other challenges that beset our learners today were considered in developing the program.

These provisions were formulated based on relevant current literature, and in consultation with teachers, School Heads, and Guidance and Counseling experts. This will provide clear and functional understanding about the important processes in the implementation and the proper monitoring and evaluation of the program, which is an important component for its sustainability and continual improvement.

Based on the relevant literature and the practice in other countries, Homeroom Guidance is equivalent to Guidance Class, which is just a part of the Information Services of Guidance and Counseling Office (Villar, 2007; Mendoza, 2003). Aquino and Razon (1993) defined Homeroom Guidance as "*an organized segment of the school's guidance services, which is given to a homeroom group usually a section or a class with a teacher-adviser as facilitator.*" Hence, the term Guidance Class Curriculum or Guidance Class is the most common nomenclature.

Homeroom Guidance is a responsive program that equips learners with competencies to address issues not included in the formal learning areas but is very essential to their development. Learners who go through Homeroom Guidance have been found to have significantly decreased inappropriate behaviors and demonstrated positive attitudes toward school as compared to those learners who were not part of the School Counseling Program



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(Baker and Gerler, 2001). The study of Brigman and Campbell (2003) also showed that elementary and middle school learners who were part of the school counseling curriculum and group interventions that emphasized cognitive, social and self-management skills have consistently exhibited good performance in Mathematics and Reading. Furthermore, the study of Schlossberg et.al (2001) supported the effectiveness of Homeroom Guidance. They showed that there is a significant improvement in terms of learners' behavior, attitude and knowledge in the areas of goal-setting, problem-solving, career exploration, and school resources. Further, the study of Carey and Dimmitt (2012) found that student's success in school, academically and behaviorally, can be attributed to the student's access to school counselor and comprehensive guidance programs and this is particularly true for students in high-poverty schools.

Based on the consultations conducted with the regional representatives and Guidance and Counseling experts, there is a great need for a program that advocates the development of skills along academic, personal and social, and career aspects. At present, Homeroom period is part of the class program, however, there is a need to update and improve its implementation. Some schools reported that Homeroom period is being used for classroom cleaning, extension of breaks, collection of reply slips, and the like. Clearly, the current practices do not aid the realization of the program objectives. More so, the consultation with different stakeholders, reiterated the significance of collaboration among home, school, and community to ensure the holistic development of learners. It has been raised that there should be a systematic and consistent monitoring and evaluation of the program to achieve its proper implementation.

To obtain the vision of the Homeroom Guidance, this document serves to guide the schools in:

- a. implementing the program properly to support the learners' development;
- b. providing systematic process in the overall conduct of Homeroom Guidance;
- c. organizing resources needed in the program such as budget, manpower, facilities, learning materials, and other logistical needs; and
- d. articulating the scope and limits of the program including its monitoring and evaluation.

## II. Definition of Terms

This document will use the following terms and their corresponding definition as spelled out below:

1. **Homeroom Guidance** is a comprehensive, developmental and proactive program designed to equip K to 12 learners with life skills on three domains: Academic Development, Personal and Social Development, and Career Development.
2. **Academic Development Domain** pertains to all academic related needs or concerns of learners. This serves as a guide to implement strategies and activities to support and maximize each learner's ability to learn which include but not limited to creative and critical thinking, communication skills and problem-solving skills.





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3. **Personal and Social Development Domain** pertains to concerns or issues affecting learners' individuality (self), relationship with others, and their interaction in community. It equips the learners with foundation for personal and social growth as they progress through school and into adulthood. This includes but not limited to intrapersonal and interpersonal skills, self-awareness, coping with emotions and stress, and resilience.
4. **Career Development Domain** pertains to all occupational and world of work-related concerns and issues of learners. This involves the acquisition of skills, attitudes, and knowledge that enable them to make successful transition from school to the world of work, and from job to job across the life span. This includes but not limited to learners' discovery of their interests, talents and skills, decision-making, problem-solving, planning, and in exploring their career options and opportunities.
5. **Portfolio** is a collection of learner's works showing his/her progress in terms of the three domains. This may include journals, reflection papers, reaction papers, and activity outputs based on self-learning modules.
6. **Performance Task** focuses on the completion and submission of self-learning modules or activities that show mastery of competencies and standards.
7. **Class Adviser** refers to the teacher-facilitator in charge of a class.
8. **Guidance Designate** refers to teachers who are officially designated by the School Head/Schools Division Superintendent/Regional Director to perform duties related to the implementation of guidance services excluding counseling.

### III. Homeroom Guidance's Philosophy, Vision and Mission

The Homeroom Guidance's Philosophy, Vision and Mission were rooted on the Department of Education's Vision, Mission, and Core Values.

#### *PHILOSOPHY*

Homeroom Guidance believes that every learner is unique and has the ability to develop him/herself using his or her own learning and experiences from family, community, school and society. This shall be realized through the collaborative efforts of family, school, community, government, and other institutions.

#### *VISION*

Homeroom Guidance shall complement the Department's goal which is to produce holistically developed Filipinos who are able to achieve academic success, demonstrate healthy behavior, exemplify positive disposition, and systematically plan their future. It shall produce learners who can work for the common good of society while upholding the international standards.



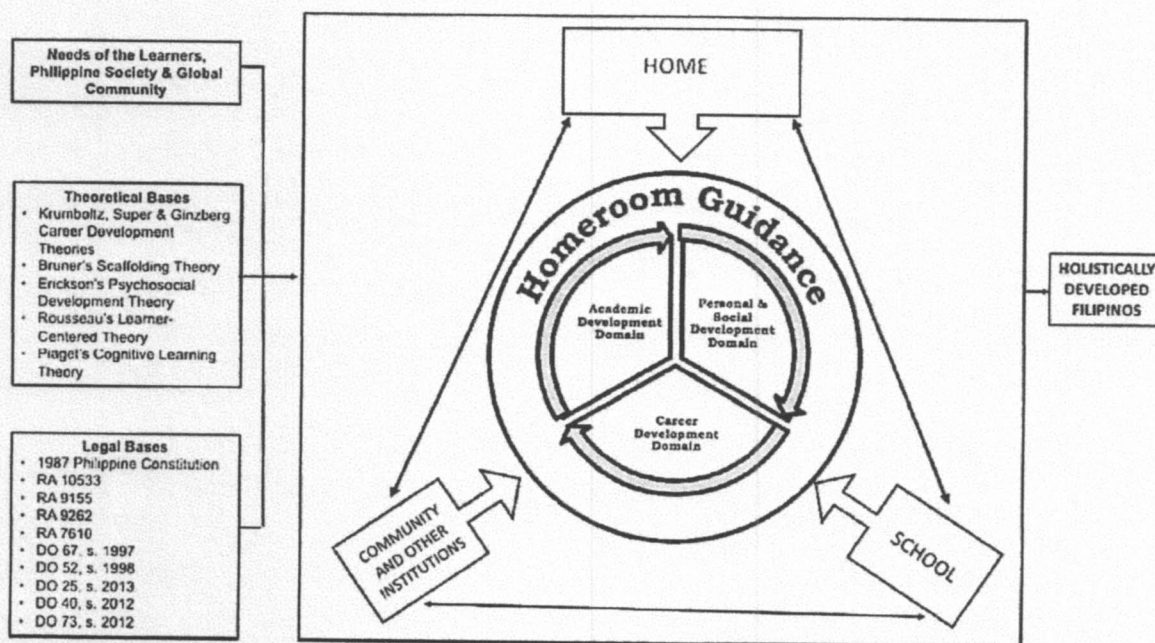
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**MISSION**

Homeroom Guidance is dedicated to address the academic, personal/social, and career development needs of the learners in a developmental, comprehensive, and proactive manner. This shall be realized through the collaborative efforts of family, school, community, government, and other institutions.

**Homeroom Guidance Framework**



The Homeroom Guidance (HG) is guided by the American School Counseling Association (ASCA) Model which is comprised of the three domains such as Academic Development, Personal and Social Development, and Career Development. The standards and competencies of HG are anchored on certain theories since each domain has its own peculiarities in consideration to the needs of Filipino learners and society.

The Academic Development is guided by Jerome Bruner's Scaffolding Theory that espouses that children will become independent learners as they mature if they are given the support and active help from their parents and teachers at the onset of their learning. The said theory states that the 'scaffold', reminiscent of a building scaffolding, of the growing child in their learning process is the knowledgeable person within their proximity, that is, their parents at home and teachers in school (rely to more knowledgeable people than them). Gradually, parental and teachers' support can be removed as the learners develop independence in thinking and knowledge and skills acquisition.





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Some concepts from the Learner-Centered Theory of Jean Jacque Rousseau were derived for the Academic Development domain. The theory stipulates that learner's cultural capital or life experiences should be tapped in designing the learning process. In this way, a participative classroom interaction will be in place. Learners are not viewed as tabula rasa and they are assumed to possess cultural kit or accumulated experiences which serve as a significant factor in the learning process. If learners' experiences are ignored, thinking will be limited and meaning-making of lessons will be hardly attained.

Cognitive Learning Theory of Jean Piaget has its share in this domain. It believes that cognitive development is a continuous process as the biological maturation and environmental influence take place. Learners gain knowledge and go through the differences between what they learned and what the existing realities are. Furthermore, it claims that learning and new knowledge can be stored if there are effective cognitive processes while learners encounter learning difficulties with ineffective cognitive processes. The theory tries to illustrate the processes and mechanisms of how reasoning skills and thinking using hypotheses develop by an infant as he/she becomes an adult later on. Piaget included the concept of schema which refers to "a cohesive, repeatable action sequence processing component actions that are tightly interconnected and governed by a core meaning." It is a set of linked mental representations of the world which people used to make meaning and act on different situations. During the development of mental processes, schema/schemata increase in number including its complexities.

Another concept in this theory that HG embraced is the adaptation process that includes assimilation, accommodation, and equilibration. Assimilation occurs when a person uses his/her schema to understand the new situation or things while accommodation happens when the previous knowledge is irrelevant and needs to be changed to understand the new situation or things. Moreover, equilibration directs the learner to attain equilibrium which happens when learner assimilates or accommodates new information.

The Personal and Social Development Domain in Homeroom Guidance got inspiration from the theory of Eric Ericson's Psychosocial Development. Its descriptive overview of social and emotional development was taken as one of the considerations in crafting the standards and competencies. His view on mastering the attitudes, ideas, and skills at each stage of development to help learners to be successful and contributing members of society is highly evident in the program.

The Career Development domain is influenced by the career development theories of John Krumboltz, Donald Super, and Eli Ginzberg. Krumboltz's theory of career development claims that genetic endowment that includes sex, race, developmental disabilities, and innate talents affect the career choice of a person. Furthermore, the environment, life events, and learning experiences also shape one's career decisions. People's changing roles and priorities create great impact to their career direction.



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Super's Developmental theory of career choice is also a great influence in this domain. As a person's career advances, it undergoes five 'life-stages' that include growth, exploration, establishment, maintenance, and decline. His concept of establishing a 'self-concept' as a person grows plays an important role in identifying occupation. The concept of vocational maturity which may be attributed to person's age undergoes a cycle as manifested in his/her career transitions.

The concept of career development as a lifelong process including its early development of Ginzberg is clearly reflected in the Career Development domain of the program. HG advocates the early inclusion of career concept in the lives of learners and guide them as they discover the path that they want to take.

### **Homeroom Guidance's Domains**

Homeroom Guidance is a developmental and proactive program that has standards and competencies that cut across all grade levels. The competency indicators are arranged from simple to complex and focuses on the development of higher order thinking such as analyzing and evaluating concepts, processes, procedures, and principles rather than just remembering.

- A. **Academic Development Domain** pertains to all academic related needs or concerns of learners. This serves as a guide to implement strategies and activities to support and maximize each learner's ability to learn which include but not limited to creative and critical thinking, communication skills and problem-solving skills.
- B. **Personal and Social Development Domain** pertains to concerns or issues affecting learners' individuality (self), relationship with others, and their interaction in community. It equips the learners with foundation for personal and social growth as they progress through school and into adulthood. This includes but not limited to intrapersonal and interpersonal skills, self-awareness, coping with emotions and stress, and resilience.
- C. **Career Development Domain** pertains to all occupational and world of work-related concerns and issues of learners. This involves the acquisition of skills, attitudes, and knowledge that enable them to make successful transition from school to the world of work, and from job to job across the life span. This includes but not limited to learners' discovery of their interests, talents and skills, decision-making, problem-solving, planning and in exploring their career options and opportunities.

### **Roles of School, Home, and Community and other Institutions**

1. **School** ensures the proper implementation of Homeroom Guidance that leads to the development of the learners' life skills in the three domains. It convenes both home and community for the realization of Homeroom Guidance's vision.
2. **Home** plays vital role in the learners' life skills development through its consistent support, involvement, and collaboration with the school and community. It provides





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guided opportunities that complement the school activities of learners in Homeroom Guidance.

3. **Community and other institutions** reinforce the development of learners' life skills through its engagement in the school programs and activities. It also serves as a support system of the school as they craft policies, programs, and projects that are relevant to the vision, mission, and philosophy of Homeroom Guidance.

### **Homeroom Guidance Most Essential Learning Competencies**

Homeroom Guidance Curriculum is essential to ensure access to quality guidance and counseling services for all types of learners. Hence, different learning modalities will be made available in the implementation of the Homeroom Guidance program.

Seventy-five percent (75%) of the HG MELCs are from the Personal-Social Development Domain. These competencies pertain to concerns or issues affecting learners' individuality (self), relationship with others and their interaction in community. It equips the learners with foundation for personal and social growth as they progress through school and into adulthood. This includes but not limited to intrapersonal and interpersonal skills, self-awareness, coping with emotions and stress, and resilience.

The remaining HG MELCs are composed of twenty percent (20%) Academic Development Domain and five percent (5 %) from the Career Development Domain.

Since this is not a formal learning area, Homeroom Guidance should not be part of the computation of grades by the end of each quarter. For S.Y. 2021-2022, it shall serve as enrichment activity that can be performed at home and in school or through other platforms with the help of guidance counselors /guidance designates, teachers, and parents.

In the process of choosing the MELCs the following criteria were also considered:

- a. applicability to real life situations;
- b. needs of the learners; and
- c. complements learning competencies developed in other academic subjects.

### **IV. Procedure**

Implementation of the program shall be governed and guided by the following principles and policies:

1. *Nomenclature* - Homeroom Guidance shall be reflected in the class program of every school and other school documents such SF-9 (Form-138; Report Card) and SF-10 (Form-137; Permanent Student Record) as Homeroom Guidance. However, its



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details (Learner's Assessment Tool Annex 5) shall be attached to SF-9 and SF-10 whenever being issued to requesting party.

2. Homeroom Guidance shall not be viewed as a formal learning area like Edukasyon sa Pagpapakatao (EsP) and the like. It shall be treated as a program that will help learners develop the competencies needed in the three domains. Hence, its delivery in class is quite informal but still follows the Structured Learning Experience flow.
3. Class Advisers shall be assigned to implement the program with the technical assistance of the Guidance Counselor. If the school does not have a Guidance Counselor, the School Head may assign a Guidance Designate but he/she should be provided with proper training specific to the implementation of Homeroom Guidance.
4. *Teaching Load* - Teaching Homeroom Guidance shall be equivalent to one (1) teaching load on top of the teacher's advisory and subject's load.
5. *Class Program*- The Homeroom Guidance shall be scheduled once a week.
6. *Time Allotment*:

Grade Level	No. of Minutes per Session
Kindergarten	*included in the blocks of time
Grade 1 – Grade 12	60 minutes

7. *Learning Modality* – The Homeroom Guidance shall be delivered in different learning modalities depending on the needs of the learners and the school's capability.
8. *Learning Materials* - The Homeroom Guidance self-learning modules will be issued by the Department of Education, through the Bureau of Learning Resources. This will be posted in the DepEd Learning Resource Portal.
9. *Medium of Instruction* - The self-learning modules are written in English, but the regions may opt to translate the learning material in their mother tongue or any language convenient to the learners to ensure participation and interaction during the session and better understanding of the concepts.
10. Collaboration with the family and community is also encouraged in order to create a venue for the learners in developing such life skills. Parents may refer to the *Gabay sa Magulang* found in the SLM in order to guide their children in accomplishing the activities.





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11. *Orientation and Capacity Building.* The Central Office, through the Bureau of Curriculum Development, shall conduct orientation and capacity building to Region and Division Supervisors In-Charge of Guidance and Counseling.

Regions, schools divisions, and schools shall conduct trainings for the program implementers to capacitate and prepare them for the implementation of Homeroom Guidance MELCs.

Schedule	Activity	Audience	Platform
September 3, 2021	National Level Orientation on the Implementation of Homeroom Guidance Program for S.Y. 2021-2022	Regional Supervisors in-charge of Homeroom Guidance	Via Microsoft Teams
September 8, 2021	Regional Orientation on the Implementation of Homeroom Guidance Program for S.Y. 2021-2022	Division Supervisors and Division Guidance Designates, SDS, ASDS and PSDS, School Heads	Via Google Meet/ Microsoft Teams
September 10, 2021	Division Orientation on the Implementation of Homeroom Guidance Program for S.Y. 2021-2022	Guidance Counselors / Guidance Designates/ Teachers/Class Advisers	Depending on the Division's preferred platform
September 13-17, 2021	School Orientation on the Implementation of Homeroom Guidance Program for S.Y. 2021-2022	Parents and learners	Depending on the School's preferred platform

12. *Learner's Development Assessment Tool* - Homeroom Guidance assessment results shall be distributed and discussed by the class adviser during the Parent-Teacher Conference. This shall be issued as an attachment to the learner's Report Card (SF-9).
13. DepEd schools shall include all expenses relative to Homeroom Guidance in their Annual Implementation Plan (AIP) and School Improvement Plan (SIP).
14. Non-implementation or improper implementation of Homeroom Guidance shall be subject to existing applicable administrative actions.



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V. **Roles and Responsibilities of DepEd Offices,**

**School**

1. School Head supervises and monitors the implementation of Homeroom Guidance and ensures that proper intervention for each learner will be provided. Specifically, the school head shall ensure the following:
  - a. planning for the annual HG implementation and monitoring;
  - b. preparing of timelines/calendar of activities, monitoring plan for the entire duration of the program, and inclusion of HG in the school forms (SF-9 and SF- 10);
  - c. allocating budget for Homeroom Guidance that is included in the School Improvement Plan (SIP) and Annual Implementation Plan (AIP);
  - d. adhering to the stipulated loading of teachers and class programming for S. Y. 2021-2022;
  - e. providing the necessary equipment (computer, printer, photocopier, risograph, etc.) and supplies (printing materials, office supplies etc.);
  - f. strengthening partnership with stakeholders;
  - g. orienting the teachers, parents, learners, and other stakeholders;
  - h. creating mechanisms that would ensure efficient distribution and retrieval Homeroom Guidance modules and outputs;
  - i. preparing and conducting of Homeroom Guidance Class Observation (Annex 1); and
  - j. submitting the Homeroom Guidance School Implementation Report (Annex 2).
2. Guidance Counselor or Guidance Designate serves as the program manager and ensures the correct content and pedagogy of Homeroom Guidance in school. Specifically, the Guidance Counselor or Guidance Designate shall ensure the following:
  - a. assist the School Head in the planning for the annual HG implementation and monitoring;
  - b. prepare the annual budget proposal on Homeroom Guidance implementation;
  - c. conduct the orientation of teachers, parents, learners and other stakeholders;
  - d. coordinate with the Class Advisers on the implementation of Homeroom Guidance;
  - e. provide technical assistance to class advisers and other guidance services or interventions to learners without violating the provisions stipulated in the RA 9258 The Guidance and Counseling Act of 2004.
3. Class Adviser serves as Homeroom Guidance implementer in the class. Specifically, the class adviser shall ensure the following:
  - a. distribution, facilitation, and retrieval of Homeroom Guidance SLMs and outputs in different learning modalities;





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- b. evaluation and discussion of Learner's Development Assessment results to the learners and parents quarterly;
- c. accomplishment of SF-9 and SF-10 in accordance to the Learner's Development Assessment results;
- d. referral of learner to the Guidance Counselor only if counseling intervention or other guidance services are needed; and
- e. collaboration with co-teachers and parents in developing the competencies of the learners at home.

**Schools Division Office**

Curriculum Implementation Division (CID), through the EsP Supervisor in coordination with School Governance and Operations Division (SGOD) through its Designated Guidance and Counseling focal person, serves as the division program manager of the Homeroom Guidance and coordinates with the Guidance Counselor/Guidance Designate of schools. Specifically, Schools Division Program Managers shall ensure the following:

- a. Curriculum Implementation Division – EsP Supervisor
  - a.1. localize and indigenize the content and pedagogy (translation of SLMs to Mother tongue, creation of instructional videos, radio-based instruction and other blended learning materials)
  - a.2. conduct orientation to the School Program Managers (School Head, Guidance Counselors /Designates and Class advisers) on HG Curriculum and Guidelines
  - a.3. conduct monitoring of Homeroom Guidance (checking of school's class program, teacher's loading, school's monitoring plan, school's implementation/observation)
  - a.4. consolidate and submit the Annual Division Accomplishment Report on HG Implementation;
- b. School Governance and Operations Division (SGOD) – Division Guidance Counselor/ Designate (preferably a Registered Guidance Counselor)
  - b.1. provide technical assistance in the conduct of Homeroom Guidance Program; and
  - b.2. conduct capacity-building to school Guidance Counselors /Designates and Class Advisers, in coordination with the Division EsP Supervisor.

**Regional Office**

The Curriculum and Learning Management Division (CLMD), EsP Supervisor in coordination with Education Support Services Division (ESSD), through its Designated Guidance and Counseling focal person, serves as the program manager in the region.

- a. Curriculum and Learning Management Division (CLMD) – EsP Supervisor



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- a1. conduct orientation of Division Program Managers (SDS, ASDS, Division EsP Supervisors, Division Guidance Counselor/ Designate, PSDS, School Heads)
- a2. monitor the conduct of Homeroom Guidance;
- a3. consolidate and submit the Regional Accomplishment Report on HG Implementation;
- b. Education Support Services Division (ESSD) – Regional Guidance Counselor/Designate (preferably a Registered Guidance Counselor)
  - b1. provide technical assistance in the conduct of Homeroom Guidance; and
  - b2. conduct capacity-building to Division Program Managers in coordination with Regional EsP Supervisor.

**Central Office**

1. The Bureau of Curriculum Development (BCD) serves as the program manager in the Central Office. The focal person ensures the correct curriculum articulation and consolidates annual report on the conduct of Homeroom Guidance.
2. The Bureau of Learning Delivery (BLD) ensures that appropriate pedagogical approaches are employed on how to deliver the curriculum content.
3. The Bureau of Learning Resources ensures the availability of learning resources to the field units.

**VI. Assessment of Learner's Development and Monitoring of the Program**

Though the intent of HG is to help learners develop competencies that will aid them in facing different issues and tasks, it is important to still track their level of development. Homeroom Guidance implementers must always keep in mind that the program shall capacitate learners towards success, hence, compared to the formal learning areas that are being measured following the DO No. 8, s. 2015, Homeroom Guidance shall utilize Learner's Development Assessment Tool (Annex 3), guided by the verbal descriptions below:

Verbal Descriptions		
No Chance to Observe	NO	The learner did not submit outputs or has not shown any of the target competency in a particular quarter.
Needs Improvement	NI	The learner accomplished and submitted 30% of the output in a particular quarter or has not acquired the target competencies.
Developing	D	The learner accomplished and submitted 60% of the output in a particular quarter or has acquired some of the target competency.
Sufficiently Developed	SD	The learner accomplished and submitted 90% of the output in a particular quarter or has acquired the target competency.
Developed and Commendable	DC	The learner accomplished and submitted 100% of the output in a particular quarter and has acquired the target competency and showed commendable application in real life situations.





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Learner's development shall be assessed through their portfolio and performance task.

Conduct of Homeroom Guidance is mandatory but this is not part of the academic rating. Grades are just descriptive. "Needs Improvement" description shall not be treated as failed but shall indicate the need for intervention from school and home. In the event that the learner remains at the "Needs Improvement" at the end of each quarter, the Adviser, Guidance Counselor, and Parents need to work together to provide intervention. Disciplinary cases of learners must not affect their HG grades.

Homeroom Guidance grades must be reflected in the SF-9 and SF-10 using the following descriptions:

No Chance to Observe	NO
Needs Improvement	NI
Developing	D
Sufficiently Developed	SD
Developed and Commendable	DC

The details of the Learner's Development Assessment results shall be attached to the said forms. There is no need to put equivalent ratings or computations for each description.

## VII. Monitoring and Evaluation

Success and sustainability of the program will only be ensured if there is a systematic and adequate monitoring and evaluation. Monitoring and evaluation shall be done from September 2020 to July 2021 or as scheduled by the Department. Reports on the results of the monitoring and evaluation shall be submitted at the end of SY 2020 – 2021. The following are the offices and units, directly involved in the implementation and monitoring of this program:

### School Level

The School Head leads the monitoring in coordination with the Guidance Counselor/Guidance Designate using the Homeroom Guidance School Observation Tool and Homeroom Guidance School Implementation Tool (See Annex 1 and Annex 2).

### Schools Division Level

The Edukasyon sa Pagpapakatao (EsP) Supervisor under the Curriculum Implementation Division (CID) in coordination with the Guidance Counselor/Designate in the Division office leads the monitoring using the Homeroom Guidance Division Monitoring and Evaluation Tool (See Annex 3). Division monitoring results shall be submitted to the Regional EsP Supervisor.



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**Regional Level**

EsP Supervisor under the CLMD in coordination with the ESSD Focal Person for Guidance and Counseling leads the monitoring in the Regional Level, focusing on the entire implementation of the Homeroom Guidance. They shall submit the Homeroom Guidance Regional Monitoring and Evaluation Tool (See Annex4) to the Bureau of Curriculum Development on or before July 12, 2022.

**National Level**

The Bureau of Curriculum Development leads the overall monitoring and evaluation of Homeroom Guidance. The Bureau representative shall consolidate the Homeroom Guidance Regional Monitoring and Evaluation Reports and coordinate the results to other bureaus of the Central Office that which may serve as reference for future enhancements of the program and related policies.

**VIII. Effectivity**

This shall take effect in SY 2021-2022 and succeeding years immediately upon publication in the DepEd website.

**IX. References**

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Baker, S. B., & Gerler, E. R. Counseling in Schools. In D. C. Locke, J. E. Myers, and E. L. Herr (Eds.), *The Handbook of Counseling*, Thousand Oaks, CA: Sage Publications. 2001.

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RA 10533 "Act Enhancing the Philippine Basic Education System by Strengthening Its Curriculum and Increasing the Number of Years for Basic Education, Appropriating Funds Therefor and for Other Purposes," otherwise known as the "Enhanced Basic Education Act of 2013."

RA 9155 "An Act Instituting a Framework of Governance for Basic Education, Establishing Authority and Accountability, Renaming the Department of Education, Culture and Sports as the Department of Education, and for other purposes"

RA 9262 "Anti-Violence Against Women and Their Children Act of 2004"

RA 7610 "Special Protection of Children Against Abuse, Exploitation and Discrimination Act"

DO 29, S. 2021 DepEd School Calendar for S.Y. 2021-2022

DO 21, s. 2019 Policy Guidelines on the K to 12 Basic Education Program

DO 25, s. 2013 Guidelines on the Conduct of Career Guidance Week for High School Learners Effective School Year (SY) 2013-2014

DO 40, s. 2012 DepEd Child Protection Policy

DO 52, s. 1998 - Guidelines on the Implementation of the Revitalized Homeroom Guidance (RHG) and the System of Rating and Reporting Learner Performance Under the RHG

DO 67, s.1997 - Implementation of the Revitalized Homeroom Guidance (RHG) for SY 1998-1999

Memorandum No. 86, s. 1959 "Clarification of the Guidance Provisions of the Revised Philippine Educational Program



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**Annex 1: Homeroom Guidance Class Observation Tool**

**HOMEROOM GUIDANCE CLASS OBSERVATION TOOL**

\_\_\_\_\_ Grading \_\_\_\_\_ School Year

Name of Adviser: \_\_\_\_\_ Rating: \_\_\_\_\_  
 Date/Time: \_\_\_\_\_ Grade Level / Section: \_\_\_\_\_

To the observer: Check the box to indicate your assessment guided by the scale below:

- 0 – No Chance to Observe
- 1 – Not Observed
- 2 – Observed but Insufficient
- 3 – Sufficiently Observed
- 4 – Sufficiently Observed and Commendable

The teacher	4	3	2	1	0
1. makes sure that the learning modality is conducive for learning and activities.					
2. effectively organizes learning situations to meet the objectives of the class presentation.					
3. uses instructional methods that encourage relevant learner participation in the learning process.					
4. implements the module in accordance to the guidelines.					
5. communicates clearly and effectively to the level of learners.					
6. explains important ideas in a clear and practical way.					
7. demonstrates command of the topic discussed.					
8. responds appropriately to learner questions and comments.					
9. provides time and direction for individual thought prior to group discussions (if applicable)					
10. prepares checks, distributes efficiently the materials for activities.					
11. adequately prepares learners to undertake the specific activity.					
12. provides learners adequate time to reflect on the activity utilizing a variety of process skills -(i.e. demonstrate, predict, analyze, conclude, synthesize, etc.)					





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13. attends to the learner's concerns in different modalities.					
14. provides individual attention when appropriate (non-submission, non-compliance)					
15. provides minimal yet sufficient information to successfully complete their task(s).					
16. provides adequate feedback, reflections, encouragement on individual/group efforts and progress.					
17. encourages learners to appropriately use tools, ideas, methods, or "ways of knowing" to accomplish the activity and/or solve the problem.					
18. relates the lesson to learners' daily life experiences.					
19. encourages the learners to apply their realizations on the lesson (insights).					
20. maintains safety procedures in facilitating learner's tasks					

Total Score (Sum of Scores from item 1 to 20): \_\_\_\_\_  
 Rating: \_\_\_\_\_

Computation:

$$\text{Rating} = \frac{\text{Total Score}}{(\text{No. of items with 1-4 scores}) \times 4} \times 100\%$$

Verbal Description

92% - 100%	-	Outstanding
69%-91%	-	Above Average
46%-68%	-	Average
24%-45%	-	Below Average
23% and below	-	Needs Improvement

Commendations:

\_\_\_\_\_

Recommendations \_\_\_\_\_

\_\_\_\_\_

This evaluation was shown and discussed to me:

\_\_\_\_\_  
 Adviser's signature over printed name

\_\_\_\_\_  
 Date



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**Annex 2: Homeroom Guidance School Implementation Tool (School Level)**

**Homeroom Guidance School Implementation Tool**

Name of School: \_\_\_\_\_ Division & Region: \_\_\_\_\_  
 School Head: \_\_\_\_\_ Date of Reporting: \_\_\_\_\_

Total No. of Classes for S.Y. 2021-2022	Total No. of Classes that Implemented Homeroom Guidance Program

Directions: Check the box that corresponds to your answer in each item using the legend below.

**LEGEND:** E- Evident – 95% - 100% of the total number of classes complied  
 EI- Evident but Inadequate – 50% - 94% of the total number of classes complied  
 NE- Not Evident – less than 50% of the total number of classes complied  
 NA- Not Applicable – the area is not applicable / it is not possible to comply

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
<b>I. Curriculum Implementation and Compliance</b>					
1. HG MELCs is being followed properly.	Class schedule and learner's output/ portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re HG's impact on learners				
<b>II. Delivery Process</b>					
1. HG Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter	Letter to parents prepared by Adviser regarding the competencies for the quarter				
3. Class Advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
<b>III. Assessment of Learner's Development</b>					
1. Learners are oriented on the learning objective and how	Documentation of learner's orientation about the learning objectives and evaluation of their development				





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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
their development will be assessed.					
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	Documentation of conference with the learners about their development				
3. Learners can keep track of their progress in the program	Learner's Development Assessment with remarks of adviser and parent				
<b>IV. Supervision of Homeroom Guidance Implementation</b>					
1. A clear Monitoring Plan (Guidance Counselor/ Designate and School Head) before the start of the program is evident.	Monitoring Plans of School Head and Guidance Counselor/Designate				
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery.	Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool (School Level)				
4. Monitoring results are utilized to improve the program delivery.	Matrix of Monitoring Results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of Meeting and Post Conference documentation				
6. Capacity-building for HG is being conducted.	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
<b>V. Administrative Concerns</b>					
1. Orientation for learners and their parents is conducted by the school before the start of School Year.	Documentation of learners and parents' orientation (e.g. attendance sheet, photos etc.)				
2. An adequate budget is allotted for HG expenses.	Approved budget vs Financial Report of HG (e.g materials, training expenses etc.)				
3. Materials and relevant supplies (online or printed learning materials) are available for the learners and teachers of HG.	Inventory of supplies and materials vs reports of utilization				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
4. The learning modality is appropriate and conducive for the conduct of the program.	Number of learners in each learning modality				
5. Duties and responsibilities of personnel are clearly defined.	Documentation of orientation for the personnel and teachers				
6. Correct reports are submitted.	Year-end report by the school				
7. Issues and concerns based on the reports are acted upon.	Matrix of issues and concerns from the reports and actions taken				

Guidance Counselor/Designate: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name

School Head: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature over printed name





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**Annex 3: Homeroom Guidance Division Monitoring and Evaluation Tool**

**Homeroom Guidance Division Monitoring and Evaluation Tool**

Division: \_\_\_\_\_ Region: \_\_\_\_\_  
 Schools Division Superintendent: \_\_\_\_\_ Date of Submission: \_\_\_\_\_  
 CID Supervisor: \_\_\_\_\_  
 SGOD Guidance Counselor/Guidance Designate: \_\_\_\_\_

Total No. of Schools in the Division (Elementary School – Senior High School)	Total No. of Schools that Implemented the Homeroom Guidance Program	Total No. of Schools Monitored and Evaluated / Observed	Total No. of Schools that did not Implement the Homeroom Guidance Program (State reason/ justification for non-implementation)

Directions: Check the box that corresponds to your answer in each item using the legend below.

**LEGEND:**

- E- Evident – 95% - 100% of the total number of schools complied
- EI- Evident but Inadequate – 50% - 94% of the total number of schools complied
- NE- Not Evident – less than 50% of the total number of schools complied
- NA- Not Applicable – the area is not applicable / it is not possible to comply

AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
<b>I. Curriculum Implementation and Compliance</b>					
1. HG MELCs is being followed properly.	Class schedule and learner's output/portfolio				
2. Objectives of the program are achieved at the end of the school year.	Learner's output and minutes of meeting of advisers per grade level with Guidance Counselor/designate re HG's impact on learners				
<b>II. Delivery Process</b>					
1. HG Classes are programmed for the whole school year.	Class Program and Teacher Loading				
2. Learners and parents are acquainted with the competencies that they need to master per domain in each quarter	Letter to parents prepared by Adviser regarding the competencies for the quarter (Based on Learner's Development Assessment Annex C)				



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AREAS TO BE MONITORED	EVIDENCE	E	EI	NE	NA
3. Class Advisers are being monitored as they implement the HG.	Results of Monitoring Tool and post conference of Guidance Counselor/designate with advisers				
<b>III. Assessment of Learner's Development</b>					
1. Learners are oriented on the learning objective and how their development will be evaluated.	Documentation of learner's orientation about the learning objectives and evaluation of their development				
2. Assessment results are explained to the learners, leading to their realization of the areas for improvement.	Documentation of conference with the learners about their development				
3. Learners can keep track of their progress in the program	Assessment of Learner's Development with remarks of adviser and parent				
<b>IV. Supervision of Homeroom Guidance Implementation</b>					
1. A clear Monitoring Plan (Guidance Counselor/Designate and School Head) before the start of the program is evident.	Monitoring Plans of School Head and Guidance Counselor/Designate				
2. Monitoring Plan is properly implemented.	Documentation of the actual monitoring results				
3. Monitoring results are discussed with the concerned personnel so as to encourage actions needed to improve the program delivery.	Minutes of Meeting with the concerned personnel and the accomplished HG Monitoring Tool (School Level)				
4. Monitoring results are utilized to improve the program delivery.	Matrix of Monitoring Results and the actions taken				
5. Proper coordination, planning, and corrective feedback system are being enforced.	Minutes of Meeting and Post Conference documentation				
6. Capacity building for HG is being conducted.	Documentation of teachers and personnel training with the attached utilized budget and recorded training				
<b>V. Administrative Concerns</b>					
1. Orientation for learners and their parents is conducted by the school before the start of School Year.	Documentation of learners and parents' orientation (e.g. attendance sheet, photos etc.)				