



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Benguet

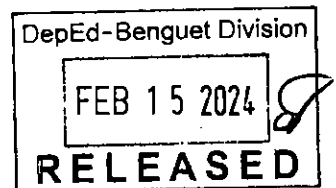
11 February 2024

DIVISION MEMORANDUM

No. 50 s. 2024

**REITERATION ON THE ROLES AND RESPONSIBILITIES OF VALUES
FORMATION TEACHERS (GUIDANCE ASSOCIATES)**

To: Office of the Assistant Schools Division Superintendent
Chief Education Supervisors- CID and SGOD
Public Schools District Supervisors/ In-charge
Concerned Public Secondary School Heads
All others concerned



1. In support of the MATATAG Agenda which includes *"taking good care of learners by promoting learning well-being inclusive education, and a positive learning environment, and giving support to teachers to teach better"*, the Schools Division of Benguet, in collaboration with the Provincial Capitol of Benguet, has deployed Values Formation Teachers (Guidance Associates) to selected secondary schools in October 2023.
2. To ensure the effective implementation of this initiative, this office hereby issues the enclosed guidelines for the supervision of Values Formation Teachers (Guidance Associates).
3. For more information, please contact the SGOD Chief, Lucio B. Alawas, or send your queries through these emails: murphy.liswid@deped.gov.ph or joven.agtani@deped.gov.
4. For widest dissemination and compliance.


SALLY L. BANAKEN-ULLALIM CESO V
Schools Division Superintendent

SGOD/LBA/YF/2024



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Enclosure No. 1 to SDO Memorandum No. 50 s. 2024

VALUES FORMATION TEACHERS (GUIDANCE ASSOCIATES)

A. Roles and Responsibilities

Primary Function: To provide support to the Guidance Counselor/Guidance Designate/Career Advocate in the implementation of the Guidance Program.

Others that may be assigned:

- Teach moral and ethical core values to secondary learners through leading facilitative discussions and activities that encourage reflections and apply values in their lives.
- Design and implement programs that promote character development, emphasizing virtues and ethical behavior.
- Assess learners' understanding and application of values through various methods, such as discussions, projects, and assignments.
- Other related functions.

Notes:

- The Guidance Associates **should not be** delegated to the school as Full-time Guidance Designates, Career Advocates, Discipline Officers, or Co-chairs in the Child Protection Committee.

B. Supervision Protocol

- The Values Formations Teachers also known as Guidance Associates will report directly to the School Head, if applicable, to the Registered Guidance Counselor. Their performance will be monitored, and evaluated and feedback will be provided by the Supervising Authority.

C. Reporting Mechanisms

- The Values Formation Teachers (Guidance Associates) shall submit a **Monthly Accomplishment Report** attached to their **Daily Time Record (DTR)** as a basis for their Honorarium, duly approved by the School Head and submitted at the Provincial Capitol of Benguet.