


VERSION NO. 1	MANUAL TITLE STUDENT AFFAIRS MANUAL	DOCUMENT NO. SAM 7.1
	DOCUMENT NAME HOMEROOM GUIDANCE PROGRAM IMPLEMENTATION	REVISION NO. 0
		EFFECTIVITY DATE DECEMBER 5, 2016
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1.0 OBJECTIVES

- 1.1 To successfully implement a Homeroom Guidance Program responsive to the holistic development of scholars.
- 1.2 To monitor the conduct of Homeroom Guidance activities.

2.0 SCOPE

This procedure applies to the conduct and monitoring of implementation of the Homeroom Guidance Activities for Grade 7 to 10.

3.0 POLICIES


- 3.1 The Homeroom Guidance Program shall contain activities that are responsive to the holistic development of scholars which shall include but not limited to the following areas:
 - 3.1.1 Values and Character Formation
 - 3.1.2 Life Career Development
 - 3.1.3 Gender Sensitivity and Sexuality Education
 - 3.1.4 Health and Wellness
- 3.2 Homeroom Advisers shall implement at least 2 relevant classroom-based activities from the Homeroom Guidance Program per month.
- 3.3 Homeroom Advisers may seek for assistance from the Guidance Unit, GAD Focal Person, and resource person if necessary.
- 3.4 Advisers shall provide a regular time for reflection to assess the development of the student.



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4.0 PROCEDURES

4.1 Conduct of Homeroom Activities

Responsibility		Activity
Guidance Unit Personnel	Unit	1. Orients the Homeroom Advisers on the implementation of the Homeroom Guidance Program.
		2. Releases copies of Homeroom Guidance Resource Pack to Homeroom Coordinators.
Homeroom Adviser		3. Conducts Homeroom Activities as prescribed in the Homeroom Guidance Resource Pack.
		4. Ask for assistance from Guidance Unit, GAD Focal Person and resource person, if necessary.
		5. Asks students to participate in activities and gives time for reflection.
		6. Discusses with Guidance Counselor any student concerns that may arise.
Guidance Counselor		7. Conducts counseling to students in need.
Homeroom Adviser		8. Prepares Quarterly Homeroom Activity Report and submits to Homeroom Coordinator.
Homeroom Coordinator		9. Monitors the proper implementation of the Homeroom Guidance Program.



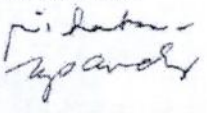
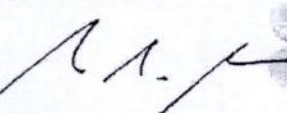


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Responsibility	Activity
Homeroom Coordinator	10. Receives and consolidates Quarterly Homeroom Activity Reports from the Homeroom Advisers.
	11. Submits consolidated Homeroom Activity Report to the Division of Student Affairs (DSA) Chief.
DSA Chief	12. Receives consolidated Homeroom Activity Report.
	13. Reports progress of the Homeroom Guidance Program implementation to Management Committee.

5.0 LIST OF FORMS AND REPORTS

5.1 Forms
None

5.2 Reports
5.2.1 Quarterly Homeroom Activity Report
5.2.2 Consolidated Homeroom Activity Report

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