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| VERSION NO.<br><b>1</b>   | MANUAL TITLE<br><b>STUDENT AFFAIRS MANUAL</b>                            | DOCUMENT NO.<br><b>SAM 7.1</b>              |
|  | DOCUMENT NAME<br><br><b>HOMEROOM GUIDANCE PROGRAM<br/>IMPLEMENTATION</b> | REVISION NO.<br><b>0</b>                    |
|   |  | EFFECTIVITY DATE<br><b>DECEMBER 5, 2016</b> |
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## 1.0 OBJECTIVES

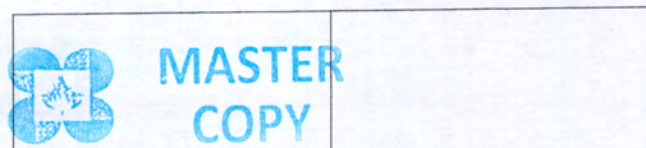
- 1.1 To successfully implement a Homeroom Guidance Program responsive to the holistic development of scholars.
- 1.2 To monitor the conduct of Homeroom Guidance activities.

## 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

| <b>Responsibility</b> |      | <b>Activity</b>   |
|-----------------------|------|---|
| Guidance Personnel    | Unit | 1. Orients the Homeroom Advisers on the implementation of the Homeroom Guidance Program.      |
| Homeroom Adviser      |      | 2. Releases copies of Homeroom Guidance Resource Pack to Homeroom Coordinators.               |
|                       |      | 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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| <u>Responsibility</u> | <u>Activity</u>   |
|-----------------------|---|
| 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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| PREPARED BY:<br> | APPROVED BY:<br> | <br><b>MASTER<br/>COPY</b> |  |
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