



Department of Education
National Capital Region
Schools Division Office—Marikina City



CAREER GUIDANCE ADVOCACY PROGRAM FOR GRADE 12 STUDENTS ACTIVITY WORKSHEETS

Name: _____

Grade and Section: _____

School : _____

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Name: _____

My Occupational Interests

Instructions: In the first column, write your occupational interests based on the results of your NCAE. In the second column, reflect on your current occupational interests and plan after senior high school.

	Occupational Interests (based on NCAE Results)	Occupational Interests (based on preference and plan after senior high school)
Rank 1		
Rank 2		
Rank 3		

Bio-Data

Name: _____

Position Applied for: _____

Age: _____

Sex: _____

Contact No.: _____

Address: _____

Educational Background:

Secondary:

Junior High School: _____ Year Completed: _____

Senior High School: _____ Year Graduated: _____

Elementary: _____ Year Graduated: _____

Qualifications/Skills:

BUSINESS PERMIT

Name of Business: _____

Name of Owner: _____

Location of Business: _____

Nature of business: _____

Permit number: _____

Description of Business:

COLLEGE APPLICATION FORM

Name: _____

Course Applied for: _____

Age: _____ Sex: _____ Contact No.: _____

Address: _____

Email Address: _____

Educational Background:

Secondary:

Junior High School: _____ Year Completed: _____

Senior High School: _____ Year Graduated: _____

Elementary: _____ Year Graduated: _____

Awards Received:

**TESDA NATIONAL CERTIFICATION
COMPETENCY ASSESSMENT RESULTS**

Name of Candidate:

Title of Qualification/Cluster of Units of Competency:

Name of Assessment Center: _____

Assessment Results: _____ Competent _____ Not Yet Competent

Recommendation:

___ For issuance of NC/COC

___ For submission of additional documents

Assessed by: _____ Date: _____

Attested by: _____ Date: _____

Name: _____

My Entry Point in the Exit

Directions: Draw a symbol to represent the life and career you imagine to have after entering your chosen curriculum exit. Briefly explain why you have chosen the symbol.



Name: _____

My Meaningful Exit from Senior High School

A large rectangular writing area with a decorative scroll-like border on the top and bottom edges. The top edge is a thick horizontal line with rounded ends, and the bottom edge is a similar thick horizontal line with rounded ends. The vertical sides are simple lines. The interior of the rectangle is blank, intended for writing.

Name: _____

My Plan to Exit

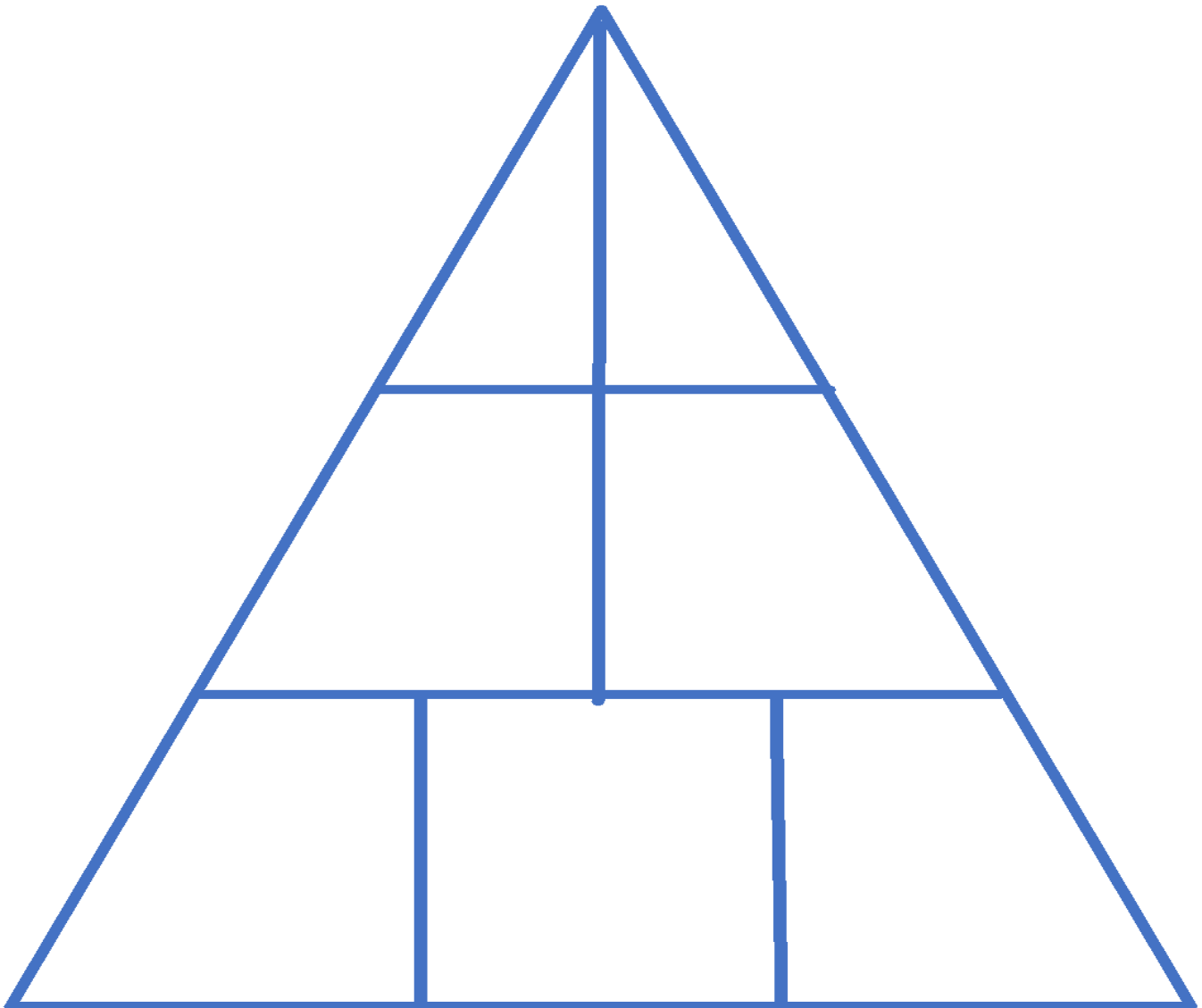
Instructions: Please write your occupational interest based on your preference and plan after senior high school.

1. **In the fourth column (Employment)**, write your preferred kind/nature of work if you plan to proceed to this exit and indicate when.
2. **In the fifth column (Entrepreneurship)**, write the specific business industry you want to pursue if you plan to proceed to this exit and indicate when.
3. **In the sixth column (Higher Education)**, write the specific course if you plan to proceed to this exit and indicate when.
4. **In the seventh column (Middle Level Skills Development)**, put the specific skilled courses if you plan to proceed to this exit and indicate when.

Occupational Interests based on your preference and plan after Senior High School		Specific Career or Profession based on Occupational Interest	Preferred Curriculum Exit			
			Employment	Entrepreneurship	Higher Education	Middle-Level Skills Development
Rank 1						
Rank 2						
Rank 3						

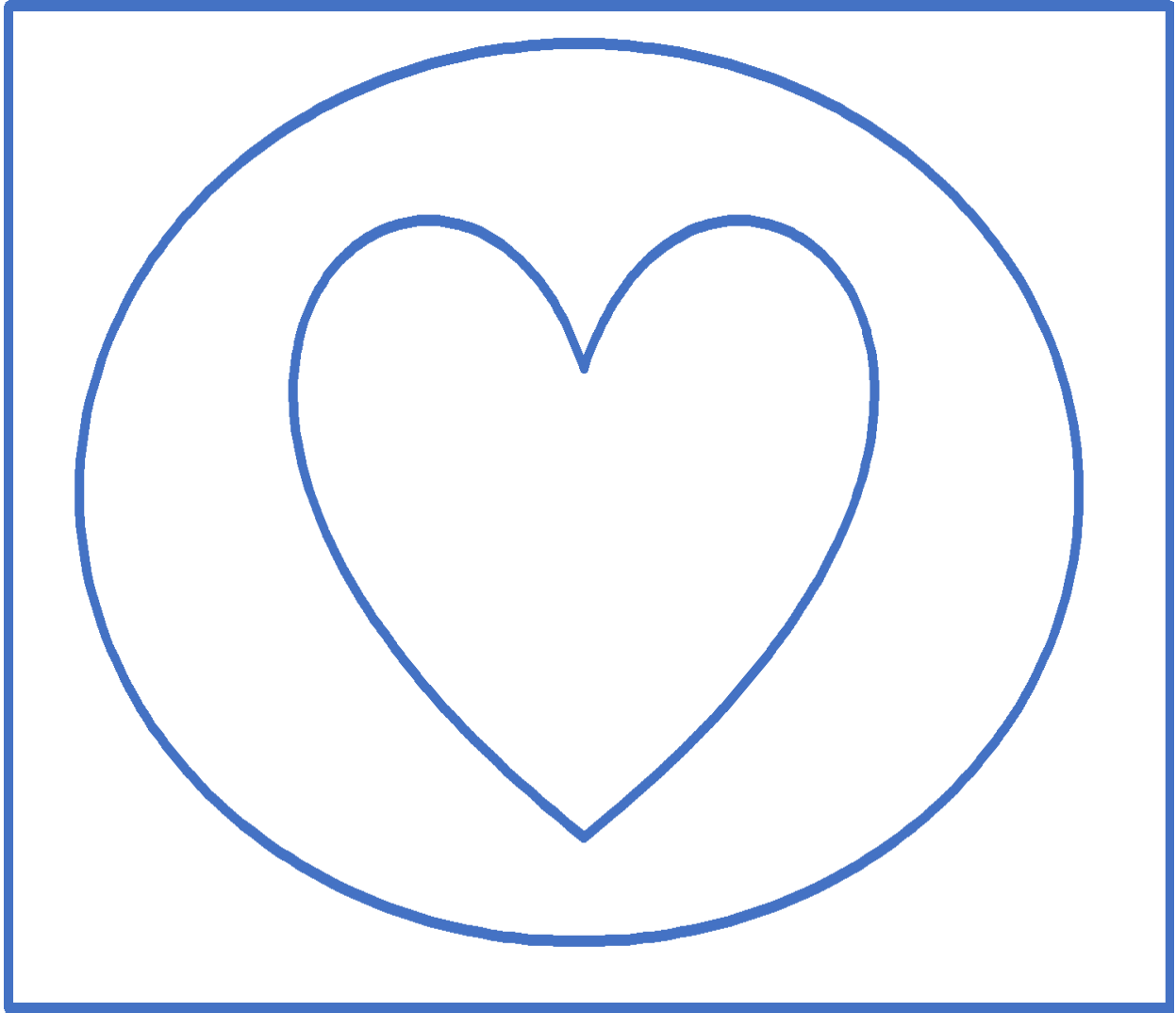
Name: _____

Hierarchy of C's



Name: _____

Shaping Up Slip



CAREER ANALYSIS PROFILE A

Name: _____ Sex: _____ Age: _____

Strand/Track: _____ Region: _____

Preferred Exit: _____

First choice: _____

Second choice: _____

Personal Beliefs	Values	Soft Skills	Hard Skills	Realities	Labor Market Information	Academic Performance

Name: _____

CAREER ANALYSIS PROFILE B

1. I am _____.
2. I am _____ years old.
3. I am enrolled in (track/strand) _____.
4. I am planning to (curriculum exit) _____.
5. I believe that _____.
6. I have the following values _____.
7. I have the following soft skills _____
_____.
8. I have the following hard skills _____
_____.
9. I have the following realities in life _____
_____.
10. The Labor Market Information in my Region shows that the following sectors are Key Employment Generators _____
_____.
11. I have a General Weighted Average of _____ which is described as _____.

Name: _____

INFORMATIONAL INTERVIEW SHEET

INTERVIEWEE'S PERSONAL PROFILE:

Name: (optional) _____

Occupation/Business: _____

Highest Educational Attainment: _____

Name of Company (if employed): _____

No. of Years in the Job: _____

Type of Business (if there is any): _____

No. of Years in Business: _____

QUESTIONS

PART I.

1. What are your typical job or business duties and responsibilities?

[Ano-ano po ang inyong mga tipikal na tungkulin at responsibilidad sa trabaho o negosyong inyong pinapasukan?]

2. What are the necessary skills for this type of job or business?

[Ano-ano ang mga kasanayan o skills na kinakailangan sa trabaho o negosyo ninyo?]

3. What is the most satisfying aspect of your job or business?

[Ano po ang nagbibigay-kasiyahan sa inyo sa trabaho o negosyong inyong pinapasukan?]

4. What is the most challenging aspect of your job or business?

[Ano naman po ang mga hamon o balakid na nakikita ninyo sa inyong trabaho o negosyo?]

5. What are the personal characteristics, values, and attitude that are needed in your job or business?

[Ano-ano po ang mga katangian, kahalagahan, at saloobin na kinakailangan sa trabaho o negosyo ninyo?]

6. Do you also possess these characteristics, values, and attitudes?

If yes, what are those that you possess?

[Mayroon din po ba kayong ng mga katangian, kahalagahan, at saloobing ito? Kung mayroon, ano-ano po ang mga ito?]

PART II. Mission Statement, Guiding Principles, and Core Values

1. What are your guiding principles or beliefs that you are holding on to stay in your job or business?

[Ano-ano pong mga prinsipyo at paniniwala ang inyong pinanghahawakan kung bakit nananatili kayo sa inyong trabaho o negosyo?]

2. Does the company or business where you belong have a mission statement and core values? If yes, what is the mission statement of your company? What are its core values? *[Ang kompanya o negosyong inyong pinapasukan ay may sinusunod bang pahayag na misyon (mission statement) at mahahalagang pag-uugali (core values)?*

Kung oo, ano ang pahayag na misyon ng inyong kompanya o negosyo? Ano-ano naman ang mahahalagang pag-uugali nito?

PART III. Advice and Suggestions

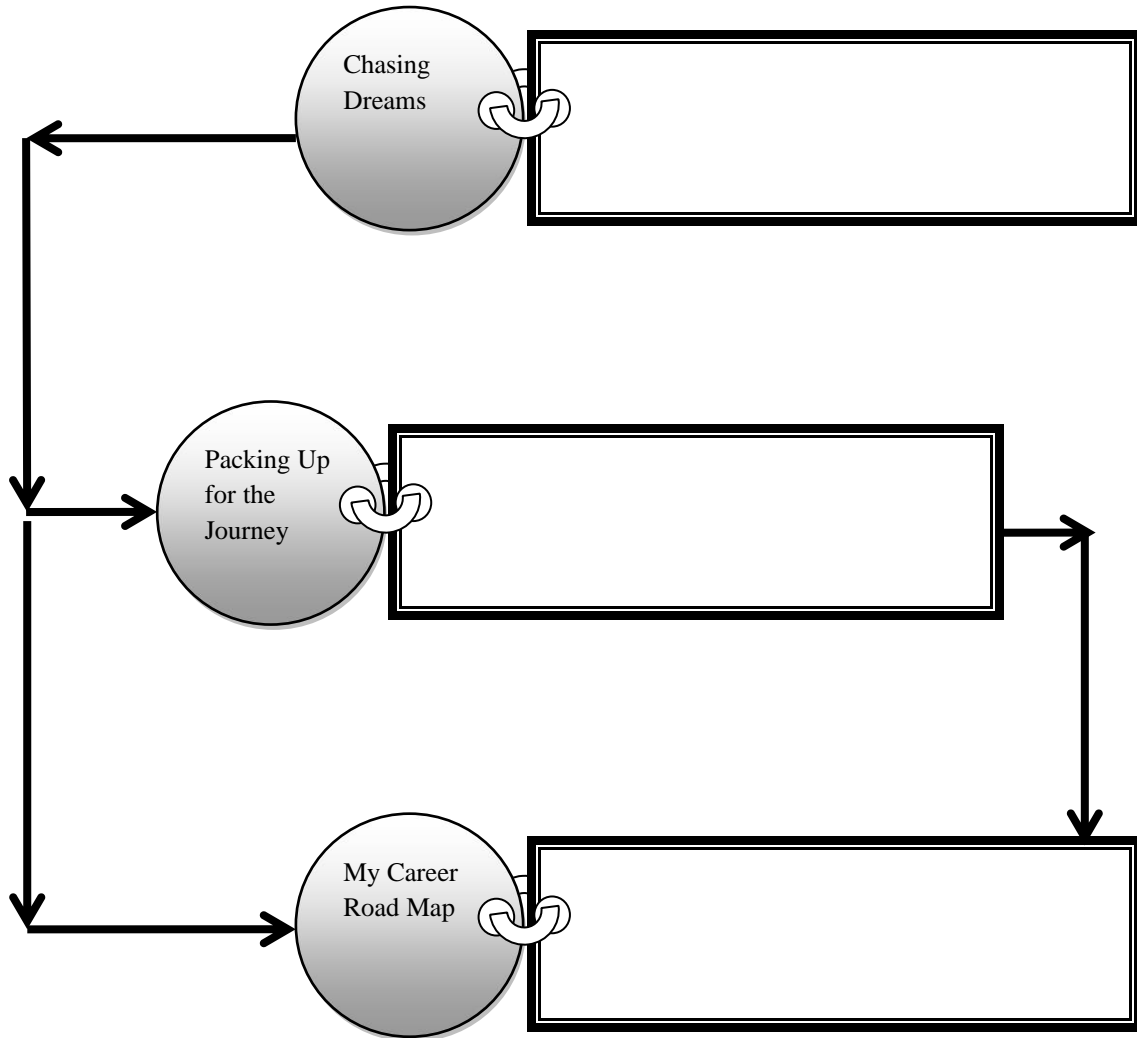
What is your advice for me as a Grade 12 learner who likes to enter in this same field of work or business that you have or you are in ?

[Anong payo po ang maibibigay ninyo sa isang mag-aaral sa Grade 12 na katulad ko na nagbabalak ding pasukin sa hinaharap ang trabaho o negosyong katulad ng sa inyo?]

Name: _____

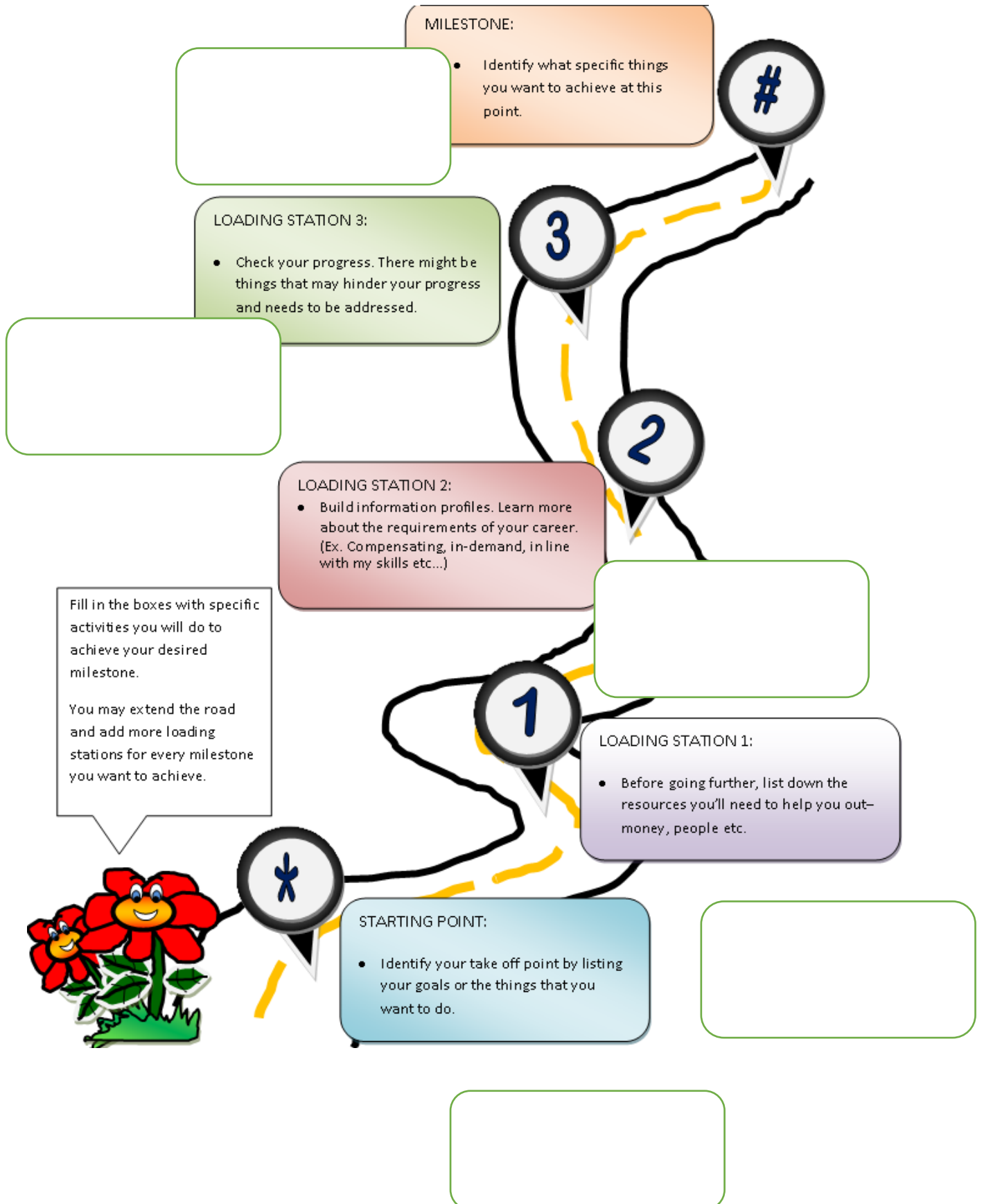
Tracing the Trail (Reflection)

Directions: Write a 2-3 sentence reflection about your significant learnings in the following activities.



Name: _____

CAREER ROAD MAP

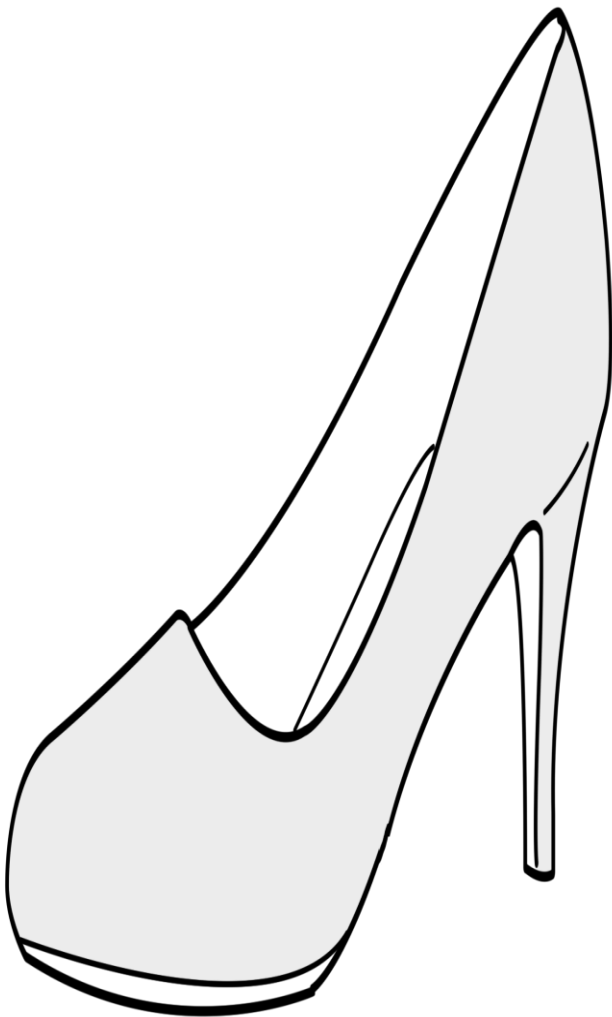


Name: _____

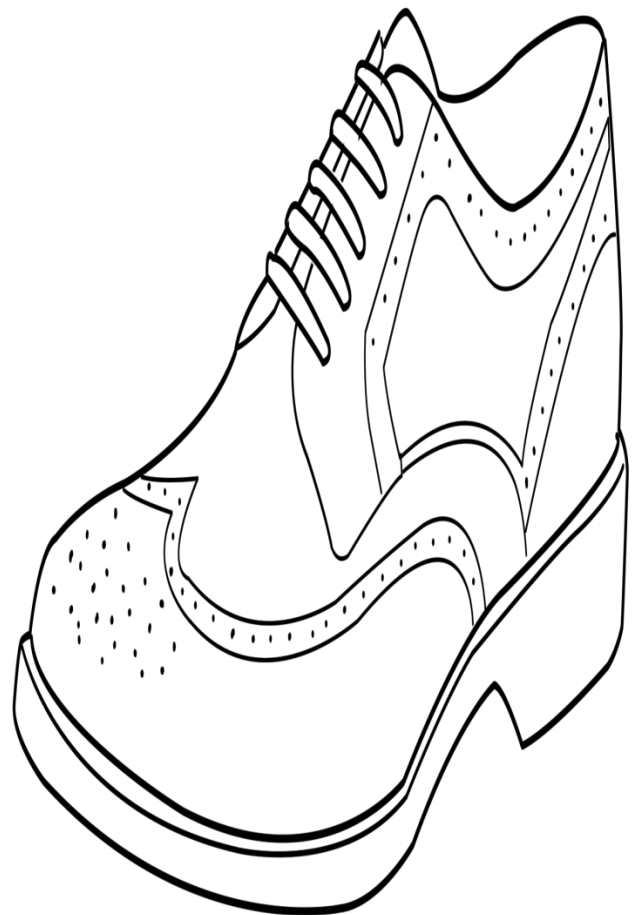
Fitting in Other's Shoes

Directions:

1. Write your answer to the two items inside the shoe.
 - a. I want to be (career choice) who is (goal/s)
 - b. The possible challenges I foresee in achieving my career choice.
2. Cut out the outline and hang it as mobile or post it as part of the other shoe outline of your classmates.



For Female



For Male

Activity Worksheet No. 5.1

Name: _____

PERSONAL MISSION STATEMENT	
What is the most important thing or event in your life right now that you treasure?	
What do you want to accomplish 3-5 years from now?	
What do you consider an enjoyable thing to do?	
What do you wish to become?	
What can you do best?	
What do you love to do?	
What kind of reputation do you want to have? How can you help in nation building?	

Name: _____

Ang Misyon Ko! Reality Check!

Name: _____

SIDE A

My preferred career

*(This may be your preference from
Grade 11 Career Guidance Program
Module No. 8 entitled "I Plan to
Succeed")*

My preferred Curriculum Exit

*(This is where the chosen career
belongs ; Refer to Career Guidance
Program Grade 12 Module 1 entitled
"Entering the Exits")*

Values I possess

*(Five values you believe you possess
that are essential to the attainment of
your career and life goals)*

Activity Worksheet No. 6.1

Name: _____

SIDE B

Write one value

Name: _____

Rerouting Values

Directions:

1. Go over the values listed in “Side A, Side B.”
2. Identify the values listed in Side A that are not listed in Side B and write those values under the column entitled “Values least valued.”

Make a plan on how you will resolve the conflict in values that may lead to the attainment of your career goals

Values least valued	Resolution (Plan on how to resolve conflict in values)

Activity Worksheet No. 7.1

Name: _____

TRACK/ STRAND/ SPECIALIZATION : _____

“Me and My Future Job”

Name	Symbol	Future Job	Learner’s contribution to the Society through his/her job.
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			

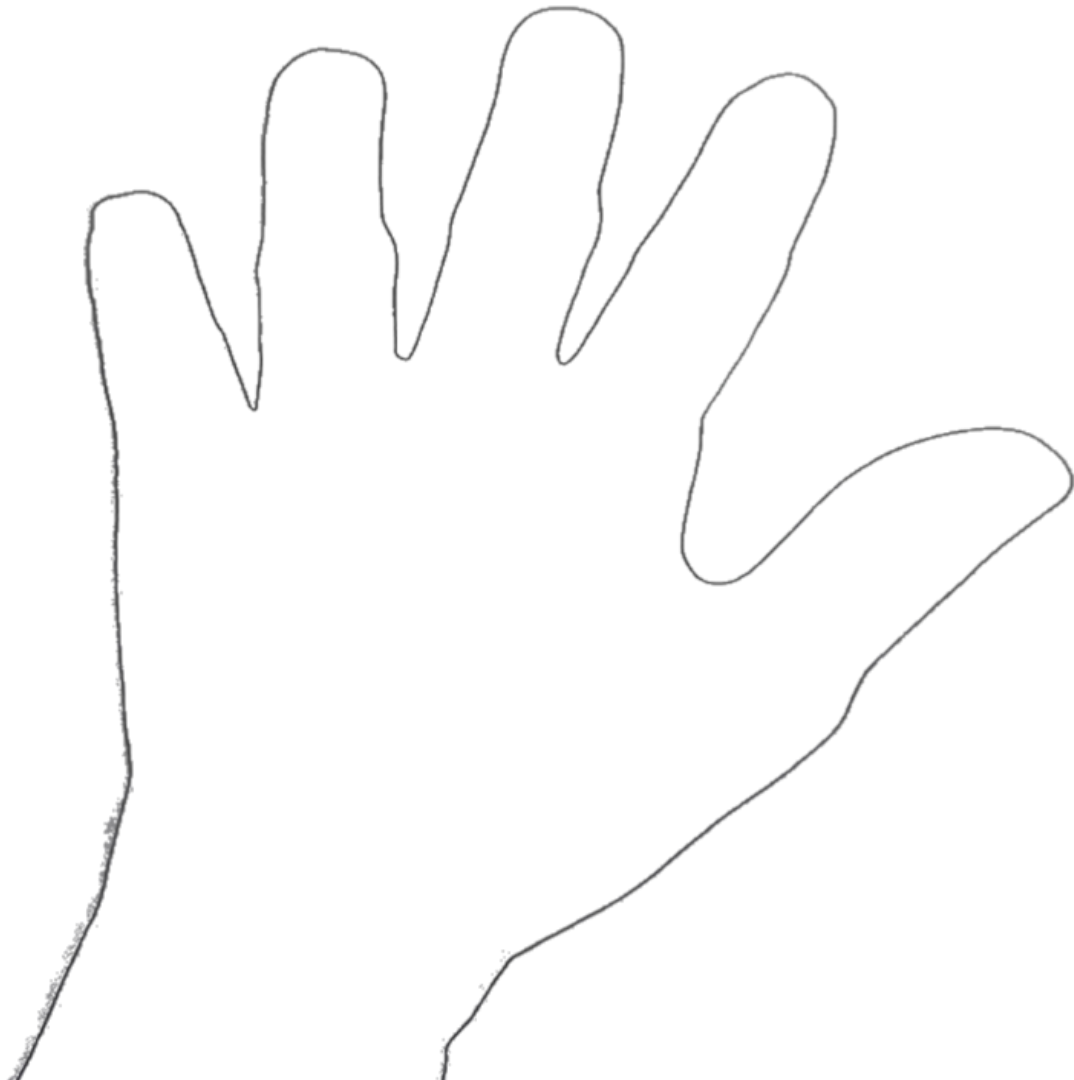
Name: _____

Transition Work Sheet Analysis on Curriculum Exits

“My Hand Version 2.0”

Directions: Read and Follow the instructions below.

1. **SMALL FINGER:** Draw a symbol that represents your present track/strand/specialization.
2. **RING FINGER:** Draw a symbol that represents your Job immersion.
3. **MIDDLE FINGER:** Draw symbol that represents your career exit.
4. **POINT FINGER:** Draw a symbol that represents your future job.
5. **THUMB:** Draw a symbol of your contribution to the society in relation to your future job (success-like story).
6. **PALM AREA:** Draw a symbol that represents your Career Motivational Goal; (strength and sustainability/holding on)
7. **WRIST AREA:** Draw a symbol that sustains you in the current track/strand/specialization



Academic Transition Work Sheet Analysis: Curriculum Exit -

Name: _____ **Future Job:** _____

Options to consider: _____

Right and responsibilities of my future CHOSEN CAREER:

Rights and Responsibilities of the employer:

Duties and Responsibilities of the EMPLOYER:

Name: _____

My Feet Version of Me 2.0

Directions:

1. On the left foot, list the things (traits & values) about your old self that you need to change to get ready for the chosen career.
2. On the middle between the left and right feet, write your motivational mantra to move on. Ex. "Go! Fight! Win!"
3. On the right, list new traits and values to accept, embrace, and improve to get ready for the chosen career.



Name: _____ Track: _____ Strand: _____

Life and Career Goal	Career aspect goal from previous modules	Current Situation	Gap Description	Objective	Lifelong Learning Strategies	Gap Bridging Plan		Time frame	Mode of Verification
						Person/s	Resources needed financial/material		
Career Position/ Designation (Module 4)									
A. Career									
1. Knowledge/ Information (Module 4)									
2. Skills/ Experience (Module 4)									
B. Social link/ networking (Module 5)									
C. Personal Values (Module 6 and 7)									

Name: _____

My Career Philosophy

As a/an _____, I know this profession is

_____.

I have set out on a path in _____

_____.

I believe that to succeed in _____
you must have/possess _____

_____.

I believe in the saying that, “_____

_____” that is why I will

_____.

Name: _____

Letter to Your Future Self

Direction: Write a letter about your future self, five years from now.

