LIMPIADO MEMORIAL FOUNDATION INC.

Lightbringer Learning Center

144 Caneja St., Naval, Biliran

S.Y 2022- 2023

# Career Development Month Proposal

The Career Development Month is an essential program of any various schools dealing with the future plans and career that our students may path. As LMFI continues to develop well-rounded students, it is our task to implement career guidance, development, and counselling to help our students acquire knowledge, skills and a little bit of experience necessary to identify options regarding their future careers. The teachers come up with the theme, “Color Your Future,” for this year’s Career Development Month. Students could visualize their future through different colors. Since colors tell us different meanings, stories, and feelings, our students could explore their dream profession or career through vivid colors. The activities below will surely help them color their future.

**ECE, UE & LE ACTIVITIES (Deadline: March 22, 2023)**

1. **DRAWING -** The pupils will think of a profession they wanted to in the future and draw it in a clean sheet of paper. Their works will be posted on the bulletin board.

Sample:



“I am (Your Name), I want to become a (Your Dream Profession.)”

1. **POSTER AND SLOGAN-MAKING CONTEST (By Team) (Deadline on March 24, 2023)**

According to the theme “Color Your Future,” one representative from each team will make a poster and slogan.

**JHS ACTIVITIES**

**Activity 1: Colored- Collar**

In this activity, students are to choose colors where their future careers may fall. Types of colors and their jobs are as follows. They have to choose before March 10, 2023.

1. **Gold-Collar Worker**– was first used by Robert Earl Kelley in his 1985 book The Gold-Collar Worker; It is a newly formed phrase which has been used to describe either young, low-wage workers who invest inconspicuous luxury (often with parental support). It is also used to refer to highly-skilled knowledge people who are highly valuable to the company.

Example: Lawyers, doctors, research scientists, etc.

1. White- Collar Worker - was coined in the 1930s by Upton Sinclair; it is a salaried professional, typically referring to general office workers and management. It originates from the color of dress shirts worn by professional and clerical workers.

Example: Teachers, clerks, office works, physician, lawyer, dentist, pharmacist, dietician, etc.

1. Brown Collar Worker - People working in Military services and Those who serve in the army like soldiers, army, navy, marines, air force, space force, and sometimes coast guard.
2. Pink-Collar Worker – is employed in a job that is traditionally considered to be women’s work and is often low-paid. The term "pink-collar" was popularized in the late 1990s by writer and social critic Louise Kapp Howe especially those who perform jobs in the service industry example: nurses, secretaries, and elementary school teachers.
3. Blue- Collar Worker - This term was first used in 1924; it is a member of the working class, who performs manual labor and earns an hourly wage. It originates from the popularity that blue color enjoys among manual-laborers.

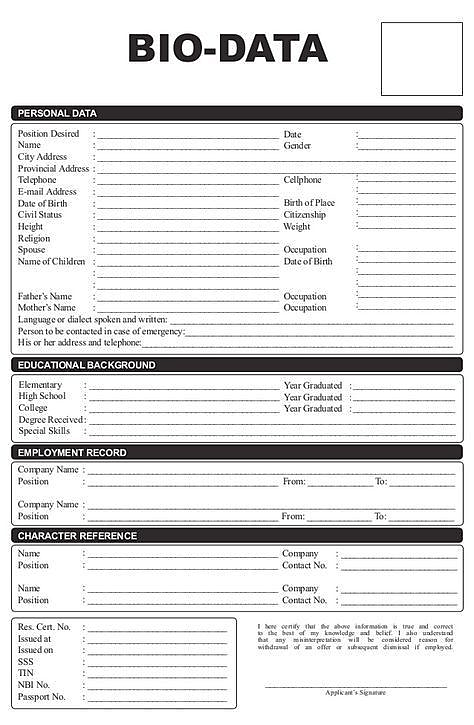
Example: Seafarers, electrician, plumber, firefighter, police officer, carpenter, welder, etc.

1. Purple- Collar Worker - it is the skilled workers or consultants who blend entrepreneurial business savvy with a practical, technical ability doing both tasks for white and blue-collar example is information technology workers, engineers, and technicians.

Example: Information Technology Workers, Civil Engineers, computer technicians, etc.

**Activity 2: Bio-Data, Resume and Application Letter Making**

**(March 13-17, 2023)**

The pupils will fill in a bio-data.

Note: We gave this task to Upper Elementary, too.

This type of activity will give them bigger picture and ideas how job -finding works. These are the basics which they have to be familiar.

***RESUME FORMAT***

2X2 ID Picture

**FIRST NAME, MIDDLE INITIAL, SURNAME**

**Present Address:**

**Permanent Address:**

**Email Address:**

**Mobile No.:**

**Objective:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

**EDUCATIONAL BACKGROUND**

**TERTIARY: School**

**Course**

**Majorship**

**Address**

**School Year**

**SECONDARY: School**

**Address**

**School Year**

**ELEMENTARY: School**

**Address**

**School Year**

**ACHIEVEMENTS:**

**EMPLOYMENT RECORD (***If any…***)**

**Duties and Responsibilities:**

**PERSONAL BACKGROUND**

**Birthdate:**

**Birthplace:**

**Gender:**

**Height (cm):**

**Weight (kg):**

**Religion:**

**Civil Status:**

**Father’s Name:**

**Occupation:**

**Mother’s Name:**

**Occupation:**

**Language Spoken:**

**SKILLS AND INTEREST:**

**CHARACTER REFERENCES (Not related to you)**

**Name**

Profession

Address

Mobile No.

**Application Letter Making**

***APPLICATION LETTER SAMPLE***

**KIEIAH MARIE UY**  
Daliao St, Toril  
Davao City  
09303492519  
uymariek@gmail.com

**APPLICANT**

February 15, 2021

**SAMSON SY**

Human Resources Manager  
Rocner Hotel  
238 Main Street  
Toril, Davao City

**COMPANY MANAGER**

Sir/Madame:

I was so excited when my former coworker Anton Ruiz, told me about that you are looking for a hotel receptionist. I’m an experienced hotelier from Shangri-La, Manila and experienced admin, I would love to help the company achieve its mission and to serve the people.

I’ve worked for small companies for my entire career, and I always relish the opportunity to succeed. In my latest role as an administrative assistant, I saved my employer thousands of pesos in temp workers by implementing a self-scheduling system for the customer service reps that cut down on canceled shifts. I also learned web design, time sheet coding, and perfected my Excel skills.

I’ve attached my resume for your consideration and hope to speak with you soon about your needs for the role.

Very truly yours,

**KEIAH MARIE UY**

**Activity 3: Interview (Grade 9& 10) (March 20-24, 2023)**

The interviewer/teachers will ask **questions** about their qualifications, background, and career goals. Teachers will be expected to ask **questions** about the position and organization that will help them decide whether the opportunity is right.

The set of questions is as follows.

1. Please say something about yourself.
2. Who influence you to pursue your chosen career?
3. Why did you choose to apply in our company?
4. What are your strengths and weaknesses?
5. How can you cope up with your weaknesses?
6. What do you expect in our company?
7. What can you contribute to the company?
8. How do you define success?
9. How do you deal with pressure or stressful situations?
10. Why should we hire you?

***Job Interview Rubric***

* *Each Interview Evaluator will need a score sheet*

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Criteria** | **1-2** | **3-4** | **5-6** | **7-8** | **Score** |
| **Appearance**  **(\*\* This should relate to the core concentration area and may be industry specific)** | Overall appearance is untidy  Choice in clothing is inappropriate for any job interview (torn, unclean, wrinkled)  Poor grooming | Appearance is somewhat untidy  Choice in clothing is inappropriate (shirt un-tucked, tee-shirt, too much jewelry, etc.)  Grooming attempt is evident | Overall neat appearance  Choice in clothing is acceptable for the type of interview  Well groomed (i.e. shirt tucked in, jewelry blends with clothing, minimal wrinkles) | Overall appearance is very neat  Choice in clothing is appropriate for any job interview  Very well groomed (hair, make-up, clothes pressed, etc.)  Overall appearance is businesslike |  |
| **Greeting** | Unacceptable behavior and language  Unfriendly and not courteous | Used typical behavior and language – did modify behavior to fit the interview  Attempts to be courteous to all in interview setting | Acceptable behavior, well mannered, professionalism somewhat lacking  Courteous to all involved in interview | Professional behavior and language (handshake, “hello”,” thank you “, etc.)  Friendly and courteous to all involved in interview |  |
| **Communication** | Speaking is unclear – very difficult to understand message of what is being said (i.e. mumbling)  Volume is inappropriate for interview (i.e. spoke too loudly, too softly) | Speaking is unclear – lapses in sentence structure and grammar  Volume is uneven (varied) | Speaking is clear with minimal mistakes in sentence structure and grammar  Volume is appropriate | Speaks clearly and distinctly with no lapse in sentence structure and grammar usage; speaks concisely with correct pronunciation  Volume conveys business tone |  |
| **Body Language** | Fidgeted – (i.e., constant movement of hands and feet); none or very poor use of physical gestures, facial expressions and body movements detracted from the interview process | Fidgeted –(i.e., movement of hands and feet frequently);  minimal use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process | Minimal fidgeting (i.e., occasionally shifting); average use of physical gestures, facial expressions and body movements in a manner which enhanced the interview process | No fidgeting; consistently used physical gestures, facial expressions and body movements in a manner which enhanced the interview process |  |
| **Posture and Eye Contact** | Does not look at persons involved in the interview process; keeps head down; minimal eye contact; does not have good posture; slouching | Sits up straight; average posture; establishes eye contact with interviewers during the interview 70 -80% of the time | Sits up straight, good posture; establishes eye contact with interviewers during the interview 80 -90% of the time | Sits up straight, excellent posture; looks relaxed and confident; establishes eye contact with interviewers during the interview 90-100% of the time |  |
| **Politeness** | Several times, the student interrupted or hurried the person doing the interviewing; forgot to thank person(s) | Student interrupted or hurried the interviewer 3-5 times during the course of the interview, thanked the person after the interview | Student interrupted or hurried the interviewer 1-2 times during the course of the interview, thanked the person after the interview | Student never interrupted or hurried the interviewer and thanked them after the interview |  |
| **General Attitude** | Lack of interest and enthusiasm about the interview; passive and indifferent | Somewhat interested in the interview; shows little enthusiasm | Shows basic interest in the interview; shows some enthusiasm | Appropriately interested and enthusiastic about the interview process |  |
| **Responses to Questions** | Answers with “yes’ or “no” and fails to elaborate or explain; talks negatively about past employers | Gives well-constructed responses, but sounds rehearsed or unsure | Gives well-constructed responses, does not sound rehearsed, student somewhat hesitant or unsure | Gives well-constructed, confident responses that are genuine |  |
| **Candidate Integrity** | Responses are inconsistent or contradictory. No concrete or specific examples used  Candidate provided no verifiable information for claims, and/or claims may be exaggerated or even appear manufactured | Responses are somewhat inconsistent or contradictory  Concrete and specific examples occasionally used  Candidate provides some verifiable information for claims | Responses are generally consistent  Concrete and specific examples often used  Candidate provides verifiable information for most claims | Responses are all consistent  Concrete and specific examples are used  Candidate provides verifiable information for all claims |  |
| **Overall Demonstration of Interview Skills** | Demonstration of poor interview skills with little confidence displayed | Demonstrated limited proficiency; limited demonstration of competent interview skills in a generally confident manner | Demonstrated average proficiency; average demonstration of competent interview skills in a generally confident manner | Highly proficient; appropriately utilized interview skills in an enthusiastic, motivating and engaging manner |  |
| Total out of 80 points possible (10 topics x 8 max possible)   * ½ point scoring is appropriate for this section (i.e. 7.5, 6.5. 3.5, etc.) | | | | | **Total** |

**March 29, 2023**

**Culmination: Wear Your Uniform (March 29, 2023)**

Students are to wear the uniform of their chosen career or profession the whole day to visualize their self in the near future. Those who portray their best according to their future job will be selected as the “Best in Costume” for Career Development Month.

Prepared by:

**JHS Teachers**

Noted by: Approved by:

**DONNA ANN PITAO DUSMAN P. OLIVER, M.D.**

## Academic Supervisor School Administrator