



Republic of the Philippines  
**Department of Education**  
SOCCSKSARGEN REGION

March 8, 2023

REGION MEMORANDUM  
PPRD-2023-023

**CONDUCT OF ONLINE FGD FOR THE RESEARCH ON DEVELOPMENT  
OF NEEDS-BASED TRAINING PROGRAM FOR ADMINISTRATORS  
OF EXTENSION AND ANNEX SCHOOLS**

To: Schools Division Superintendents

1. This has reference to Region Memorandum PPRD-20223-05, s. 2023 re **Online Survey Questionnaire for the Research Study on the Development of Needs-based Training Program for Administrators of Annex Schools**, issued on January 7, 2023.
2. After the quantitative analysis based on the results of the online survey, the next phase of this research undertaking is the “**Conduct of Online FGD on the Research Regarding Development of Needs-based Training Program for Administrators of Extension and Annex Schools.**”
3. Generally, this Online Focus Group Discussion (FGD) aims to realize the research objective on “ascertaining facilitating and hindering factors that affect the establishment and separation of the annex and extension schools from the mother school.”
4. Specifically, it aims to realize the following:
  - 4.1 Identify facilitating factors that enhance school heads’ competence in the establishment of Extension or Annex schools in terms of: preparation of data requirements, establishment of linkages for LGU support, preparation of the groundworks in making proposal, and acquisition of school site in terms size;
  - 4.2 Distinguish hindering factors that hamper school heads in acquiring competence in the establishment of Extension or Annex schools in terms of: preparation of required documents regarding proximity of proposed school to nearby existing public school, acquisition of requirements in the establishment of initial existence of classrooms, preparation of required documents regarding participation of Private High School in the GASTPE, and acquisition of school site in terms of topography;
  - 4.3 Determine the facilitating factors that influence the school heads’ competence in the separation of annex schools in terms of the following areas: meeting the requirement for enrolment, requesting of school ID, and securing LGU’s resolution for the separation of Annex School; and
  - 4.4 Find out the hindering factors affecting the school heads’ competence in the separation of annex schools in terms of the following areas: securing legal basis



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of school's establishment, preparation of documents in the separation of Annex School, and acquisition of school site.

5. In line with this, the research proponent would like to invite eight identified administrators of selected Annex/Extension Schools to be participants of the Online FGD, which will be conducted on March 14, 2023 from 10:00 am to 12:00 pm via Google Meet, through this link: **[meet.google.com/rxc-rzre-jpm](https://meet.google.com/rxc-rzre-jpm)**.
6. See the following attached enclosures for your reference:  
  
Enclosure 1: List of FGD Participants  
Enclosure 2: FGD Protocol
7. All Division Planning Officers are requested to facilitate the full involvement of the concerned school heads in this research activity and provide necessary technical support to ensure their active involvement.
8. For further inquiries, please contact Dr. Glenn A. Bisnar – PPRD Chief or Shirley G. Saur – EPS through their email addresses at [glenn.bisnar@deped.gov.ph](mailto:glenn.bisnar@deped.gov.ph) / [shirley.saur@deped.gov.ph](mailto:shirley.saur@deped.gov.ph).
9. For the information and compliance of all concerned.

  
**CARLITO D. ROCAFORT**  
Director IV

Enclosures: As stated

Reference: Region Memorandum PPRD-20223-05, s. 2023

Allotment: None

To be included in the Perpetual Index under the following Subjects:

DATA RESEARCH

GAB/PPRD/RM – CONDUCT OF ONLINE FGD ON THE RESEARCH REGARDING DEVELOPMENT OF NEEDS-BASED TRAINING PROGRAM FOR ADMINISTRATORS OF EXTENSION AND ANNEX SCHOOLS/023/March 8, 2023



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Enclosure 1 to Region Memorandum PPRD-2023-023

**List of FGD Participants**

**FGD Group A**

No.	Name of Participants	Division	School	Email Address
1	Himelda N. Napila	Sarangani	Malalag NHS – Upo Annex	himelda.napila001@deped.gov.ph
2	Evelyn S. Panes	Cotabato	Buhay High School	evelyn.panes001@deped.gov.ph
3	Ernie Rosete	South Cotabato	San Jose NHS – Lapuz NHS Annex	ernie.rosete001@deped.gov.ph
4	Edna Asug	Sultan Kudarat	Masiag NHS	edna.asug@deped.gov.ph

**FGD Group B**

No.	Name of Participants	Division	School	Email Address
1	Laila Jubilag	GSC	Lanton NHS	reubenjames.calunod@deped.gov.ph
2	Jeanny Castre	Koronadal City	KNCHS Annex – Paraiso Koronadal City	jeanny.castre@deped.gov.ph
3	Teresita Sta. Rita	Kidapawan City	JPJMNHS – Marbel Ext.	teresita.starita@deped.gov.ph
4	John Gil Pamposa	Tacurong City	Elisa P. Memorial ES - BEAM	johngil.pamposa@deped.gov.ph



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*Enclosure 2 to Region Memorandum PPRD-2023-023*

**FGD Protocol**

**Part I. Basic Information**

**Time:** 2 hours (10:00 am 12:00 pm)

**Date:** March 14, 2023

**Participants:** 8 Selected School Heads of Annex and Extension Schools

**FGD Facilitator:** Shirley G. Saur, EPS

**Quality Assurance:** Dr. Glenn A. Bisnar, CES

**Documenters:**

1. Lovely Z. Ramos
2. Blessy Joie P. Barnuevo

**Host:** Ulysses S. Laruya

**Technical Support:** Reynaldo S. Gallardo & Osop A. Pangilamun

**Part II. FGD Parts**

- A. Pre-FGD Preliminaries (10 minutes)
- B. FGD Proper (1 hour & 40 minutes)
- C. Closing Remarks (10 minutes)

**Part III. FGD Questions**

**FGD Group A:**

1. What are the hindering factors that hamper school heads in acquiring competence in the establishment of Extension or Annex schools in terms of:
  - a. preparation of required documents regarding proximity of proposed school to nearby existing public school,
  - b. acquisition of requirements in the establishment of initial existence of classrooms,
  - c. preparation of required documents regarding participation of Private High School in the GASTPE, and
  - d. acquisition of school site in terms of topography?
2. What do you consider as the hindering factors affecting the school heads' competence in the separation of annex schools in terms of the following areas:
  - a. securing legal basis of school's establishment,
  - b. preparation of documents in the separation of Annex School, and
  - c. acquisition of school site?



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**FGD Group B:**

1. What do you think are the facilitating factors that enhance school heads' competence in the establishment of Extension or Annex schools in terms of:
  - a. preparation of data requirements,
  - b. establishment of linkages for LGU support,
  - c. preparation of the groundworks in making proposal, and
  - d. acquisition of school site in terms size?
  
2. What do you think are the facilitating factors that influence the school heads' competence in the separation of annex schools in terms of the following areas:
  - a. meeting the requirement for enrolment,
  - b. requesting of school ID, and
  - c. securing LGU's resolution for the separation of Annex School?

