



Republika ng Pilipinas

Department of Education

**OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS
BUREAU OF LEARNER SUPPORT SERVICES**

School Health Division | School Sports Division | Youth Formation Division

ADVISORY

In connection with the released Memorandum on the conduct of **Data Gathering Session for Policy Development on the Guidelines of the After-School Activities**, the Bureau of Learner Support Services – Learner Formation Division (BLSS-LFD), *transitioning from BLSS-Youth Formation Division (BLSS-YFD)*, hereby informs all concerned of the following:

- (1) The said Workshop originally planned for **February 27-March 2, 2024**, will be rescheduled to **March 12-16, 2024**, due to unforeseen administrative concerns. Enclosed with this document is the **Indicative Program of Activities**.
- (2) All representatives are requested to register through this link: **tinyurl.com/ASADataGatheringRegistration** on or before **March 4, 2024, Monday**. Failure to register by the specified deadline may result in the non-receipt of the Certificate of Participation and Appearance during the activity proper.
- (3) The final hotel venue information will be communicated via email. Additionally, any updates or changes will also be shared through the same channel.
- (4) Hotel **check-in** will start on **March 12, 2024, Tuesday**, at **2:00 p.m.** While the **check-out** of the participants will be on **March 15, 2024, Friday** at **12:00 p.m.**
- (5) Travel expenses shall be charged against **local funds** subject to the usual accounting and auditing rules and regulations.

For questions and concerns, please contact the BLSS-LFD, through email at blss.lfd@deped.gov.ph.

Please be guided accordingly. Thank you.


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Indicative Program of Activities

The data gathering and consultation on the After-School Activities Guidelines will be a five (5)-day engagement that consist of the following activities:

Policy Development on the Guidelines of the After-School Activities (Establishment And Operationalization Of School Clubs And Organization)		
Date	Time	Activity
March 12, 2024 Day 1	9:00 a.m. - 2:00 p.m.	Travel to the Venue
	2:00 p.m. - 3:00 p.m.	Check-In and Registration
	3:00 p.m. - 6:00 p.m.	Preliminaries <ul style="list-style-type: none"> • Prayer • Nationalistic Song Welcome Messages <ul style="list-style-type: none"> • LFD • OASOPS • RDO • SDO Getting to Know You Activity Setting Expectations House Rules Program Overview Group Assignment Photo Opp Dinner and Fellowship
March 13-14, 2024 Day 2-3	8:30 a.m. - 6:00 p.m.	Learning Session Training Session Consultation Activities Awarding of Certificates
March 15, 2024 Day 4	8:30 a.m. - 6:00 p.m.	Focused Group Discussion Key Informant Interviews Field Visit
March 16, 2024 Day 5	8:30 a.m. - 4:00 p.m.	Collation of Outputs and TWG Evaluation and Debriefing Check-out Homebound

Day 1: March 12, 2024 Arrival of Participants and Opening Program		
Time	Activity	Person-in-Charge
7:00 a.m. – 2:00 p.m.	Travel to the Venue	
2:00 p.m. – 3:00 p.m.	Check-In and Registration	

3:00 p.m. – 3:10 p.m.	Preliminaries <ul style="list-style-type: none"> ● Prayer ● Nationalistic Song 	BLSS-LFD Technical Working Group
3:10 p.m. – 3:30 p.m.	Welcome Messages <ul style="list-style-type: none"> ● LFD ● OASOPS ● RDO ● SDO 	DepEd Key Officials
3:30 p.m. – 3:45 p.m.	Getting to Know You Activity	BLSS-LFD Technical Working Group
3:45 p.m. – 4:30 p.m.	Setting Expectations	
4:30 p.m. – 5:00 p.m.	House Rules	
5:00 p.m. – 5:30 p.m.	Program Overview	BLSS-LFD Technical Working Group
5:30 p.m. – 5:45 p.m.	Group Assignment	
5:45 p.m. – 6:00 p.m.	Photo Opp	
6:00 p.m. onwards	Dinner and Fellowship	
Day 2: March 13, 2024 Discussions and Activities		
Time	Activity	Person-in-Charge
7:00 a.m. – 8:00 a.m.	Breakfast and Preparations	
8:00 a.m. - 8:30 a.m.	Registration	
8:30 a.m. - 9:00 a.m.	Opening Program <ul style="list-style-type: none"> ● Prayer ● National Anthem 	BLSS-LFD Technical Working Group
9:00 a.m. - 9:15 a.m.	Roll Call and Recap	
9:15 a.m. - 9:45 a.m.	Introduction of After-School Activities Guidelines <ul style="list-style-type: none"> ● Overview of the Main Theme of the Activity 	BLSS-LFD Technical Working Group
9:45 a.m. - 10:00 a.m.	AM Snacks	
10:00 a.m. - 11:00 a.m.	Learning Session 1: A Closer Look to After-School Activities	To be determined
11:00 a.m. - 12:00 p.m.	Training Session 1: Formative Research and Learners Analysis	To be determined

12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. – 1:15 p.m.	Energizer	
1:15 p.m. – 2:15 p.m.	<p>Group Activity 1: Problem Tree Analysis</p> <ul style="list-style-type: none"> • Activity instruction (5 minutes) • Conceptualization (30 minutes) • Group Sharing (20 minutes) <p>Synthesis (5 minutes)</p>	To be determined
2:15 p.m. – 3:15 p.m.	<p>Group Activity 2: People Analysis</p> <ul style="list-style-type: none"> • Activity instruction (10 minutes) • Conceptualization (30 minutes) • Group Sharing (20 minutes) <p>Synthesis (10 minutes)</p>	To be determined
3:15 p.m. – 3:30 p.m.	PM Snacks	
3:30 p.m. – 4:30 p.m.	<p>Consultation 1: Setting the Direction: Characterizing After-School Activities</p>	To be determined
4:30 p.m. – 4:45 p.m.	Reflection and Feedback	
4:45 p.m. – 5:45 p.m.	<p>Consultation 2: Putting Ideas in Shape: Determining the Structure of After-School Activities</p>	To be determined
5:45 p.m. – 6:00 p.m.	Reflection and Feedback	
6:30 p.m. - onwards	Dinner and Fellowship	
Day 3: March 14, 2024 Continuation of Workshop Activities		
Time	Activity	Person-in-Charge
7:00 a.m. - 8:30 a.m.	Breakfast and Preparations	
8:30 a.m. - 9:00 a.m.	Registration	
9:00 a.m. - 9:15 a.m.	Recap	

9:00 a.m. - 9:15 a.m.	Roll Call	
9:15 a.m. - 10:15 a.m.	Consultation 3: Who's Who: Identifying Roles and Responsibilities Involved in After-Schools Activities (Stakeholder Mapping)	To be determined
10:15 a.m. - 10:30 a.m.	AM Snacks	
10:30 a.m. - 11:30 a.m.	Consultation 4: Build, Back, Better: Envisioning the Implementation and Operationalization of the After School Program	BLSS-LFD Technical Working Group
11:30 a.m. - 12:00 p.m.	Sharing and Reflection	
12:00 p.m. - 1:00 p.m.	Lunch	
1:00 p.m. - 1:15 p.m.	Energizer	
1:15 p.m. - 2:15 p.m.	Training Session 3: Monitoring, evaluation, reporting and learning <ul style="list-style-type: none"> • 40 minutes Presentation • 20 minutes Q&A 	To be determined
2:15 p.m. - 2:30 p.m.	Sharing	
3:30 p.m. - 3:45 p.m.	PM Snacks	
3:45 p.m. - 4:00 p.m.	Energizer	
4:30 p.m. - 5:30 p.m.	Consultation 6: Putting the Monitoring and Evaluation Mechanism	To be determined
5:30 p.m. - 5:45 p.m.	Reflection and Feedback	
6:30 p.m. onwards	Dinner and Fellowship	
<ul style="list-style-type: none"> • March 15, 2024 Focus Group Discussions 		
Time	Activity	Person-in-Charge
7:00 a.m. - 8:30 a.m.	Breakfast and Preparations	
8:30 a.m. - 9:00 a.m.	Roll Call & Recap	

9:00 a.m. - 11:00 a.m.	FGD <ul style="list-style-type: none"> ● CO Group ● RO Group ● SDO Group KII RO Identified Schools	To be determined
11:00 a.m. - 11:30 a.m.	Debriefing & Reflection (Evaluation) Awarding of Certificates	BLSS-LFD Technical Working Group
11:30 a.m. - 1:00 p.m.	Lunch	
12:00 NN	Check-out of Participants	
1:00 p.m. – 6:00 p.m.	Field Visit of BLSS-LFD	
• March 16, 2024 Post-Evaluation Debriefing		
Time	Activity	Person-in-Charge
7:00 a.m. - 8:00 a.m.	Breakfast	
8:00 a.m. - 11:59 a.m.	Collation of Outputs and TWG Evaluation and Debriefing	
10:00 a.m. - 12:00 NN	Check-Out of BLSS-LFD	
12:00 NN - onwards	Homebound	