

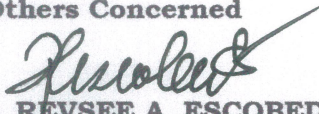


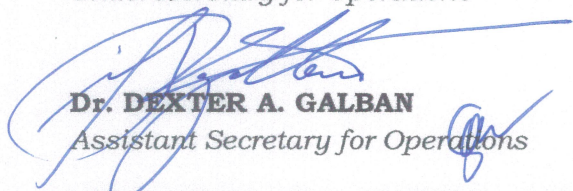
Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

MEMORANDUM
DM-OUOPS-2024-11-_____

TO : **Regional Directors**
Minister, Basic, Higher, and Technical Education, BARMM
Schools Division Superintendents
School Heads
All Others Concerned

FROM : 
Atty. REVSEE A. ESCOBEDO
Undersecretary for Operations


Dr. DEXTER A. GALBAN
Assistant Secretary for Operations

SUBJECT : **INVITATION AND REQUEST FOR REPRESENTATIVE(S)**
FROM FIELD OFFICES TO THE DATA GATHERING AND
CONSULTATION FOR POLICY DEVELOPMENT ON THE
GUIDELINES FOR AFTER-SCHOOL ACTIVITIES

DATE : February 7, 2024

The Office of the Undersecretary for Operations (OUOPS), through the Bureau of Learner Support Services–Learner Formation Division (BLSS-LFD), *transitioning from BLSS–Youth Formation Division (YFD)*, will conduct data gathering and consultation for the **Policy Development on the Guidelines for After-School Activities (Establishment and Operationalization of School Clubs and Organizations)** on **February 27 to March 2, 2024 in Region VI** (*exact venue is to be announced*).

The objectives of this policy development activity are as follows:

1. Gather key policy and operational insights on after-school activities (i.e., formulation and crafting, current activities offered at the school-level, process of implementation, gaps, etc.) with concerned offices, individuals, and stakeholders from the central, regional, division, and school level of governance.
2. Co-develop, alongside key DepEd offices across all levels, the After-School Activities Guidelines following the template set in DepEd Order (DO) No. 13, s. 2015, *Establishment of a Policy Development Process at the Department of Education*.

3. Provide a collaborative and inclusive platform for concerned offices, individuals, and stakeholders from the central, regional, division, and school level of governance to ensure a responsive policy output intended for the learners.

In light of this, the BLSS-LFD extends an invitation to our **17 Regional Youth Formation Coordinators** to participate in the said activity. Furthermore, the BLSS-LFD would like to humbly request all DepEd Regional Offices to identify **one (1) representative** from the **Schools Division Office** and another from the **school-based level**, to actively involve in this endeavor, following the guidelines set forth in **Annex A**. For reference, the **Indicative Program of Activities** is attached in **Annex B**.

To confirm attendance, we kindly request that the selected **three (3) representatives** fill-out this registration link: **tinyurl.com/ASADDataGatheringRegistration** on or before **February 21, 2024, Wednesday**.

All travel and other related expenses incurred shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For questions, and/or concerns, kindly contact BLSS-LFD through email at blss.lfd@deped.gov.ph.

We look forward to your favorable response.

BLSS-LFD/JVA&CFA



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ANNEX A.

GUIDELINES ON THE SELECTION OF PARTICIPANTS

The selection of participants from the **Region, Division, and School-based Level** in the Data Gathering and Consultation on the After-School Activities shall be adhere to the following guidelines listed below, provided that they meet the qualifications for at least three (3) criteria:

1. From the **Regional Offices**:
 - a. All Regional Youth Formation Coordinators (RYFCs) are automatically given slots to participate in the mentioned activity. In case of unavailability, an alternate may be designated.
 - b. The alternate representative must receive an official endorsement from the respective RYFC.
 - c. The alternate representative should be well-versed in handling after-school programs and initiatives of the Department.
 - d. Should the chosen alternate representative originate from the Division or School level, the guidelines pertaining to this governance level shall be duly observed.
2. From the **Schools Division Offices**:
 - a. Designated as the Division Youth Formation Coordinator (DYFC); and shall be endorsed by their RYFC;
 - b. Achieved a finalist status in prestigious awards such as but not limited to Gawad Siklab, whether at the regional, division, or national levels, recognizing outstanding contributions and initiatives in after-school activities;
 - c. Introduced innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for after-school activities;
 - d. Consistently delivers timely and punctual submission of reports related to after-school activities; and
 - e. Submitted a consolidated recognized school co- and extra-curricular clubs and organization last June 28, 2022, to the Office of the Assistant Secretary for Youth Affairs and Special Concerns, pursuant to the issued Memorandum, titled, *Submission of Consolidated List of All Recognized School Co-curricular and Extra-Curricular Clubs and Organizations.*
3. From the **School-based Level**:
 - a. School-based Personnel who is involved in handling school government, club, and organization;
 - b. Identified by the Schools Division Superintendent and approved by the Regional Director;
 - c. The identified school has a record of sending at least one learner to compete in national and/or international contests.
 - d. Achieved a finalist status in prestigious awards such as but not limited to Gawad Siklab, whether at the regional, division, or national levels, recognizing outstanding contributions and initiatives in after-school activities; and
 - e. Consistently delivers timely and punctual submission of reports related to after-school activities.

Kindly note that each region is expected to identify a total of **three (3) participants only**, encompassing the **RYFC or alternate, DYFC, and School-Level personnel.**



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ANNEX B.

Indicative Program of Activities

DATA GATHERING SESSION FOR POLICY DEVELOPMENT ON THE GUIDELINES OF THE AFTER-SCHOOL ACTIVITIES

27 February to 02 March 2024 | Region VI

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 Organizations)		
Date	Time	Activity
February 27, 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
February 28-29, 2024 Day 2-3	8:30 a.m. - 6:00 p.m.	Learning Session Training Session Consultation Activities
March 1, 2024 Day 4	8:30 a.m. - 6:00 p.m.	Focused Group Discussion Key Informant Interviews Field Visit
March 2, 2024 Day 5	8:30 a.m. - 4:00 p.m.	Collation of Outputs and TWG Evaluation and Debriefing Check-out Homebound



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Day 1: February 27, 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: February 28, 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.	Group Activity 1: Problem Tree Analysis <ul style="list-style-type: none"> • Activity instruction (5 minutes) • Conceptualization (30 minutes) • Group Sharing (20 minutes) Synthesis (5 minutes)	To be determined
2:15 p.m. - 3:15 p.m.	Group Activity 2: People Analysis <ul style="list-style-type: none"> • Activity instruction (10 minutes) • Conceptualization (30 minutes) • Group Sharing (20 minutes) Synthesis (10 minutes)	To be determined
3:15 p.m. - 3:30 p.m.	PM Snacks	
3:30 p.m. - 4:30 p.m.	Consultation 1: Setting the Direction: Characterizing After-School Activities	To be determined
4:30 p.m. - 4:45 p.m.	Reflection and Feedback	
4:45 p.m. - 5:45 p.m.	Consultation 2: Putting Ideas in Shape: Determining the Structure of After-School Activities	To be determined
5:45 p.m. - 6:00 p.m.	Reflection and Feedback	
6:30 p.m. - onwards	Dinner and Fellowship	
Day 3: February 29, 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	
• March 1, 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)	BLSS-LFD Technical Working Group
11:30 a.m. - 1:00 p.m.	Lunch	
1:00 p.m. - 1:15 p.m.	Closing Program <ul style="list-style-type: none"> • Prayer • Nationalistic Song 	
1:15 p.m. - 1:30 p.m.	Recap	BLSS-LFD Technical Working Group
1:30 p.m. - 2:00 p.m.	Awarding of Certificates	
2:00 p.m. - 2:15 p.m.	Closing Message	BLSS-LFD Technical Working Group
2:15 p.m. - 2:20 p.m.	Photo Opp	
2:20 p.m. - 6:00 p.m.	Field Visit	
6:30 p.m. onwards	Dinner and Fellowship	
• March 2, 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	
12:00 NN - onwards	Homebound	