

Annex A – Administrative Arrangements

- All participants are requested to fill-out the information sheet on or before June 13, 2024**, accessible in this link: https://bit.ly/SOSSS_Workshop
- Travel Expenses of the participants such as Airfare and/or Ferry shall be charged to **AC-24-BHROD-SED-GASS-017**; while local transportation and per diem shall be charged to local funds. All these shall be subjected to the usual accounting and auditing rules and regulations.
- For board and lodging and meal arrangement, kindly refer to the table below:

	Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Batch 1	June 24, 2024 (Day 0) <i>Travel Time to Venue</i>	✓	x	x	x	✓	✓
	June 25, 2024 (Day 1)	✓	✓	✓	✓	✓	✓
	June 26, 2024 <i>(Travel time to station)</i>	x	✓	✓	✓	x	x

	Date	Lodging	Breakfast	AM Snack	Lunch	PM Snack	Dinner
Batch 2	June 26, 2024 (Day 0) <i>Travel Time to Venue</i>	✓	x	x	x	✓	✓
	June 27, 2024 (Day 1)	✓	✓	✓	✓	✓	✓
	June 28, 2024 <i>Travel time to station</i>	x	✓	✓	✓	x	x

- Check-in shall begin at 2:00 pm and Check-out by 12:00 noon.
- No extension or early accommodation shall be allowed other than the provided schedule.
- BHROD-SED will coordinate with the select participants on their respective flight details prior to the conduct of this activity.

**Annex C – Indicative Program of Activities
[BATCH 1] June 24-26, 2024**

Date	Start Time	End Time	Session Topic/Activity
June 24, 2024	DAY 0		
	Travel time to venue		
June 25, 2024	DAY 1		
	7:30 AM	8:00 AM	• Registration
	8:05 AM	8:15 AM	• National Anthem • Prayer
	8:15 AM	8:20 AM	• Welcome Remarks
	8:20 AM	8:30 AM	• Recognition of Participants Expectation Setting
	8:30 AM	8:45 AM	• House Rules • Overview of the Workshop Program
	8:45 AM	9:05 AM	• Background on the School Structure and Staffing Standards
	9:05 AM	9:35 AM	• Activity Session 1 [Presentation] School Tasks, Programs and Services
	9:35 AM	10:05 AM	• Activity Session 2 Time allotment for school tasks, programs & processes
	10:05 AM	10:20 AM	• Health Break
	10:20 AM	12:00 NN	• Activity Session 2 [Cot.] • Time allotment for school tasks, programs & processes
	12:00 NN	1:15 PM	• Lunch Break
	1:15 PM	3:00 PM	• Activity Session 2 [Cot.] • Time allotment for school tasks, programs & processes
	3:00 PM	3:15 PM	• Health break
3:15 PM	4:30 PM	• Activity Session 2 [Cot.] Time allotment for school tasks, programs & processes	
June 26, 2024	DAY 2 – Morning		
	8:00 AM	8:05 AM	• Prayer
	8:05 AM	9:30 AM	• Activity Session 4 Focus Group Discussion
	9:30 AM	10:00 AM	• Presentation of Proposed school functional areas and Staffing Complement
	10:00 AM	10:15 AM	• Health break
	10:15 AM	10:40 AM	• Open Discussion
	10:40 AM	11:10 AM	• Synthesis
	11:10 AM	11:15 AM	• Closing Activity

Annex C - Indicative Program of Activities
[BATCH 2] June 26 - 28, 2024

Date	Start Time	End Time	Session Topic/Activity
June 26, 2024	DAY 0		
	Travel time to venue		
June 27, 2024	DAY 1		
	7:30 AM	8:00 AM	• Registration
	8:05 AM	8:15 AM	• National Anthem • Prayer
	8:15 AM	8:20 AM	• Welcome Remarks
	8:20 AM	8:30 AM	• Recognition of Participants • Expectation Setting
	8:30 AM	8:45 AM	• House Rules • Overview of the Workshop Program
	8:45 AM	9:05 AM	• Background on the School Structure and Staffing Standards
	9:05 AM	9:35 AM	• Activity Session 1 [Presentation] • School Tasks, Programs and Services
	9:35 AM	10:05 AM	• Activity Session 2 • Review of Current School Processes and Time-on-task
	10:05 AM	10:20 AM	• Health Break
	10:20 AM	12:00 NN	• Activity Session 2 [Cot.] • Review of Current School Processes and Time-on-task
	12:00 NN	1:15 PM	• Lunch Break
	1:15 PM	3:00 PM	• Activity Session 2 • Review of Current School Processes and Time-on-task
	3:00 PM	3:15 PM	• Health break
	3:15 PM	4:30 PM	• Activity Session 2 • Review of Current School Processes and Time-on-task
June 28, 2024	DAY 2 - Morning		
	8:00 AM	8:05 AM	• Prayer
	8:05 AM	9:30 AM	• Activity Session 4 • Focus Group Discussion
	9:30 AM	10:00 AM	• Presentation of Proposed school functional areas and Staffing Complement
	10:00 AM	10:15 AM	• Health break
	10:15 AM	10:40 AM	• Open Discussion
	10:40 AM	11:10 AM	• Synthesis
	11:10 AM	11:15 AM	• Closing Activity
11:15 AM	Onwards	• Lunch Break • Departure <i>(Travel Time to Respective Station)</i>	

