

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD No. 180 s. 2024

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Malabon City
 SDO Marikina City
 SDO Pasig City

FROM : **JOCELYN DR. ANDAYA**
 Director IV

SUBJECT : **REGIONAL REPRESENTATIVES TO THE DATA GATHERING AND CONSULTATION FOR POLICY DEVELOPMENT ON THE GUIDELINES FOR AFTER-SCHOOL ACTIVITIES**

DATE : March 4, 2024

- In reference to the attached Unnumbered DepEd Memorandum, dated February 7, 2024 of Atty. Revsee A. Escobedo, Undersecretary for Operations, re : Data Gathering and Consultation for Policy Development on the Guidelines for After-School Activities on March 12-16, 2024 in Region VI (final venue to be communicated via email), the following are requested to represent the Region :

	Name	Designation	SDO
1.	Dr. Victor M. Javeña	Chief, SGOD	Pasig City
2.	Mr. Juanito H. Gayola	School Head, Catmon Integrated School	Malabon City
3.	Ms. Rizeal C. Biejo	Project Development Officer I	Marikina City

- Travel and other related expenses incurred for the said activity shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.
- The participants are requested to confirm attendance through this link : tinyurl.com/ASADataGatheringRegistration and to submit narrative report to this Office on the attendance to the consultation activity.
- Attached are the Indicative Program of Activities and Advisory, for reference.
- For compliance and immediate dissemination.

/essd/glc



Address: No. 6 Misamis St., Bago Bantay Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 1



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

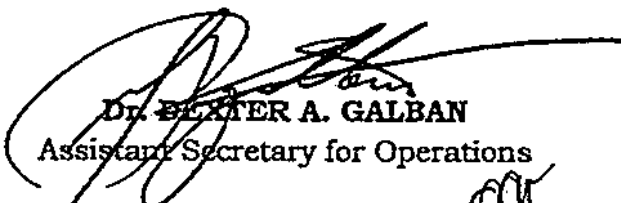
ADVISORY

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.


Dr. ELSTER A. GALBAN
Assistant Secretary for Operations

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	



Republika ng Pilipinas
Department of Education

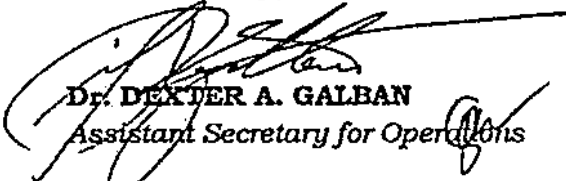
OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

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/ASADataGatheringRegistration 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

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**.

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

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	