

Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
SCHOOLS DIVISION OF BAGUIO CITY

Office of the Superintendent

April 28, 2020

Division Memorandum No. 199, s.2020

BOTTLED VOICES: Webinar for Public School Learners

To : **All Public Schools District Supervisors**
Public School Heads
Parents/Guardians
Public Learners
Others Concerned

1. As a learner-centered institution, this Office through the School Governance and Operations Division will be conducting its first webinar for interested public school learners on a voluntary basis.
2. The webinar will be held on **Wednesday, 06 May 2020 at 8:30 to 10:00 AM via Zoom application.**
3. The activity specifically aims to:
 - a. engage learners in a conversation on their perspectives on schooling;
 - b. identify realities that facilitate and hinder their schooling; and
 - c. provide an avenue to help learners gain confidence to be excited in schooling.
4. Interested Grade 4 to 12 public school learners with strong internet connection (wifi or mobile data) shall register through **<https://tinyurl.com/BottledVoices> on or before Friday, 01 May 2020** with the permission and assistance of their parents/guardians.
5. After registering, download the Zoom Client for Meeting for desktop/laptop users and Zoom Cloud Meeting for iOS and Smartphone users. **See Enclosure No. 1** of this memorandum for the Step by Step instruction on how to download and join the webinar and **Enclosure No. 2** for the Activity Matrix and Terms of Reference.
6. The following are the points for sharing during the webinar:
 - a. Tell us about your activities during the quarantine.
 - b. What are your feelings during this quarantine?
 - c. What has changed at home and in your community?
 - d. What are your worries about schooling?
 - e. What support do you need from the Mayor so that physical distancing will be observed in jeepneys, market, parks, business establishments and in all public spaces?
 - f. What support do you need from your principal or teachers so you will be safe and secure in schools?



7. Upshot from the conducted webinar shall provide inputs to the Division's and schools in managing the reopening of schools.
8. Immediate and wide dissemination of this Memorandum is desired.

MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

Encl.: As stated

Reference: DepEd CAR Advisory dated March 25, 2020 Re: Delivery of Essential Services

To be indicated in the Perpetual Index:

under the following subjects:

WORK FROM HOME
WEBINAR

BOTTLED VOICES
PUBLIC SCHOOL LEARNERS



SGOD/YFC/acb



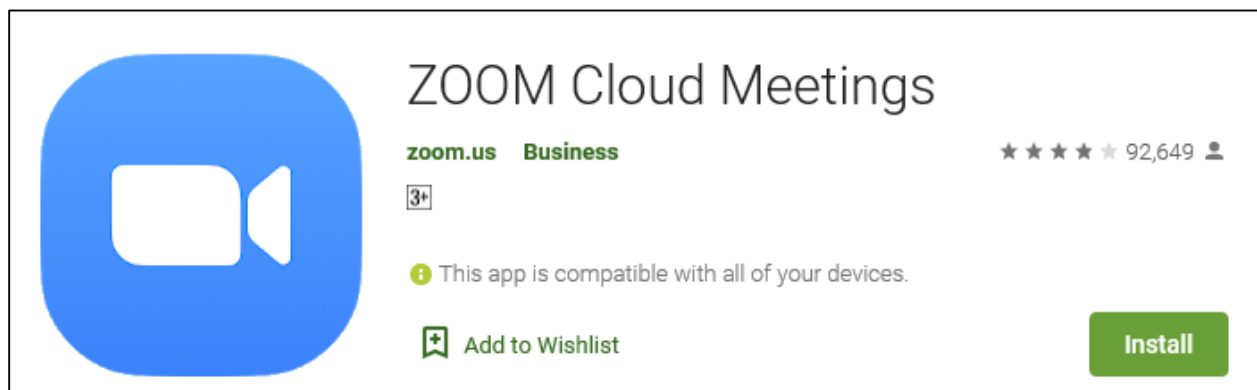
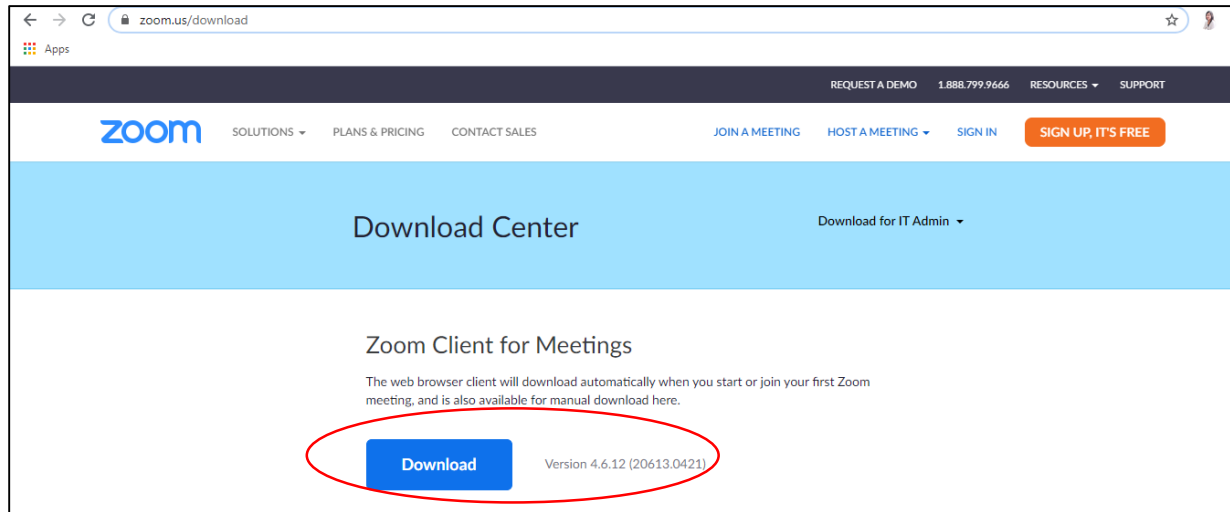


Step by Step Instruction

How to download Zoom Client for Meeting?

- Step 1.** For desktop/laptop users, go to <https://zoom.us/download>
For Smartphone users, go to
<https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en>
For iOS users, go to
<https://apps.apple.com/us/app/zoom-cloud-meetings/id546505307>

Step 2. Click “Download” for desktop/laptop users and “Install” for Smartphone/iOS users

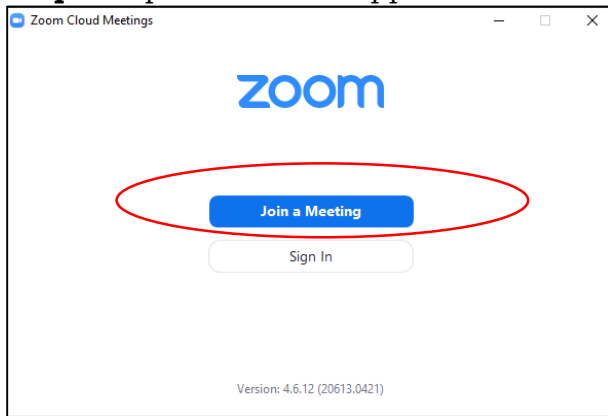


Step 3. For desktop/laptop users, open the downloaded executable file “ZoomInstaller.exe” to begin with the installation. For smartphone users, open the Zoom Application.

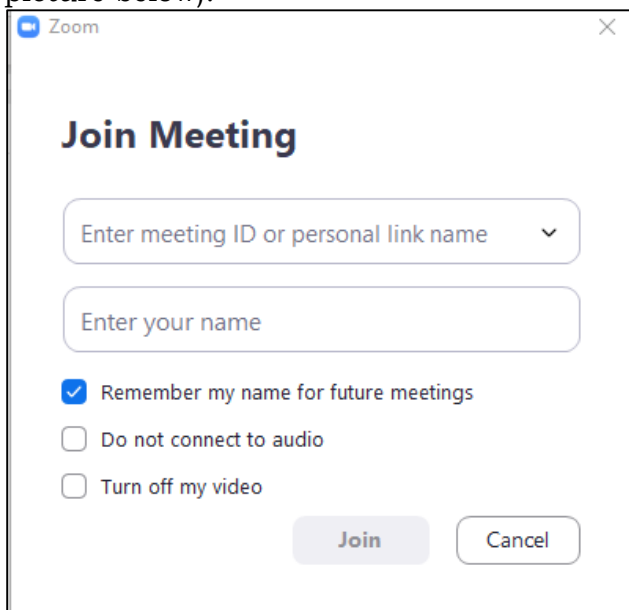
How to join the Webinar on May 6, 2020?



Step 1. Open the Zoom Application. Click “Join A Meeting”.



Step 2. A Zoom Meeting ID and Password will be sent to your email address before the Webinar proper. Enter the Meeting ID and your Name on the designated fields (see picture below).



Step 3. Click “Join” and enter the given Password for the Meeting.

Step 4. Test audio and listen to the instruction of the Facilitator.



II. Terms of Reference

Activity	Output	TEAM
<ul style="list-style-type: none"> Organize the logistical requirements Act as secretariat Pick out the responses on the chatbox and raise it to the facilitators Give a brief welcome, attendance check, orientation during the opening Identify panelists Invite a youth representative to speak Assist the learners 	<ul style="list-style-type: none"> Invitation to school heads and guests Highlights of the Knowledge Sharing Summary of responses in the Chatbox Greetings and brief orientation Attendance Sheet and registration link 	SGOD -Youth Formation -SocMob -Planning & Research
<ul style="list-style-type: none"> Facilitate the conversations Prepare questions for learners Ask the panel of observers their thoughts on the learner's responses 	<ul style="list-style-type: none"> List of discussion questions List of poll questions Questions to panelists 	Facilitators: SPG and SSG Advisers and Student Leaders
<ul style="list-style-type: none"> Identify behaviors and provide insights on responses of learners 	-Feedback/Responses to be presented during the webinar	Panelists
<ul style="list-style-type: none"> Design the infographics Set-up the Zoom meeting Assist Team, presenters and learners 	<ul style="list-style-type: none"> Infographics Zoom link Others required 	ICT
<ul style="list-style-type: none"> Observe the proceedings Join the debriefing Give feedback on process and over-all performance of the webinar 	<ul style="list-style-type: none"> Process Observation General Feedback 	SDS Juliet Sannad Lourie Victor Carmel Meris Soraya Faculo Jerry Ymson Jovelyn Balantin

