

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

18 June 2020



Office of the Schools Division Superintendent
SCHOOLS DIVISION MEMORANDUM 250, s. 2020

**COMPOSITION OF THE TECHNICAL WORKING COMMITTEES (TWC) ^{IN} TO THE
DEVELOPMENT OF THE PARENT GUIDEBOOK**

To: **All FPTA Officers**
Division Chiefs
Public School Division Supervisors (PSDSs)
Education Program Supervisors (EPSs)
Public Elementary and Secondary School Heads
Others Concerned

1. As a significant approach to support learning continuity, the Schools Division of Baguio City in collaboration with the Federated Parents Teachers Association (FPTA) will develop a guidebook for parents entitled, **“Parenting Power: Guidebook for the First Teachers”**.
2. In view of the above statement, Enclosures of this Memorandum are as follows:

<i>Enclosure No. 1</i>	Composition of the TWC
<i>Enclosure No. 2</i>	Matrix of the Activities
<i>Enclosure No. 3</i>	Content for the Parent’s Guidebook
3. Focal persons are enjoined to collaborate and input their chapter content write-up to the shared google document emailed to their gmail account. Should there be no email received, please request to access the google document by visiting the URL:
<https://tinyurl.com/parent-guidebook-draft>.
4. Schools are highly encouraged to input their articles on learning achievements under Chapter 5. Deadline of submission is on June 26, 2020.
5. Immediate and wide dissemination of this Memorandum is required.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 

FBC/parent guidebook UPDATED
June 18, 2020



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COMPOSITION OF THE TECHNICAL WORKING COMMITTEES

TECHNICAL WORKING COMMITTEE	TERMS OF REFERENCE
A. Review Committee	
May B. Eclar, PhD, CESO V Regional Director Marie Carolyn B. Verano, CESO V Schools Division Superintendent Juliet C. Sannad, EdD CID Chief Ronald Perez, LLB FPTA President	Provides input/ suggestions
B. Project Lead	
Soraya T. Faculo, PhD Assistant Schools Division Superintendent	Develops concept proposal, presents to mgmt., organizes the team and ensures final product
C. Co-Project Lead	
Reynalyn Padsoyan, PhD SEPS, Planning and Research	<ul style="list-style-type: none"> • Submits project proposal for approval • Organizes the manual • Follow-up articles, timelines, other logistical preparations, and organizes meetings
D. Editorial Committee	
Armi Fiangaan Head Teacher VI, PCNHS Jerry C. Ymson, EPS, SGOD	Edits content and check writing style, and Proofread the guidebook
E. Illustration, Design and Layout Committee	
Harris G. Dizon, Jr., ITO Eskwela Scoop Team: Elaine Cabuag, SEPS, SocMob Christopher G. Oliva, PDO II, LR Josef P. Oliveros, Arian C. Bangse-il Elvie Salisa Jerichko Bauer Laroco Victor Sotelo Reynalyn T. Padsoyan, PhD	In-charge of the layout and over-all design of the guidebook, designs front design and images
F. Contributors and Writers	
FPTA Officials, PSDS, EPS, School Heads, Jerry C. Ymson, EPS, SGOD Arian C. Bangse-il, PDO I, YF Reynalyn T. Padsoyan, PhD	Draft contents of the guidebook Contribute articles
G. Printing	
Elaine B. Cabuag, SEPS, SocMob Amil S. Flamiano, EPS II, SocMob SEF in-charge: Helen P. Pondales Lester K. Libangen Raquel S. Tigcangay Helaine B. Kimakim	In- charge in the monitoring and management of proposal funding, procurement, and printing Items to be funded: <ul style="list-style-type: none"> • Reproduction (Target: 1 copy/parent) • Monitoring • 1TB of external drive per writer
F. Information Committee	
Jerry C. Ymson, EPS, SGOD Elaine Cabuag, SEPS, SocMob Christopher G. Oliva, PDO II, LR	In-charge of the launching of parent academy, program flow, media partnerships
Partners	
Office of the City Mayor, Office of Councilor Cayabas, Office of Councilor Lawana, PMHA, Baguio Doctors, FPTA and other partners c/o SocMob	



MATRIX OF ACTIVITIES

Advocacy to Parents on Parent Academy	May 2020 (done)
Meeting Phase 1-discussion of guidebook proposal -ASDS and SGOD staff	June 1- (done)
Submission of 1 st Draft of Chapters -Writing Committee	June 15-23 -follow up meeting with different committee
Start of Procurement Process	June 15 onwards
1 st Review- Feedback and inputs -Review Committee -Editing Committee -Design and Layout	June 25-26
Meeting and Revision 2 -all committees	June 29-30
Continuation of Revisions and completion -all committees	July 1-5
Presentation of Draft Guidebook	July 6
Revision-4	July 7-9
Final Copy	July 11
Guidebook Reproduction	July 11 onwards
Final Presentation, and Pilot Run	July 15



CONTENT FOR THE PARENT'S GUIDEBOOK

PAGES	DESCRIPTION	FOCAL PERSON
TITLE Parenting Power: Guidebook for First Teachers	Design of cover page will reflect school connecting with parent and community & more Cordillera colors and images	
Foreword	purpose, limitations, and scope of the book and may include acknowledgments	SDS Carol Verano
Message	Collaboration of parents; legal bases and other	FPTA President
CHAPTER 1-Introduction	Introduces the contents Literature review on family involvement	Soraya T. Faculo, PhD ASDS
CHAPTER 2- Inclusive Home & Community	Establish why parents and the community are important in the school dynamics <ul style="list-style-type: none"> • What is DepEd's beliefs in addressing inclusivity? • What are the cultural barriers and how are these being addressed • What kind of partnership and collaboration is needed? What can we give parents to do? 	Reynalyn Padsoyan, PhD SEPS, Planning and Research
CHAPTER 3- Developing Schools that Welcome Families and Communities	What resources are available in Baguio City that parents can have access?how will they access - libraries, social welfare, child protection organizations, mental health etc How do we want parents to communicate in schools? Can email, text, call, face to face be acceptable? What are the basic ways to help parents of learners with special needs?	Sharon R. Castillo, PhD SEPS, SMME
CHAPTER 4- Learning at Home and in the Community	Modes of curriculum Delivery -how to teach reading, math and science, etc? how to use DepEd Commons and other platforms etc	CID- PSDS and EPS Brendalee Awingan Lily Mabalot
CHAPTER 5- Ideas that Work	School, district and Division Office initiatives on parent and community partnership Articles on learning achievement. Ex. reading program	Contributions from PSDS School Heads and FPTA Timeline of submission: until the last week of June
CHAPTER 6- Parenting Tips	Dealing with trauma, adolescent development, studying habits	Reynalyn Padsoyan, PhD SEPS, Planning and Research
CHAPTER 7- Resources	Events, Partnerships with media, NGOs, PMHA, disaster etc; How to connect with resources Linkages: how to reach out parents to address their inquiries on learning modalities Library Hub Inquiries	Jimmy Santos, PDO II, SocMob Division Office Medical Doctor Elaine Cabuag, SEPS, SocMob Rufina Suanding, PhD
Chapter 8: Testimonies	Outstanding Families Guide Questions: Tell something about your family What are your most memorable experiences as a family? What can you share to other families on teaching your child/children? Do you have strategies? How do you manage time? What lessons can you share on parenting	Arian Bangse-il, Fevie Cosi, May Ann Aglit, Alejandro Ferry
Chapter 9 References	Consolidate citations	Fevie Cosi

