

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

Office of the Schools Division Superintendent
Division Memorandum No. 253, s. 2020

**ORGANIZING THE TECHNICAL WORKING GROUP ON THE OPENING OF CLASSES
INITIATIVE OF THE PILOT SCHOOLS IN BAGUIO CITY**

TO: CID Chief Education Supervisor
CID Supervisors
SGOD – EPS
SGOD – Section Heads
OSDS Unit Heads
FPTA President
All Others Concerned

1. Relative to the Pilot Project on the Opening of Classes Initiative in Baguio City spearheaded by the Schools Division Office and the City Local Government Unit, this Office identifies the different Committees, it's members and their responsibilities.

2. Designations are as follows:

COMMITTEES	RESPONSIBILITIES
I. TECHNICAL WORKING COMMITTEE Marie Carolyn B. Verano, CESO V Soraya T. Faculo, PhD Juliet C. Sannad, PhD CID Supervisors (EPSs and PSDSs) Jerry C. Ymson SGOD Section Heads OSDS Unit Heads Atty. Ronald L. Perez (FPTA President)	1. Set the criteria for selecting: -Barangays to be pilot areas -Modalities to be used 2. Oversee the implementation of the pilot project 3. Write the concept paper 4. Submit and present the concept paper and the budgetary requirements to CLGU
II. ADVISORY COMMITTEE Hon Benjamin B. Magalong Hon. Vladimir D. Cayabas May B. Eclar, PhD, CESO V	-Initiate the initial discussion of the concept -Supports the pilot project through legislation of executive orders or resolutions and funding -Policy consultant
III. SECRETARIAT Don Jose C. Tolentino Helaine Joy B. Kimakim	-Collect all inputs and package for submission to management and CLGU -Inform all TWC on meeting schedule -Set up meeting -Document meeting proceedings -Assist in logistical and coordinating activities of committees
IV. CURRICULUM DEVELOPMENT AND IMPLEMENTATION COMMITTEE Juliet C. Sannad, PhD Team composed of EPS, PSDS, School Heads, and Master Teachers Nino Tibanggay	-Coordinate with pilot schools -Identify teacher training needed -Pointers for parents on how children will learn best and accomplish task of each of the subject areas -Prepare 1 set of implementing guidelines on the system and procedures for K to 12 curriculum implementation for the pilot run covering:



COMMITTEES	RESPONSIBILITIES
IV. CURRICULUM DEVELOPMENT AND IMPLEMENTATION COMMITTEE <i>(continuation)</i>	<ol style="list-style-type: none"> 1. Operations using the learning modalities, instruction, delivery of learning materials, class adviser criteria and roles, subject specialists in the communities 2. Evaluation and assessment for all learning areas 3. Learning materials to be used/subject/modality 4. Number of classes, Class size, Class schedules, and teacher loads 5. System of admission, retention, Transfer 6. Administration and supervision <p>*Adjust the guidelines after first week of pilot run*</p>
V. MONITORING AND EVALUATION COMMITTEE Sharon Christianie R. Castillo All the PSDS and school heads involved in the Pilot Schools	<ul style="list-style-type: none"> -Design a monitoring tool -Conduct monitoring and evaluation -Organize a meeting to present the results of the monitoring and evaluation
VI. RESEARCH Reynalyn T. Padsuyan and team	<ul style="list-style-type: none"> -Prepare a survey tool and a system of collecting information to all target learners on learning modality -Conduct quick and informal interviews/survey among learners, parents, school head and stakeholders involved in the pilot project -Present the results of the research
VII. INFORMATION AND DISSEMINATION Division Information Officers Harris Jr. G. Dizon Elaine B. Cabuag Christopher David G. Oliva Josef Eric P. Oliveros District Information Officers (of the identified districts)	<ul style="list-style-type: none"> -Design a communication plan for the pilot project (timeline of activities) -Organize media publicity of pilot project -Daily publication and advocacy social media and other online communication platforms -Design infographics for the pilot project
VIII. STAKEHOLDER SUPPORT Jerry C. Ymson Elaine B. Cabuag Arian C. Bangse-il Reynalyn T. Padsuyan Jimmy S. Santos Wally Jolly N. Conge Engr. Jennifer D. Polido Jovelyn Petra T. Balantin	<ul style="list-style-type: none"> -Prepare a set of guidelines in the implementation of initiatives and other projects such as Parent Academy, Salun-at ti Uubing, Cordless Care and Project Kalayaan -Identify tv or radio station for teaching learners and parents in coordination with PIA -Report on inspection of facilities and equipment of pilot schools -Orient parents and barangay -Coordinate with FPTA and CLGU on pilot run of activities - Initiate capability building needed by teachers
IX. LOGISTICS COMMITTEE Belen R. Tomin Lilibeth G. Degsi Elaine B. Cabuag Sofia G. Bermudez Raquel Janelle S. Tiggangay Helaine Joy B. Kimakim	<ul style="list-style-type: none"> -Draft the budgetary requirements for submission to City LGU for the pilot project -Give recommendations to management on budget execution -Prepare budget plan and liquidation report




COMMITTEES	RESPONSIBILITIES
IX. LOGISTICS COMMITTEE <i>(continuation)</i>	-Property management (inventory, receiving, distribution) of materials
X. ADMINISTRATIVE COMMITTEE Nieves D. Ebanio Lilibeth G. Degsi Atty. Annette L. Doyaoen Harris Jr. G. Dizon Belen R. Tomin	-Prepare administrative support to teachers and school heads -1 set of guidelines on protection of child's privacy online, responsible use of technology, Roles of non-teaching personnel on schools -1 summary paper recommending on appropriate technologies and software for teaching, learning, administrative functions, monitoring and evaluation -Design the program for launching of the pilot project -Coordinate with offices and stakeholders for the launching program

3. Activities to be lead according to timeline are as follows:

DATE	ACTIVITY	LEAD PERSON
JUNE 22, 2020	Orientation of LCP to SDO	Juliet C. Sannad, PhD Jerry C. Ymson
JUNE 23, 2020	Submission of outputs as cited in the responsibilities for each committee	All Committee Chairpersons
JUNE 24, 2020	2 nd TWG Meeting -Presentation of Outputs -Meeting with Pilot Schools	All Committee Chairpersons
JUNE 25 onward	Writing of concept paper	Soraya T. Faculo, PhD
JUNE 26, 2020	Orientation of parents and external stakeholders -gathering feedback on LCP	SGOD
	Final presentation of proposal to Councilors and FPTA -gathering of feedback	Marie Carolyn B. Verano, CESO V
JULY 03, 2020	Submission of complete proposal to Mayor Benjamin B. Magalong	
JULY 06, 2020	Presentation to Council	Marie Carolyn B. Verano, CESO V
JULY 21, 2020	Launching Date	
JULY 27, 2020	Start Date	

4. Immediate and wide dissemination is desired.


MARIE CAROLYN B. VERANO, CESO V
 Schools Division Superintendent 