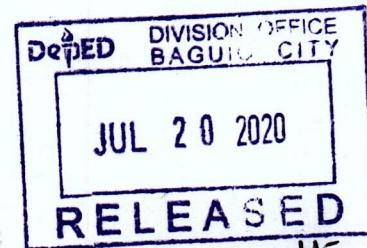




Republic of the Philippines
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Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY



20 Jul 2020

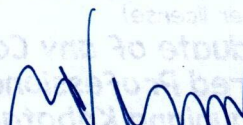

DIVISION MEMORANDUM

No. 289 , s. 2020

**PROJECT KALAYAAN: SCHOOL-FAMILY-COMMUNITY SYNERGY
TEACHER-VOLUNTEERS**

To : **All Public Schools Division Supervisors
Education Program Supervisors
Public Elementary and Secondary Schools
Teacher-Applicants
Others Concerned**

1. Relative to the Division Learning Continuity Operational Plan (LCOP) under Pillar Four or the Stakeholders Engagement, the Project Kalayaan: School-Family-Community Synergy emanated. The goal of this Division endeavor is to encourage and engage the community to help learners continue their learning and ease the burden of parents who are possible to experience work-teach dilemma through the help of Teacher-Volunteers to serve as Tutors.
2. All interested Teacher-Volunteers i.e. a) fresh Bachelor of Science in Education(BSE) graduate, b) graduate of any course other than BSE, c) retired professionals, d) peer of learners/Sangguniang Kabataan (SK), and e) aspiring teachers) shall register at <https://tinyurl.com/kalayaan-volunteers> on or before **31 July 2020 (first batch)**.
3. Orientation and training of Teacher-Volunteers will be done prior to School Year 2020-2021. See Enclosure No. 1 of this Memorandum for the Infographic of the Project and Process Flow, and Enclosure No. 2 for the Terms of References.
4. A total of **80 hours teaching service rendered shall be considered as 1 month** for teacher-applicants. Refer to Enclosure No. 3 for the HRMPSB Resolution No. 002, s. 2020 and the template for the Daily Time Record (DTR) and Summary of Tutor's Time Record. Soft copy is available at <https://tinyurl.com/PKmaterials>.
5. Immediate and wide dissemination of this Memorandum is desired.


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent 

SGOD/YFC/acb





Republic of the Philippines
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Cordillera Administrative Region
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

Enclosure No. 1 to Division Memorandum No. _____, s. 2020

Department of Education
SCHOOLS DIVISION OFFICE OF BAGUIO CITY

PROJECT Kalayaan

School-Family-Community Synergy
...REACHING THE LEARNERS AMID THE PANDEMIC CRISIS

Calling all interested teacher-volunteers:

1. **Fresh BS in Education Graduate** (with or without teacher license)
2. **Graduate of any Course other than BSE**
3. **Retired Professionals**
4. **Sanguniang Kabataan (SK)**
5. **Aspiring Teachers**

Interested Teacher-Volunteers shall register on or before JULY 31, 2020 through:

<https://tinyurl.com/kalayaan-volunteers>

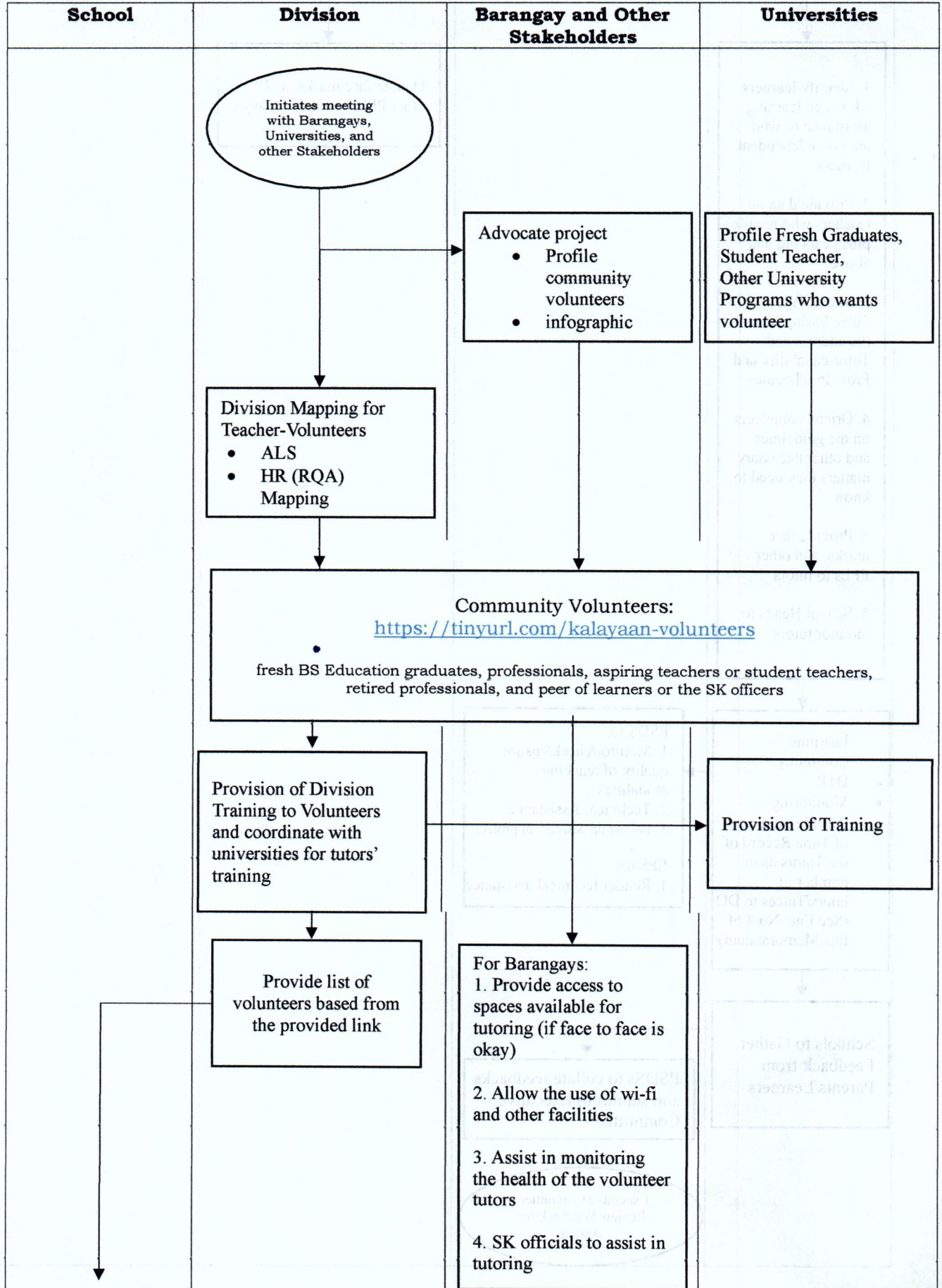
DepEdTayoBaguioCity





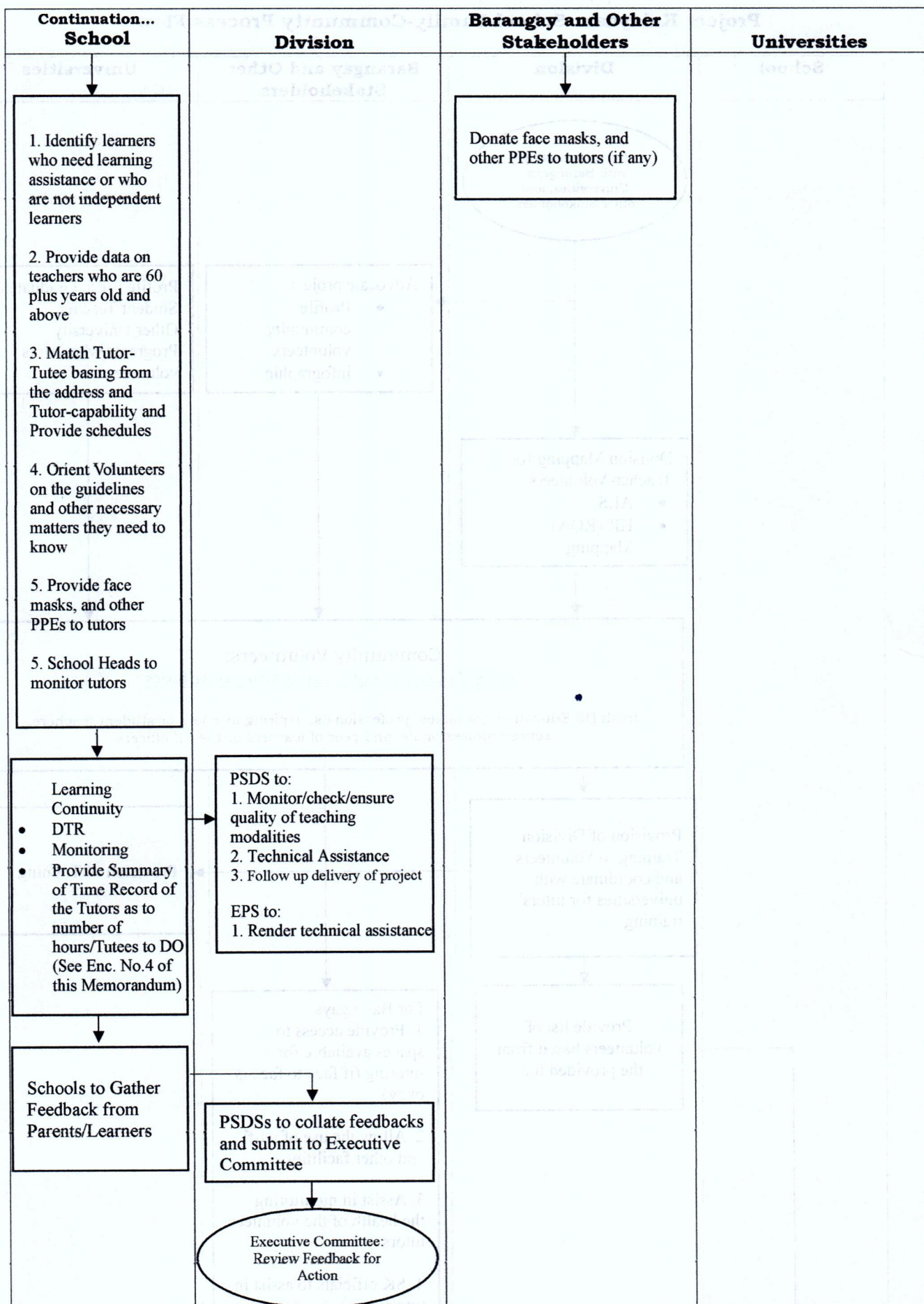
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Project Kalayaan: School-Family-Community Process Flow





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Enclosure No. 2 to Division Memorandum No. _____, s. 2020

Technical Team and Term of Reference

| Committee | Composition/Lead | Tasks |
|---------------------------------------|--|---|
| 1. Executive Committee | SDS, ASDS, Division Chiefs 1. Marie Carolyn Verano (Chairperson) 2. Soraya Faculo (Co-Chairperson) 3. Juliet Sannad | <ul style="list-style-type: none">• Act as advisers• Review works of each Committee• Approve proposal• Oversee the implementation of the project |
| 2. Planning Committee | SGOD EPS, YFP, Planning and Research, SOCMOBN SEPS, DFSSG President 1. Jerry Ymson (Co-Chairperson) 2. Arian Bangse-il (Chairperson) 3. Samuel Bab-anga 4. Reynalyn Padsuyan 5. Fevie Cosi 6. Imelda Bantas 7. Lourdes Lomas-e 8. Marina Tabangcura | <ul style="list-style-type: none">• Draft initial plan/design of activities• Create confirmation links• Consolidate survey results on parents' preferred teaching modalities from school (ILCR) and ELSF classified per community for plannings• Submit matrix of activities for approval• Initiates Meetings |
| 3. Communication Committee | YFP 1. Arian Bangse-il (Co-Chairperson) 2. Samuel Bab-anga (Chairperson) 3. PSDSs | <ul style="list-style-type: none">• Draft communication letters• Draft Division Memorandum• Send Zoom details to barangay emails (confirmed only)• Create registration link for community volunteers• PSDSs to communicate with schools |
| 4. Partnership and Linkages Committee | SOCMOBN, LGU, ABC President, DFPTA, SK Fed. President 1. Elaine Cabuag (Chairperson) 2. Schools 3. School Heads 4. Hon. Michael Lee Lawana 5. Hon. Vladimir Cayabas 6. Hon. Levy Lloyd Orcales 7. Barangay Education Committee Chairman 8. Atty. Ronald Perez 9. Universities | <ul style="list-style-type: none">• Division to Partner with the Stakeholders – Teacher Education Institution (TEIs) and City LGU• Division to Draft Memorandum of Agreement/Memorandum of Understanding• Liaise communication letters to partners• Schools to Coordinate with the Barangays |
| 5. Committee on Learning Continuity | School Heads, PSDSs and EPSs | <ul style="list-style-type: none">• School Heads to lead the orientation to community volunteers on how to conduct teaching learning process• Schools to provide schedules of teacher-volunteers vis-à-vis learners |





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| | | |
|--|---|---|
| | | <ul style="list-style-type: none"> • School Heads to provide the Division Office Summary of Tutor's Time Records • Ensure/monitor/check quality of teaching modalities • Technical Assistance • Follow up delivery of project |
| 6. Information Committee | ICT Unit, Division Information Officers, District Information Officers, Planning and Research 1. Harris Dizon (Chairperson) 2. Josef Eric Oliveros (Co-Chairperson) 3. Christopher David Oliva 4. District Information Officers 5. Jesse Lance Dawaton | <ul style="list-style-type: none"> • Prepare infographic (poster) for the activity • Provide information/updates through DepEd Tayo Baguio City Facebook Page • Create Zoom Meeting links • In-charge of documentation |
| 7. Monitoring and Evaluation Committee | Monitoring: SK Federation President and Barangay SK representatives 1. Hon. Levy Lloyd Orcales 2. Barangay SK representatives Evaluation: 1. Sharon Castillo (Chairperson) 2. Jocelyn Coldeg | Monitoring: <ul style="list-style-type: none"> • Monitor activities done with the program Evaluation: <ul style="list-style-type: none"> • Provide evaluation link/form for the feedback of the activity • Give an evaluation report • Coordinate with schools and ICT • Coordinate with Monitoring team for the monitoring tool |
| 8. Risk Assessment Committee | School Health and Nutrition, DRRM Coordinator 1. Health and Nutrition Staff 2. Jimmy Santos | <ul style="list-style-type: none"> • Randomly visit or check activities • Give feedback on possible health risks of the activity • Re-orient community volunteers on the health protocols • Identify risks and mitigation measures |
| 9. Mapping Committee | Division HR, Barangays, ALS 1. Nieves Ebanio (Chairperson) 2. Ma. Louela Moncada 3. Alma Gayob 4. Barangays 5. Andias Kimbongan 6. Juliet Piok | <ul style="list-style-type: none"> • Call/inform applicants in the Division Registered Qualified Applicants (RQA) who may wish to volunteer |
| 10. Legal Service Committee | Division Legal Unit 1. Atty. Annette Doyaoen (Chairperson) 2. Dennis Daniwis | <ul style="list-style-type: none"> • Handle legal matters on the program • Assist SOCMOBN in the drafting of MOA |





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Enclosure No. 3 to Division Memorandum No. _____, s. 2020

HRMPSB Resolution No. 002, s. 2020



Republic of the Philippines
Department of Education
Cordillera Administrative Region
DIVISION OF BAGUIO CITY
#82 Military Cut-off Road, Baguio City



HRMPSB RESOLUTION NO. 002
Series of 2020

**A RESOLUTION ADOPTING THE HOURS RENDERED BY VOLUNTEER TEACHERS THROUGH
SDO-BAGUIO PROJECT KALAYAAN AS A TEACHING EXPERIENCE**

WHEREAS, the country is currently facing a one of a kind crisis brought by the COVID-19 pandemic that created unusual impact to the lives of every individual especially the learners;

WHEREAS, the Department of Education continues to innovate on the implementation of its Learning Continuity and Operations Plan (LCOP) with the objective of empowering the parents/guardians to teach/assist their children in their learning this time of pandemic crisis;

WHEREAS, the Schools Division Office of Baguio City introduced the Project Kalayaan: School-Family-Community Synergy which aims to encourage and engage the community to help learners continue their learning and ease the burden of parents/guardians who are possible to experience work-teach dilemma through collaboration with the community, barangay officials, education and other four year course graduates, student teachers in the universities and colleges, and retired teachers to reach out Baguio City public school learners especially the marginalized group;

WHEREAS, Civil Service Memorandum Circular No. 14, Series of 2018, states that relevant experience acquired through volunteer work, on full time basis, as certified by the Human Resource Management Officer or authorized officials, may be considered for meeting the experience requirement;

WHEREAS, it is the function of the Division Human Resource Merit Promotion and Selection Board (HRMPSB) under the Merit Selection Plan of DepEd to adopt a formal screening procedure and formulate criteria for the evaluation of applicants;

NOW, THEREFORE, be it resolved as it is hereby resolved, that the Division HRMPSB supports the Learning Continuity and Operations Plan of SDO-Baguio and shall consider the hours






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rendered by volunteer teachers through the Project Kalayaan as a teaching experience with the following parameters/guidelines:


- a. That the applicant must have rendered at least 2 hours' volunteer teaching in a day, within the timeframe of the project;
- b. That a total of 80 hours shall be considered as 1 month, with every month given a corresponding point depending on the position the applicant is applying for;
- c. That online or on-site volunteer teaching are considered;
- d. That the Certificate of Recognition shall be supported by the certification of total hours rendered or the applicant's Daily Time Record signed by the proper authorities;

RESOLVED further and finally to provide the Division HRMPSB members and Office of the Schools Division Superintendent a copy of this resolution, for information.

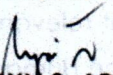
UNANIMOUSLY APPROVED this 13th day of July 2020, at the DepEd-Baguio Division Office,
Military Cut-Off, Baguio City.


SORAYA T. FACULO, PhD
Assistant Schools Division Superintendent
HRMPSB Chairperson


Division HRMPSB Members:


NIEVES D. EBANIO
Administrative Officer V

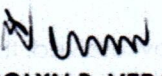

MA. LOUELLA C. MONCADA
Human Resource Management Officer


MARILYN S. API-IT
Education Program Supervisor


REYNALYN T. PADSOYAN
Senior Education Program Specialist


ORDEN V. CAYSO
President - BCSTEA

Noted:


MARIE CAROLYN B. VERANO, CESO V
Schools Division Superintendent

osds/hrmpsb/adg





Republic of the Philippines
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Enclosure No. 4 to Division Memorandum No. _____, s. 2020

A. DAILY TIME RECORD

Name: _____

For the Month of: _____

Name of School: _____

| Day | Date | Body Temperature | Subject Taught | Name of Tutee/s | Time Started | Time Ended | Number of Hours | Name and Signature of Parent/Guardian |
|-----|------|------------------|----------------|-----------------|--------------|------------|-----------------|---------------------------------------|
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| Day | Date | Body Temperature | Subject Taught | Name of Tutee/s | Time Started | Time Ended | Number of Hours | Name and Signature of Parent/Guardian |
|-----|------|------------------|----------------|-----------------|--------------|------------|-----------------|---------------------------------------|
| 23 | | | | | | | | |
| 24 | | | | | | | | |
| 25 | | | | | | | | |
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| 27 | | | | | | | | |
| 28 | | | | | | | | |
| 29 | | | | | | | | |
| 30 | | | | | | | | |
| 31 | | | | | | | | |

I certify on my honor that the above is a true and correct report of the hours of work performed, record of which was made daily at the time of arrival and departure from the Tutorial Station.

Teacher-Volunteer Signature

VERIFIED as to the prescribed office hours:

Name of Classroom Adviser





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B. SUMMARY OF TUTOR'S TIME RECORD

Name of School: _____

Barangay: _____

For the Month of: _____

| No. | Name of Tutor (Teacher-Volunteer) | Subject/s Taught | Name of Tutee/s | Duration of Tutorial | | Total Number of Actual Hours |
|-----|--------------------------------------|---------------------|--------------------|--------------------------------|------------------------------|---------------------------------------|
| | | | | Start Date (MM-DD- YYYY) | End Date (MM-DD- YYYY) | |
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I certify on my honor that the above is a true and correct report of the hours of work performed by the Tutors, record of which was made from the start date and end date of the tutorial duration.

School Head Name and Signature

