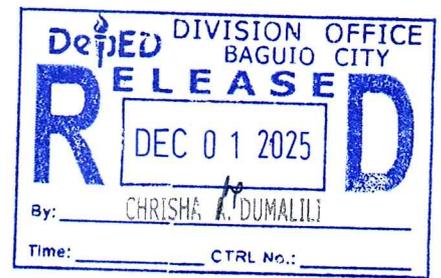




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



December 1, 2025

DIVISION MEMORANDUM

No. **790-2025**

SCHEDULE OF KEY INFORMANT INTERVIEWS (KIIS) AND FOCUS GROUP DISCUSSIONS (FGDS) FOR THE STUDY ON STRENGTHENING DECISION-MAKERS' CAPACITIES FOR APPROPRIATE EDTECH USE

To: CID Chief Education Supervisor
Education Program Supervisor – TLE/TVL
Public Schools District Supervisors
SHS - School Heads
ICT Unit
All Others Concerned

1. In line with the endorsed research project entitled “*Strengthening Decision-Makers’ Capacities for Appropriate EdTech Use in South and Southeast Asia – The Philippines, Phase 1: Understanding School-Level EdTech Decision-Making*” supported by the International Development Research Centre (Canada) and implemented by FIT-ED in partnership with DepEd, please be informed of the following activities scheduled on **December 11–12, 2025:**

A. Key Informant Interviews (KIIs)

Each KII will last 45 minutes to 1 hour.

Participants:

1. Schools Division Superintendent – SDS Soraya T. Faculo, PhD, CESO V
2. Division ICT Coordinator – Harris Dizon
3. School Head/Principal, Baguio City NHS – Whitney Dawayan
4. Baguio City NHS ICT Coordinator – Warren Ambat

B. Focus Group Discussions (FGDs)

Participants:

1. Division Education Supervisors:
 - o Years of service
 - Mary Jane Malihod
 - Francisco Copsiyan
 - Armi Fiangaan
 - Virginia Alindayo
 - Sydney Shan Carino
 - o Academic strands: HUMMS, STEM
 - o Gender diversity
2. Baguio City NHS Teachers:



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- Consider the Years teaching and Gender diversity
- Academic strands:
 - HUMMS – 5 teachers (to be identified by BCHS-SHS)
 - STEM – 5 teachers (to be identified by BCHS-SHS)
- 3. Baguio City NHS Stakeholders representing:
 - Parents/community: 5 BCHS parents (to be identified by BCHS)
 - EdTech service providers:
 - Khan Academy of the Philippines
 - Gokongwei
 - Partners/advisers:
 - Khan Academy of the Philippines representative
 - Hon. Vladimir Cayabas
- 4. Important notes:
 - The research team will ensure confidentiality and compliance with DepEd Orders to minimize class disruptions.
 - Please see and complete, attached study consent form
 - For inquiries, please contact Ms. Sylvia A. Garde, FIT-ED Senior Program Manager, at sagarde3@fit-ed.org or 0917-848-2064.
- 5. See attached matrix and study consent form.
- 6. Immediate dissemination of this memorandum to all concerned is desired.


SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent 



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Enclosure 1: Schedule

Day/Date	Time	Activity
Day 1: December 10, 2025 (Thursday)		
	4-5pm	KII with Schools Division Superintendent (SDS)
Day 2: December 11, 2025 (Thursday)		
		BCHS Library
	9am-10	KII with Division Information Technology Officer (ITO)
	10.15-11.45	FGD with 5 Division Education Program Supervisors (EPS)
	11.45-1pm	Lunch break
	1-2.30	FGD with BCNHS stakeholders (5 pax maximum)
Day 3: December 12, 2025 (Friday)		
		BCHS Library
	9am-10	KII with School Head
	10.15-11.15	KII with School ICT Coordinator
	11.15-1pm	Lunch break
	1-2.30	FGD with STEM teachers (5 pax maximum)
	2.35-4.05	FGD with HUMMS teachers (5 pax maximum)



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Enclosure 2: Study Consent Form



Consent to take part in

“Strengthening Decision-makers’ Capacities for Appropriate Edtech Use in South and Southeast Asia – The Philippines, Phase 1: *Understanding School-Level Edtech Decision-making*”

I, (name and position) voluntarily agree to participate in this research study.

I understand that even if I agree to participate now, I can withdraw at any time or refuse to answer any question without any consequences of any kind.

I understand that I can withdraw permission to use data from my interview within two weeks after the interview, in which case the material will be deleted.

I have had the purpose and nature of the study explained to me and I have had the opportunity to ask questions about the study.

I understand that participation involves being interviewed (or being a part of a Focus Group Discussion) about school-level decision making, including edtech decisions.

I agree to my interview being recorded by audio and/or video.

I understand that all information I provide for this study will be treated confidentially.

I understand that if I inform the researcher that myself or someone else is at risk of harm they may have to report this to the relevant authorities - they will discuss this with me first but may be required to report with or without my permission.

I understand that signed consent forms and original audio/video recordings will be retained by Foundation for IT Education and Development (FITED) in its office in Quezon City and that proper security and access arrangements, consistent with relevant laws and international best practices, shall be in place.

I understand that a transcript of my interview will be retained for five years after the completion of this study.

I understand that I am entitled to access the information I have provided at any time while it is in storage as specified above.

I understand that I am free to contact any of the people involved in the research to seek further clarification and information.

Name, Signature of research participant, date