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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

DEPARTMENT OF EDUCATION RECEIVED	
RECORDS SECTION, REGIONAL OFFICE NO. VIII	
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MEMORANDUM

TO: **MOHAGHER M. IQBAL**, Minister, BARMM – Ministry of Basic, Higher and Technical Education

Regional Directors - I, III, IV-A, IV-B, V, VI, VII, VIII, IX, X, XI, XII, XIII, CAR, NCR

School Division Superintendents - SDOs Abra, Alaminos City, Bacolod City, Bataan, Bohol, Cebu City, Davao City, Dapitan City, Isabela City, Kalinga, Masbate, Talisay City, Navotas City, Oriental Mindoro, Quezon, Samar, Sarangani, Surigao del Sur, Valencia City

FROM: *Nepomuceno A. Malaluan*
Atty. NEPOMUCENO A. MALALUAN
Undersecretary

SUBJECT: **Virtual Consultation on the Draft Guidelines for the Implementation of the Limited Face-to-Face Classes**

DATE: **May 04, 2021**

In line with the continuing preparations being conducted by the Department for the implementation of the pilot limited face-to-face classes, the Policy and Research Development Division - Planning Service (PRDD-PS) will be conducting a series of online consultations among learners, parents/guardians, teachers, and representatives from the Barangay and Municipal or City Government. The activity aims to:

1. understand the perception of different stakeholders on the pilot implementation of limited face-to-face classes; and
2. identify key considerations of school heads, parents, teachers, learners, and the community workers in the pilot implementation of limited face-to-face classes.

The consultation will be held on **May 10-12, 2021** and will be facilitated through a Focus Group Discussion (FGD). Given that this will be a virtual activity, participants will be clustered in small groups to manage participation and engagement from everyone present. The list of target participants, indicative program and schedule are provided in *Annex 1*. The selection criteria which reflects the Target SDOs and name of schools where participants will come from is presented in *Annex 2*.

Relative to this, we would like to seek assistance from the identified SDOs to:

1. Coordinate with the target schools and LGUs to identify and invite target school heads, learners, learners' parents/guardians, teachers and community members to the consultation activity based on the selection criteria. The sample invitation letter for the participants are in *Annexes 3, 4, and 5* respectively;

2. Secure the parents/guardian's consent forms and confirmation slip and the permission for a child to participate in the consultation activity. The forms are attached in the sample invitation letters in *Annexes 4 and 5*; and
3. Ensure that the forms have been submitted to the child's adviser or uploaded to the registration link prior to the conduct of the FGD.

Likewise, please be reminded that:

1. Participation in the consultation activity is **VOLUNTARY**;
2. Google Meet will be used as the teleconferencing platform. Meeting link for the actual virtual consultation will be sent to the registered email address of the participant;
3. Online consultation will run for two hours which can be extended as necessary;
4. Participants are requested to register online thru: bit.ly/f2fconsultation on or before **May 10-12, 2021**.

Further assistance is also requested from your offices to aid the team in coordination and arrangement matters. Kindly confirm the names of your identified participants by registering to this link: bit.ly/f2fconsultation on or before **May 9, 2021**.

For clarification and inquiries, please contact the Planning Service-Policy Research and Development Division (PS-PRDD) through email at ps.prd@deped.gov.ph.

For your appropriate action. Thank you.

Noted by:


LEONOR MAGTOLIS-BRIONES
Secretary
Department of Education

List of Annexes

- Annex 1: Flow of Discussion, Target Participants and Indicative Schedule
- Annex 2: Target SDOs and Selection Criteria
- Annex 3: Sample Invitation Letter to Local Stakeholders
- Annex 4: Sample Invitation Letter to Parents/Guardian
- Annex 5: Sample Invitation Letter to Parents/Guardians for Child's Participation