



Republic of the Philippines  
**Department of Education**  
 REGION VIII - EASTERN VISAYAS

March 6, 2024

**REGIONAL MEMORANDUM**

No. **246** s. 2024

**INVITATION AND REQUEST FOR REPRESENTATIVE(S) FROM FIELD OFFICES  
 TO THE DATA GATHERING AND CONSULTATION FOR POLICY  
 DEVELOPMENT ON THE GUIDELINES FOR  
 AFTER-SCHOOL ACTIVITIES**

To: Schools Division Superintendents  
 All Others Concerned

1. Attached is Memorandum DM-OUOPS-2024-11 dated February 7, 2024 from Dr. Dexter A. Galban, Assistant Secretary for Operations, inviting participants from the field offices for the data-gathering and consultation for the **Policy Development on the Guidelines for After-School Activities** (Establishment and Operationalization of School Clubs and Organizations) on **March 12-16, 2024**, as indicated in the attached Advisory on the change of schedule. (*exact venue is to be announced.*)

2. The Regional participants to this activity are the following:

No	Name	Designation	Station	Remarks
1	Sharon Dy Balza	PDO I	Calbayog City	To represent the RYF Focal Person
2	Lea Linda R. Taboy	PDO I	Leyte Division	DYF Focal Person
3	Glendale Lamiseria	School Head	Leyte Division	

3. For queries and clarifications, Eden A. Dadap, the Regional Learner Formation Focal Person, may be reached at 0912-6063544.

4. All travel and other related expenses incurred shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.

**EVELYN R. FETALVERO CESO IV**  
 Regional Director

Enclosures: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects:  
**LEARNER FORMATION POLICY CONSULTATION**

ESSD-SPPS-EAD





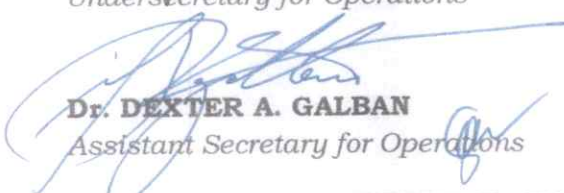
Republika ng Pilipinas  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR OPERATIONS

**MEMORANDUM**  
**DM-OUOPS-2024-11-\_\_\_\_\_**

**TO :** **Regional Directors**  
**Minister, Basic, Higher, and Technical Education, BARMM**  
**Schools Division Superintendents**  
**School Heads**  
**All Others Concerned**

**FROM :**   
**Atty. REVSEE A. ESCOBEDO**  
*Undersecretary for Operations*

  
**Dr. DEXTER A. GALBAN**  
*Assistant Secretary for Operations*

**SUBJECT :** **INVITATION AND REQUEST FOR REPRESENTATIVE(S)**  
**FROM FIELD OFFICES TO THE DATA GATHERING AND**  
**CONSULTATION FOR POLICY DEVELOPMENT ON THE**  
**GUIDELINES FOR AFTER-SCHOOL ACTIVITIES**

**DATE :** February 7, 2024

The Office of the Undersecretary for Operations (OUOPS), through the Bureau of Learner Support Services–Learner Formation Division (BLSS-LFD), *transitioning from BLSS–Youth Formation Division (YFD)*, will conduct data gathering and consultation for the **Policy Development on the Guidelines for After-School Activities (Establishment and Operationalization of School Clubs and Organizations)** on **February 27 to March 2, 2024** in **Region VI** (*exact venue is to be announced*).

The objectives of this policy development activity are as follows:

1. Gather key policy and operational insights on after-school activities (i.e., formulation and crafting, current activities offered at the school-level, process of implementation, gaps, etc.) with concerned offices, individuals, and stakeholders from the central, regional, division, and school level of governance.
2. Co-develop, alongside key DepEd offices across all levels, the After-School Activities Guidelines following the template set in DepEd Order (DO) No. 13, s. 2015, *Establishment of a Policy Development Process at the Department of Education*.



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Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	1 of 8



3. Provide a collaborative and inclusive platform for concerned offices, individuals, and stakeholders from the central, regional, division, and school level of governance to ensure a responsive policy output intended for the learners.

In light of this, the BLSS-LFD extends an invitation to our **17 Regional Youth Formation Coordinators** to participate in the said activity. Furthermore, the BLSS-LFD would like to humbly request all DepEd Regional Offices to identify **one (1) representative** from the **Schools Division Office** and another from the **school-based level**, to actively involve in this endeavor, following the guidelines set forth in **Annex A**. For reference, the **Indicative Program of Activities** is attached in **Annex B**.

To confirm attendance, we kindly request that the selected **three (3) representatives** fill-out this registration link: [tinyurl.com/ASADDataGatheringRegistration](https://tinyurl.com/ASADDataGatheringRegistration) on or before **February 21, 2024, Wednesday**.

All travel and other related expenses incurred shall be charged to local funds, subject to the usual accounting and auditing rules and regulations.

For questions, and/or concerns, kindly contact BLSS-LFD through email at [blss.lfd@deped.gov.ph](mailto:blss.lfd@deped.gov.ph).

We look forward to your favorable response.

*BLSS-LFD/JVA&CFA*





Republika ng Pilipinas  
Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR OPERATIONS  
BUREAU OF LEARNER SUPPORT SERVICES  
School Health Division | School Sports Division | Youth Formation Division

## ADVISORY

In connection with the released Memorandum on the conduct of **Data Gathering Session for Policy Development on the Guidelines of the After-School Activities**, the Bureau of Learner Support Services – Learner Formation Division (BLSS-LFD), *transitioning from BLSS-Youth Formation Division (BLSS-YFD)*, hereby informs all concerned of the following:

- (1) The said Workshop originally planned for **February 27-March 2, 2024**, will be rescheduled to **March 12-16, 2024**, due to unforeseen administrative concerns. Enclosed with this document is the **Indicative Program of Activities**.
- (2) All representatives are requested to register through this link: **[tinyurl.com/ASADataGatheringRegistration](https://tinyurl.com/ASADataGatheringRegistration)** on or before **March 4, 2024, Monday**. Failure to register by the specified deadline may result in the non-receipt of the Certificate of Participation and Appearance during the activity proper.
- (3) The final hotel venue information will be communicated via email. Additionally, any updates or changes will also be shared through the same channel.
- (4) Hotel **check-in** will start on **March 12, 2024, Tuesday**, at **2:00 p.m.** While the **check-out** of the participants will be on **March 15, 2024, Friday** at **12:00 p.m.**
- (5) Travel expenses shall be charged against **local funds** subject to the usual accounting and auditing rules and regulations.

For questions and concerns, please contact the BLSS-LFD, through email at [blss.lfd@deped.gov.ph](mailto:blss.lfd@deped.gov.ph).

Please be guided accordingly. Thank you.

  
**Dr. DEXTER A. GALBAN**  
Assistant Secretary for Operations



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Doc. Ref. Code	OM-OASOPS	Rev	01
Effectivity	03.23.23	Page	1 of 1



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## ANNEX A.

### GUIDELINES ON THE SELECTION OF PARTICIPANTS

The selection of participants from the **Region, Division, and School-based Level** in the Data Gathering and Consultation on the After-School Activities shall be adhere to the following guidelines listed below, provided that they meet the qualifications for at least three (3) criteria:

1. From the **Regional Offices**:
  - a. All Regional Youth Formation Coordinators (RYFCs) are automatically given slots to participate in the mentioned activity. In case of unavailability, an alternate may be designated.
  - b. The alternate representative must receive an official endorsement from the respective RYFC.
  - c. The alternate representative should be well-versed in handling after-school programs and initiatives of the Department.
  - d. Should the chosen alternate representative originate from the Division or School level, the guidelines pertaining to this governance level shall be duly observed.
  
2. From the **Schools Division Offices**:
  - a. Designated as the Division Youth Formation Coordinator (DYFC); and shall be endorsed by their RYFC;
  - b. Achieved a finalist status in prestigious awards such as but not limited to Gawad Siklab, whether at the regional, division, or national levels, recognizing outstanding contributions and initiatives in after-school activities;
  - c. Introduced innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for after-school activities;
  - d. Consistently delivers timely and punctual submission of reports related to after-school activities; and
  - e. Submitted a consolidated recognized school co- and extra-curricular clubs and organization last June 28, 2022, to the Office of the Assistant Secretary for Youth Affairs and Special Concerns, pursuant to the issued Memorandum, titled, *Submission of Consolidated List of All Recognized School Co-curricular and Extra-Curricular Clubs and Organizations.*
  
3. From the **School-based Level**:
  - a. School-based Personnel who is involved in handling school government, club, and organization;
  - b. Identified by the Schools Division Superintendent and approved by the Regional Director;
  - c. The identified school has a record of sending at least one learner to compete in national and/or international contests.
  - d. Achieved a finalist status in prestigious awards such as but not limited to Gawad Siklab, whether at the regional, division, or national levels, recognizing outstanding contributions and initiatives in after-school activities; and
  - e. Consistently delivers timely and punctual submission of reports related to after-school activities.

Kindly note that each region is expected to identify a total of **three (3) participants only**, encompassing the **RYFC or alternate, DYFC, and School-Level personnel.**



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Doc. Ref. Code	DM-OUOPS	Rev	01
Effectivity	03.23.23	Page	3 of 8



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23.12.0001

### Indicative Program of Activities

The data gathering and consultation on the After-School Activities Guidelines will be a five (5)-day engagement that consist of the following activities:

<b>Policy Development on the Guidelines of the After-School Activities (Establishment And Operationalization Of School Clubs And Organization)</b>		
Date	Time	Activity
March 12, 2024 Day 1	9:00 a.m. - 2:00 p.m.	Travel to the Venue
	2:00 p.m. - 3:00 p.m.	Check-In and Registration
	3:00 p.m. - 6:00 p.m.	Preliminaries <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Nationalistic Song</li> </ul> Welcome Messages <ul style="list-style-type: none"> <li>• LFD</li> <li>• OASOPS</li> <li>• RDO</li> <li>• SDO</li> </ul> Getting to Know You Activity Setting Expectations House Rules Program Overview Group Assignment Photo Opp Dinner and Fellowship
March 13-14, 2024 Day 2-3	8:30 a.m. - 6:00 p.m.	Learning Session Training Session Consultation Activities Awarding of Certificates
March 15, 2024 Day 4	8:30 a.m. - 6:00 p.m.	Focused Group Discussion Key Informant Interviews Field Visit
March 16, 2024 Day 5	8:30 a.m. - 4:00 p.m.	Collation of Outputs and TWG Evaluation and Debriefing Check-out Homebound

<b>Day 1: March 12, 2024   Arrival of Participants and Opening Program</b>		
Time	Activity	Person-in-Charge
7:00 a.m. - 2:00 p.m.	Travel to the Venue	
2:00 p.m. - 3:00 p.m.	Check-In and Registration	

3:00 p.m. – 3:10 p.m.	<b>Preliminaries</b> <ul style="list-style-type: none"> <li>• Prayer</li> <li>• Nationalistic Song</li> </ul>	BLSS-LFD Technical Working Group
3:10 p.m. – 3:30 p.m.	<b>Welcome Messages</b> <ul style="list-style-type: none"> <li>• LFD</li> <li>• OASOPS</li> <li>• RDO</li> <li>• SDO</li> </ul>	DepEd Key Officials
3:30 p.m. – 3:45 p.m.	Getting to Know You Activity	BLSS-LFD Technical Working Group
3:45 p.m. – 4:30 p.m.	Setting Expectations	
4:30 p.m. – 5:00 p.m.	House Rules	
5:00 p.m. – 5:30 p.m.	Program Overview	BLSS-LFD Technical Working Group
5:30 p.m. – 5:45 p.m.	Group Assignment	
5:45 p.m. – 6:00 p.m.	Photo Opp	
6:00 p.m. onwards	Dinner and Fellowship	
<b>Day 2: March 13, 2024   Discussions and Activities</b>		
<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
7:00 a.m. – 8:00 a.m.	Breakfast and Preparations	
8:00 a.m. – 8:30 a.m.	Registration	
8:30 a.m. – 9:00 a.m.	<b>Opening Program</b> <ul style="list-style-type: none"> <li>• Prayer</li> <li>• National Anthem</li> </ul>	BLSS-LFD Technical Working Group
9:00 a.m. – 9:15 a.m.	Roll Call and Recap	
9:15 a.m. – 9:45 a.m.	<b>Introduction of After-School Activities Guidelines</b> <ul style="list-style-type: none"> <li>• Overview of the Main Theme of the Activity</li> </ul>	BLSS-LFD Technical Working Group
9:45 a.m. – 10:00 a.m.	AM Snacks	
10:00 a.m. – 11:00 a.m.	<b>Learning Session 1:</b> A Closer Look to After-School Activities	To be determined
11:00 a.m. – 12:00 p.m.	<b>Training Session 1:</b> Formative Research and Learners Analysis	To be determined

12:00 p.m. – 1:00 p.m.	Lunch	
1:00 p.m. – 1:15 p.m.	Energizer	
1:15 p.m. – 2:15 p.m.	<b>Group Activity 1:</b> <b>Problem Tree Analysis</b> <ul style="list-style-type: none"> <li>● Activity instruction (5 minutes)</li> <li>● Conceptualization (30 minutes)</li> <li>● Group Sharing (20 minutes)</li> </ul> Synthesis (5 minutes)	To be determined
2:15 p.m. – 3:15 p.m.	<b>Group Activity 2:</b> <b>People Analysis</b> <ul style="list-style-type: none"> <li>● Activity instruction (10 minutes)</li> <li>● Conceptualization (30 minutes)</li> <li>● Group Sharing (20 minutes)</li> </ul> Synthesis (10 minutes)	To be determined
3:15 p.m. – 3:30 p.m.	PM Snacks	
3:30 p.m. – 4:30 p.m.	<b>Consultation 1:</b> <b>Setting the Direction:</b> <b>Characterizing After-School Activities</b>	To be determined
4:30 p.m. – 4:45 p.m.	Reflection and Feedback	
4:45 p.m. – 5:45 p.m.	<b>Consultation 2:</b> <b>Putting Ideas in Shape:</b> <b>Determining the Structure of After-School Activities</b>	To be determined
5:45 p.m. – 6:00 p.m.	Reflection and Feedback	
6:30 p.m. - onwards	Dinner and Fellowship	
<b>Day 3: March 14, 2024   Continuation of Workshop Activities</b>		
<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
7:00 a.m. - 8:30 a.m.	Breakfast and Preparations	
8:30 a.m. - 9:00 a.m.	Registration	
9:00 a.m. - 9:15 a.m.	Recap	



9:00 a.m. - 9:15 a.m.	Roll Call	
9:15 a.m. - 10:15 a.m.	Consultation 3: Who's Who: Identifying Roles and Responsibilities Involved in After-Schools Activities (Stakeholder Mapping)	To be determined
10:15 a.m. - 10:30 a.m.	AM Snacks	
10:30 a.m. - 11:30 a.m.	Consultation 4: Build, Back, Better: Envisioning the Implementation and Operationalization of the After School Program	BLSS-LFD Technical Working Group
11:30 a.m. - 12:00 p.m.	Sharing and Reflection	
12:00 p.m. - 1:00 p.m.	Lunch	
1:00 p.m. - 1:15 p.m.	Energizer	
1:15 p.m. - 2:15 p.m.	Training Session 3: Monitoring, evaluation, reporting and learning <ul style="list-style-type: none"> <li>• 40 minutes Presentation</li> <li>• 20 minutes Q&amp;A</li> </ul>	To be determined
2:15 p.m. - 2:30 p.m.	Sharing	
3:30 p.m. - 3:45 p.m.	PM Snacks	
3:45 p.m. - 4:00 p.m.	Energizer	
4:30 p.m. - 5:30 p.m.	Consultation 6: Putting the Monitoring and Evaluation Mechanism	To be determined
5:30 p.m. - 5:45 p.m.	Reflection and Feedback	
6:30 p.m. onwards	Dinner and Fellowship	
<ul style="list-style-type: none"> <li>• <b>March 15, 2024   Focus Group Discussions</b></li> </ul>		
<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
7:00 a.m. - 8:30 a.m.	Breakfast and Preparations	
8:30 a.m. - 9:00 a.m.	Roll Call & Recap	

9:00 a.m. - 11:00 a.m.	FGD <ul style="list-style-type: none"> <li>• CO Group</li> <li>• RO Group</li> <li>• SDO Group</li> </ul> KII RO Identified Schools	To be determined
11:00 a.m. - 11:30 a.m.	Debriefing & Reflection (Evaluation) Awarding of Certificates	BLSS-LFD Technical Working Group
11:30 a.m. - 1:00 p.m.	Lunch	
12:00 NN	Check-out of Participants	
1:00 p.m. - 6:00 p.m.	Field Visit of BLSS-LFD	
<b>• March 16, 2024   Post-Evaluation Debriefing</b>		
<b>Time</b>	<b>Activity</b>	<b>Person-in-Charge</b>
7:00 a.m. - 8:00 a.m.	Breakfast	
8:00 a.m. - 11:59 a.m.	Collation of Outputs and TWG Evaluation and Debriefing	
10:00 a.m. - 12:00 NN	Check-Out of BLSS-LFD	
12:00 NN - onwards	Homebound	