

Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM
No. 338, S. 2020

July 08, 2020

WEEKLY WEBINAR PARTICIPATION REPORT

**TO: ASDS
CID AND SGOD CHIEFS
PUBLIC SCHOOLS DISTRICT SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
DIVISION SECTION HEADS
PUBLIC ELEMENTARY AND SECONDARY SCHOOL HEADS
DIVISION PERSONNEL (SCHOOL AND DIVISION BASED)
DIVISION HRD PERSONNEL
SCHOOL HRD COORDINATORS**

1. Republic Act 9155, known as the Governance of the Basic Education Act of 2001, stipulates that encouraging and enhancing professional staff development is an integral part of the authority, accountability and responsibility of the education leaders at all levels of the DepEd bureaucracy. Thus, the birth of the Learning and Development (L&D) System of which training and upskilling are few of the components of learning in the range of a continuing education and development.
2. Education, even in the current state of the “New Normal” is not exclusive to students. Teachers are also trying hard to capacitate themselves in the use of technology to create various modalities, learning materials and environment for the students in adherence to safety protocols.
3. As part of the governance and enabling mechanism processes of the L&D system, determining the number of attendees/participants to these webinars (DepEd or non-DepEd), and the variety of interventions that the division personnel have attended and will be attending is necessary in analyzing their utilization, and assessing the need and planning for future interventions.
4. Aligned in their KRAs, the Division HRD Personnel are particularly tasked to gather data and submit weekly reports re. webinar participation (i.e., virtual meetings/conferences are not included) of all division employees, both division and school based.
5. School data shall be collected by the **School HRD Coordinators** who are also responsible in submitting the said report **weekly** to the Division, through the HRD Coordinators Group Chat (GC), and to their respective PSDS. The report shall use the template provided in this memo.
6. Attendance of the Division participants shall be kept by a **Webinar Attendance Keeper Designate** to be identified by the Chief or Section Head. Weekly reports shall be submitted to the Division HRD Personnel through the DepEd Division Personnel GC.



7. **Participants, both in the Division and the Schools**, shall ensure that their participation has been reported particularly in webinars where selected or few participants are involved.
8. **Program holders** shall also report the webinars they have conducted for the week in addition to the webinars they have attended.
9. Likewise, districts or schools who shall conduct online **LAC sessions** in the schools shall also include these activities in the weekly report.
10. **School Heads and Public Schools District Supervisors** are also required to monitor the proper implementation of the data gathering and reporting at the school level.
11. **The CID and SGOD Chiefs, and the Section Heads** shall take charge of the monitoring in the Division level.
12. The weekly reports shall be submitted every Monday through the above-mentioned GCs. Thus, the first weekly report is on July 13, 2020, to cover for the week of July 1-10, 2020.
13. For your compliance. Please be guided accordingly.



CRISTY C. EPE
Schools Division Superintendent

Handwritten signature
7-9-2020

DepEd Schools Division of Digos City
RECORDS SECTION
59367
DATE: JUL 16 2020
TIME: 11:14 AM
BY: *[Signature]*

Encl: As stated

References: As stated

To be indicated in the Perpetual Index under the following subjects: SGOD HRD WEBINAR PARTICIPATION REPORT

CUY-HRD-SGOD: July 8, 2020: WEEKLY WEBINAR PARTICIPATION REPORT



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
 (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
 (082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph

WEBINAR PARTICIPATION REPORT TEMPLATE

TITLES OF WEBINARS	DATES CONDUCTED	PROVIDERS	EXPECTED NO. OF PARTICIPANTS	ACTUAL NUMBER OF PARTICIPANTS					
				TEACHERS	SCHOOL HEADS	PSDS	EPS	NON-TEACHING PERSONNEL	TOTAL
Examples:									
DEPED									
RPMS DATA COLLECTION SYSTEM ORIENTATION	June 26, 2020	DEPED-SDO	150	100	47	7	0	3	150
THE NEW NORMAL CLASSROOM MODALITY OF TEACHING (FACILITATED BY THE REGIONAL OFFICE)	June 17-19, 2020	DEPED-RO	1200	1077	3	10	4	2	1096
CO-ALS AERT VIRTUAL ORIENTATION	June 30, 2020	DEPED-CO-ALS TASK FORCE TEAM	DON'T KNOW	0	0	0	1	0	1
EDU-HACK: STRATEGIC TRANSITIONING TO REMOTE TEACHING AND LEARNING	June 16, 2020	DEPED ED TECH UNIT	DON'T KNOW	4	2	0	0	0	6
NON-DEPED									
ALIGNMENT OF DIFFERENT LEARNING TASKS TO MELC	May 25, 2020	VIBAL	DON'T KNOW	13	<u>0</u>	1	1	<u>0</u>	<u>15</u>
QUALITY OF LIFE IN TIMES OF CRISIS	June 26, 2020	PHILIPPINE GUIDANCE AND COUNSELING ASSOCIATION, INC.	DON'T KNOW	2	0	0	0	2	4

