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Republika ng Pilipinas
Kagawaran ng Edukasyon
Tanggapan ng Pangalawang Kalihim

OUA MEMO 00-0521-0032
MEMORANDUM
03 May 2021

To: **Regional Directors**
(Regions III, IV-A, VI, VII, XI, and NCR)
Schools Division Superintendents
School Heads

Subject: **WRITE-SHOP ON THE CRAFTING OF THE**
STUDENT GOVERNMENT OPERATIONS MANUAL

The Bureau of Learner Support Services – Youth Formation Division (BLSS-YFD) is mandated to develop the Student Government Operations Manual. As part of the data gathering process, focus group discussions (FGDs) and write-shop sessions were conducted.

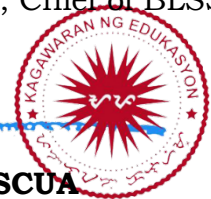
In this regard, the Office of the Undersecretary for Administration (OUA) requests the concerned Regional Directors (RDs), Schools Division Superintendents (SDSes), and School Heads to **implement work adjustments in favor of the identified members of the development team**. This is to provide ample time for them to write the operations manual and accomplish other related tasks. Further, all concerned regions and immediate heads are requested to **provide stable internet connection to the team** to facilitate the completion of their tasks with greater reliability.

The write-shop proper will be conducted on **17-21 May 2021 and until the expected outputs are submitted** to BLSS-YFD. In the event that the development team needs to render services beyond eight (8) working hours, the members shall be entitled to compensatory time off, subject to existing rules and regulations or at the discretion of their respective immediate heads. For more details, please refer to **Annexes A to C**.

For questions and concerns, kindly contact Mr. Adolf P. Aguilar, Chief of BLSS-YFD, through 0915 566 9717 or email at blss.yfd@deped.gov.ph

For immediate and appropriate action.


ALAIN DEL B. PASCUA
Undersecretary



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Office of the Undersecretary for Administration (OUA)

[Administrative Service (AS), Information and Communications Technology Service (ICTS), Disaster Risk Reduction and Management Service (DRMMS), Bureau of Learner Support Services (BLSS), Baguio Teachers Camp (BTC), Central Security & Safety Office (CSSO)]

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Annex A

List of Development Team Members to Craft the Student Government Operations Manual

Region	Division/ Official Station	Name of Participant
III	Pampanga	Jeffrey Dela Cruz
	Nueva Ecija	Sherry Ann Palasigue
	Tarlac Province	Omar Dimarucot
	San Jose City	Francis Joshue Omega de Guzman
IV-A	Regional Office	Alberto Colasito
	Quezon	Sharon Villaverde
	Quezon	Mark Angelo Tuisan
	General Trias	Jofit Dayoc
	Cavite Province	Rey Ann Avilla
	San Pablo City	Eloisa Pramis
NCR	Regional Office	Leah Bautista
	Marikina City	Elisha Dawn Mazon
	Valenzuela City	Jeffrey Anthony Reyes
VI	La Carlota City	Kenneth Daniel Romay
VII	Bayawan City	Christopher Bantog
	Manadaue City	Joshua Andrew Vega
XI	Davao del Sur	Neil John Audan



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Annex B

First Stage – Writing Session

Activities	Timeframe/Schedule	Assigned Personnel
Presentation of FGD on issues and gaps to CO	23 April 2021	
Finalization of Manual topics/content	29 April 2021	Focal Person and Writer
Distribution of topics to writers	29 April 2021	
Presentation and finalization of content outline per topic	05 May 2021	Writers
Briefing/orientation on the adoption of writing style for the handbook/ guidelines	17 May 2021	Resource Speaker
Write-shop Proper (Online)		
Writing session	17 - 21 May 2021	Writers
Submission of completed write-ups		
In-house peer review of content (critiquing)	24 - 26 May 2021	Committee
Technical editing (formatting; grammar and spelling; consistency of style; coherence in clarity of thought; avoiding plagiarism)	27 May – 11 June, 2021	Technical Editor (Resource Person)
Return of manuscript to writers for editing	14 – 18 June, 2021	Writers
Final submission	19 June 2021	
Final checking	21 – 23 June 2021	Technical Editor
Packaging and publication (lay-outing and cover design)	24 June - 02 July 2021	Layout Artist/ Graphic Artist



Annex C

Write-shop Program for the Development of Student Government Operations Manual via Zoom Meeting Platform

Time	Day 1	Day 2	Day 3	Day 4	Day 5
8:00-8:30 a.m.	Opening Program <ul style="list-style-type: none"> • Flag ceremony • <i>Panunumpa</i> • Invocation • Words of welcome (Chief) • Rationale/Introduction Plenary (Tentative) <ul style="list-style-type: none"> • Resource Person – Component/content of manual, Technical Writing Process (guidelines), technical specifications • Resource Person – DMOS • Issuance of Certificate of RP 	Plenaries Initial meeting with the team for any reminders and updates on write-shop status			
8:30-9:00 a.m.		Continuation of writing session	Continuation of writing session	Continuation of writing session	Continuation of writing session
9:00 a.m.					
10:00 a.m.					
11:00 a.m.	Group Work <ul style="list-style-type: none"> • Writing session 				
12:00-1:00 p.m.	Lunch Break				
1:00 p.m.	Continuation of writing session				Continuation of writing session
2:00 p.m.					
3:00 p.m.					
4:30 p.m.					Submission of final output
4:30 – 5:00 p.m	Status Reporting Group Status output				Closing Program <ul style="list-style-type: none"> • Closing remarks • Issuance of Certificates
Target Output/s	10% of the topics/content submitted	30% of the topics/content	50% of the topics/content	75% of the topics/content	100% of the topics/content

