
	Republic of the Philippines Department of Education Cordillera Administrative Region <b>SCHOOLS DIVISION OF BENGUET</b> Wangal, La Trinidad, Benguet Telefax: (074) 422-6570; (074)422-7501	
<b>DIVISION MEMORANDUM NO. <u>093</u> s. 2020</b>		

**TO:** All SDO Personnel  
 Public Schools Division Supervisors  
 Public Elementary and Secondary School Heads  
 All Others Concerned

**FROM:**  **BENILDA M. DAYTACA, EdD, CESO VI**  
 Asst. Schools Division Supervisor  
 OIC - OSDS

**SUBJECT:** Protocol on the Conduct of Webinars



**DATE:** May 4, 2020



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1. In anticipation to the continuous implementation of social distancing even after the lifting of the Enhanced Community Quarantine, the Schools Division of Benguet supports the conduct of Webinars, in lieu of face-to-face trainings and workshops, for the Learning and Development Program implementation for SDO and School-based personnel.
  2. Blending of synchronous and asynchronous learning delivery modes are highly encouraged, using various platforms (teleconference, group chats, text-messaging and/or phone calls). This mode of delivery ensures active participation and learning of the participants.

The conduct of Webinar cum Workshop during this new normal is expected to require more time than what was identified in the conventional set-up. This is to ensure the productive engagement of all participants through a blend of learning delivery modes.



3. Since webinars can be very challenging on the part of the organizer, a Technical Working Group (TWG) shall be formed who will spearhead the webinar from the planning phase to the post-training evaluation phase. The TWG shall be, at least, composed of the following:
  - a. IT expert or anyone knowledgeable in manipulating the online and offline platforms needed,
  - b. A member to connect with the participants before, during and after the webinar through group chat, texting, call, email, etc.
  - c. Someone who shall identify human (*speakers, evaluators*) and non-human resources (*cell card, webinar materials*),
  - d. Webinar facilitator who shall take charge of the webinar flow, and

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e. others as needed.

4. To make the webinar as engaging as possible, assign, from the TWG members, one who will monitor questions and comments in the chat function of the online platform. The person assigned on this also acts as a prompter whenever a question or concern is to be raised by a participant.
5. Cell card issuance is not in a daily basis but for the entire duration of the webinar. A 300 worth of load card shall cover 2-3 days webinar with at least 15 hours of synchronous learning (videoconference). Hence, all other webinar proposals should clearly lay down the process of engagement of participants until the expected output is delivered.
6. Attached is the template of an activity proposal for perusal.
7. Widest dissemination of and strict compliance to this memorandum are enjoined.

***Annex A: Webinar Activity Proposal Template***

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**WEBINAR ACTIVITY PROPOSAL**

- I. OBJECTIVES and STRATEGY** (Based from adjusted DAIP 2020 or AIP for Schools)
  
- II. KEY RESULT AREA TO BE DELIVERED** (Based from Division OPCRf or School OPCRf)
  
- III. TITLE OF ACTIVITY**
  - A. Rationale**
  - B. Objectives**
  - C. Participants**
  - D. Date of Conduct**
  - E. Mode of Delivery** (*Include platforms to be used*)
  - F. Activities, Tasks, and Processes**

Date and Time	Activities	Tasks and Processes	Responsible Person	Output
<b>Day 1</b>				
<b>Day 2</b>				
<i>Add rows if needed</i>				

**G. Budget Estimate**

Source of Fund:

Budget Estimate:

Particulars	Quantity	Unit	Unit Cost	Total Cost
<b>TOTAL</b>				

**H. Monitoring and Assessment**

**Prepared By:**

*(Proponent)*

**Signatories for SDO-initiated webinars:** *Budget; Immediate Head of proponent; SDS*

**Signatories for School-initiated webinars:** *School Head; Chief SGOD; SDS*