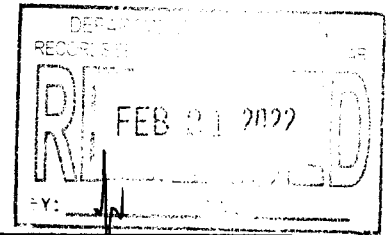




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION



February 18, 2022

REGIONAL MEMORANDUM

No. 073-2022

SUBMISSION OF DOCUMENTATION OF LIMITED FACE TO FACE CLASSES IN PARTICIPATING PUBLIC AND PRIVATE SCHOOLS IN CAR

To: Schools Division Superintendents
CID and SGOD Chiefs
Division and District Information Officers and Alternates
School Heads – Public and Private Schools
School Information Coordinators
All Schools Division Offices
All Others Concerned

1. The expansion of the limited face to face classes in our region in conjunction with other distance learning modalities is a vital step towards gradual reintroduction of physical classes here and the rest of the nation. Moreover, this expansion can be the best benchmark for improving protocols and operations for safe return to schools and towards the New Normal.
2. Relative to this, DepEd CAR through its Public Affairs Unit is requesting the Schools Division Offices and schools to submit video and photo documentation of the limited face to face classes of participating schools as well as their implementation of other distance learning modalities. These will be used for press releases, reports, social media cards, advocacy materials, and other collaterals. These will also be for future reference and may form as part of a comprehensive documentation of our journey towards the New Normal.
3. For submissions, please email the files to **car.pau@deped.gov.ph** or upload them in the Google Drive link: **<https://bit.ly/f2fdocumentation>**. Create a new folder for the school and follow this naming convention for the folder: Name of school + District + Division. (Example: Tuba Central National High School, Tuba, Benguet). A brief narrative/description/explainer shall also be included together with the name of school head or SIC and his/her contact numbers and saved as a Microsoft Word document (included in the folder).
4. **Submission of documentation will start on February 21, 2022** until the end of the school year. Kindly refer to enclosures 1 and 2 for the guidelines and guide questions for testimonies of stakeholders.
5. For further queries, you may contact Ms. Cyrille Gaye B. miranda at 0961-141-4424 or email her at **car.pau@deped.gov.ph**.
6. Immediate dissemination of and compliance with this Memorandum is desired.


ESTELA L. CARIÑO EdD, CESO III
Director IV/Regional Director

ORD/PAU/ghip



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"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

**GUIDE QUESTIONS FOR TESTIMONIAL
(Expanded Face to Face Classes)**

TEACHERS

- Bakit mahalaga ang pagkakaroon ng face-to-face classes para sa mga estudyante?
- Ano ang iyong nami-miss sa pagtuturo sa paaralan?
- Ano ang magiging kaibahan sa iyong pagtuturo bago ang COVID-19 pandemic at ngayon?

LEARNERS

- Ano ang nami-miss mo sa face-to-face classes?
- Bakit gusto mong bumalik sa eskwelahan at magkaroon ng face-to-face classes?
- Paano mo poprotektahan ang sarili mo at mga kaklase mo mula sa COVID-19?
- Ano ang iyong inaabangan na pangyayari sa linggong ito?

PARENTS

- Bakit mahalaga ang pagkakaroon ng face-to-face classes para sa mga estudyante?
- Paano mo susuportahan ang mga estudyante at mga guro para sa ligtas na balik-eskwela?
- Ano ang mga paghahandang inyong ginawa sa inyong tahanan para sa pagbabalik eskwelahan ng inyong anak?

SCHOOL LEADERS

- Paano naghanda ang inyong paaralan para sa face-to-face classes?
- Bakit mahalaga ang face-to-face classes?
- Paano ninyo siniguro ang partisipasyon at suporta ng mga magulang at ng komunidad para sa ligtas na pagbabalik-eskwela?

LOCAL GOVERNMENT UNITS

- Ano ang mga suportang inyong ginawa para sa pagbabalik eskwelahan ng mga batang inyong nasasakupan?
- Bukod sa pagsuporta sa mga magbabalik eskwelahan, ano pa po ang inyong mga programa para naman maiwasan ang pagkalat pa ng COVID-19 sa inyong nasasakupan?
- Ano ang mga ginagawa upang mapabilis ang pagbabakuna sa mga gurong kasali sa face-to-face classes?

HEALTH/ MEDICAL EXPERTS

- Sapat po ba ang mga ipinapairal na protocol upang masiguro ang kaligtasan ng mga estudyante ngayong face-to-face classes?
- Ano po ang inyong maipapayong gawin ng mga magulang upang mapanatili ang kaligtasan ng lahat sa kani-kanilang mga tahanan?
- Ano ang mga dapat gawin ng mga guro at mag-aaral upang mapanatili ang kanilang kaligtasan habang nasa klase?

(Additional questions might be added as need arises and answers me may be in the dialect or a blend of English and Filipino)

GUIDELINES FOR PHOTO AND VIDEO DOCUMENTATION

1. Photo and video recording of the preparations and implementation of the pilot face-to-face classes may be used in information and communication materials of the Department and other agencies, as may be requested.
2. All materials should display adherence to health protocols and standards, such as wearing of face masks and face shields, and physical distancing.
3. The following scenarios must be included in the documentation of the school:
 - a. Setup of safety features, physical structures, signages and markers, WASH facilities and supplies, personal protective equipment (PPEs), and learning materials in the school
 - b. Classroom layout and structure, and other areas of the school (designated waiting areas, school gate, restroom, school clinic, library, school administrative office, etc.)
 - c. Interface and involvement of external stakeholders and LGUs in the school reopening process
 - d. Orientation of learners, parents, guardians, teaching and non-teaching personnel on procedures in conducting face-to-face classes
 - e. Simulation activities among school personnel regarding protocols and routines
 - f. Actual implementation of pilot face-to-face classes
4. Testimonials and interviews from learners, parents, school personnel and officials, and stakeholders will provide more context and concrete support to the pilot implementation.
 - a. The following procedures are recommended when recording a video:
 - i. The subject must be positioned in the left or right third of the frame (i.e., rule of thirds must be observed);
 - ii. Two camera setup is recommended. One for medium shot (i.e., from the top of their head to roughly their waist) or a loose close up shot (i.e. from the top of their head to around their chest), and one for extreme close up shot (i.e. focusing on the face).
 - iii. Check the framing of the subject and give enough head room between the top of the subject's head and the top of the screen frame;
 - iv. Set the audio recording to Stereo;
 - v. Choose a good background. A natural environment (e.g., living room, classroom, office) feels authentic, but remove any unnecessary or distracting items. Avoid positioning the subject against the light source;
 - vi. Illuminate the subject by using a ring light or any source of light (e.g., by facing the window).
5. The recommended minimum specifications are as follows:
 - a. Photo
 - i. File format: JPG or PNG
 - ii. Resolution: 72-150 ppi
 - iii. Orientation: Landscape or Portrait
 - b. Video
 - i. File format: MP4 or MOV (with 1080p or 720p resolution)
 - ii. Dimensions: 1920px x 1080px (16:9)
 - iii. Orientation: Landscape
 - iv. Frame rate: 30fps