



Republic of the Philippines
Department of Education
REGION I



Office of the Regional Director

NOV 05 2021

REGIONAL MEMORANDUM

No. 1268, s. 2021

SUBMISSION OF DOCUMENTATION OF PILOT FACE-TO-FACE CLASSES IN PARTICIPATING SCHOOLS

To: School Division Superintendents
Division Information Officers

1. The Public Affairs Service requests for the submission of photo and video documentation on the pilot run of face-to-face classes in participating schools. Said documentation will be utilized for social media posting for social media cards and press releases.
2. In view of the possible expansion of face-to-face classes in other schools and the gradual reintroduction of physical classes, Division Information Officers and School Information Coordinators are also requested to submit documentation on their preparations for limited face-to-face classes.
3. The guidelines for the photo and video documentation, guide questions for the testimonial videos, and Google Drive link for the submission are enclosed.
4. For information and compliance.


TOLENTINO G. AQUINO
Director IV 

Encl: PAS Memorandum

Reference: None

To be indicated in the Perpetual Index

Under the following subjects:

CLASSES DOCUMENTATION

ORD-PAU/jds/RM_DocumentationF2FClasses

November 4, 2021



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PAU 210069

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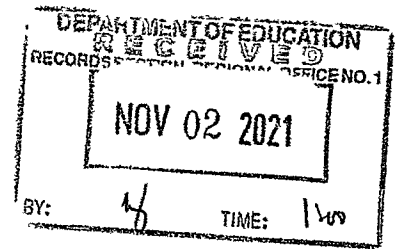


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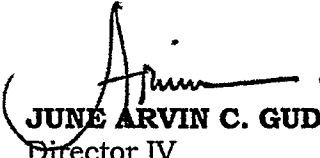


Office of the Director



MEMORANDUM

FOR : REGIONAL AND DIVISION INFORMATION OFFICERS

**FROM :  JUNE ARVIN C. GUDOY
Director IV**

SUBJECT : SUBMISSION OF DOCUMENTATION OF PILOT FACE-TO-FACE CLASSES IN PARTICIPATING SCHOOLS

DATE : October 28, 2021

The pilot implementation of the face-to-face classes is a step towards the gradual reintroduction of physical classes in the country. This pilot shall be the benchmark for improving our operations and protocols for a safe return to schools.






In this connection, the Public Affairs Service (PAS) is requesting the Regional Information Officers (RIOs), Division Information Officers (DIOs), School Information Coordinators (SICs) to submit video and photo documentation of the pilot face-to-face classes of participating schools. These will be utilized for social media posting for social media cards and press releases.

For reference of involved field information officers, the following guideline is set for the photo and video documentation of the pilot run of face-to-face classes:

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:



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- 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



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- 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

Kindly refer to Annex A of this memo for the guide questions for testimonial videos.

For your submissions, please email the files to pas.cmu@deped.gov.ph or upload them in the Google Drive link: <https://bit.ly/PilotF2FDocumentation>. Create a new folder for the school and follow this naming convention for the folder: Name of school + Region + Division. (Example: Bigaa Elementary School, Region IV-A, Laguna)

Please be guided accordingly.

For clarifications, your staff may get in touch with Mr. Janssen S. Cabrera through mobile number 09273168211 or email at janssen.cabrera@deped.gov.ph.

Thank you.



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ANNEX A

GUIDE QUESTIONS FOR TESTIMONIAL
(Pilot 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



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- 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)



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