



Republika ng Pilipinas
Department of Education
OFFICE OF THE UNDERSECRETARY FOR GOVERNANCE AND OPERATIONS

MEMORANDUM
DM-OUGOPS-2026- 15-Q4040

TO : **Regional Directors**
Schools Division Superintendents
Regional and Division Youth Formation Coordinators
School Heads
All Others Concerned

FROM : **JOCELYN DR ANDAYA**
Assistant Secretary
Officer-in-charge
Office of the Undersecretary for Governance and Operations



SUBJECT : **REQUEST FOR PARTICIPANTS AND TECHNICAL WORKING GROUP MEMBERS FOR THE FEEDBACK AND ASSESSMENT OF THE PILOT IMPLEMENTATION OF THE POLICY GUIDELINES ON THE AFTER-SCHOOL ACTIVITIES (ESTABLISHMENT AND OPERATIONALIZATION OF SCHOOL CLUBS AND ORGANIZATIONS)**

DATE : October 6, 2026

The Office of the Undersecretary for Governance and Operations (OUGOPS), through the Bureau of Learner Support Services-Youth Formation Division (BLSS-YFD) is set to conduct the **Feedback and Assessment of the Pilot Implementation of the Policy Guidelines on the After-School Activities (Establishment and Operationalization of School Clubs and Organizations)** on **October 13-15, 2026**, at **Baguio Teachers' Camp, Baguio City**.

The activity aims to achieve the following objectives:

- To review and refine the draft guidelines particularly the provisions on accreditation and other implementation requirements; and identify areas for strengthening to ensure that the guidelines are practical, responsive, and applicable to the current school contexts, including the three-term school calendar;
- To gather inputs from Regional Office, Schools Division Office, and school-level representatives on the potential implementation gaps, concerns, and practical considerations once the proposed guidelines are implemented;
- To consolidate the inputs and recommendations for further refinement and finalization of the guidelines.

In this regard, a total of **three (3) representatives from each region—one (1) from the Regional Office, one (1) from the Schools Division Office, and one (1) from a school**—are hereby requested to actively participate in the said activity. The designated representatives shall meet the criteria outlined in **Annex A**.

The activity will also include separate sessions on relevant Youth Formation policies, programs, projects, and activities. Participants may be assigned to specific sessions based on their roles, areas of expertise, and the requirements of the activity.

Additionally, the pre-identified personnel listed in **Annex B** are invited to serve as members of the **Technical Working Group (TWG)**. The identified personnel are selected based on their roles and involvement in Youth Formation programs and related policy and program implementation. Their knowledge and experience will contribute to the technical review, discussion, and further refinement of the Policy Guidelines. As members of the TWG, they are expected to actively participate in technical discussions and provide inputs and recommendations toward the finalization of the Policy Guidelines.

For confirmation of attendance, all concerned are requested to complete the online registration form through <https://tinyurl.com/RegFAA10> on or before **October 5, 2026, Monday**. Failure to register within the prescribed period may result in the late issuance of the Certificate of Participation and Certificate of Appearance for the activity since this will entail additional process on the part of the BLSS-YFD beyond the said period in relation to signatories. For reference, the **Administrative Note** is attached as **Annex C**.

Travel and other incidental expenses of the representatives shall be charged to Local Funds, Program Support Funds (PSF), Maintenance and Other Operating Expenses (MOOE), or other fund source/s subject to DepEd's existing rules and regulations.

For questions and/or concerns, you may contact the BLSS-YFD through email at blss.yfd@deped.gov.ph.

Immediate dissemination of and appropriate action for this Memorandum is desired.

Annex A.

CRITERIA IN SELECTING PARTICIPANTS

The selection of participants from the Regional Office, Schools Division Office, and school level for the Feedback and Assessment of the Pilot Implementation of the Policy Guidelines on After-School Activities (Establishment and Operationalization of School Clubs and Organizations) shall adhere to the following criteria. Each region shall identify three (3) participants only, with one (1) representative from each level, subject to the approval of the Regional Director.

Regional Representative

- a) All Regional Youth Formation Coordinators (RYFCs) are expected to participate in the mentioned activity. In case of unavailability, an **authorized alternate representative** may be designated.
- b) The alternate representative must be officially endorsed by the RYFC and may be selected from the Regional Office or Schools Division.
- c) The representative must be currently involved in the implementation, coordination, or monitoring of Youth Formation programs, projects, and activities at the Regional Office, Schools Division Office, or school level.

Schools Division Office Representative

- a) The representative must be endorsed by the RYFC and is designated as the Division Youth Formation Coordinator.
- b) The representative must be able to provide relevant division-level inputs, recommendations, and implementation considerations during the assigned sessions.
- c) Preference may be given to representatives who have not previously attended BLSS-YFD data-gathering and consultation sessions on after-school activities and school clubs and organizations, to provide opportunities for broader participation and diverse perspectives.
- d) Schools Division Offices with implemented mechanisms through innovative approaches in terms of data collection, recognition or accreditation, implementation, monitoring, and evaluation processes for school clubs and organizations.

School-Based Representative

- a) Identified by the Schools Division Superintendent and approved by the Regional Director.
- b) Actively involved in the implementation of school clubs and organizations.
- c) Preference may be given to representatives who have not previously attended BLSS-YFD data-gathering and consultation sessions on after-school activities and school clubs and organizations, to promote broader participation and diverse perspectives; and
- d) Schools with implemented mechanisms through innovative approaches in terms of recognition or accreditation processes for school clubs and organizations.

Annex B.

MEMBERS OF THE TECHNICAL WORKING GROUP

The following personnel are identified to serve as members of the Technical Working Group (TWG) and provide technical inputs during the activity:

No.	Name	Region	Division
1	Christian C. Echija	II	Santiago City
2	Allen C. Candelasa	III	Tarlac Province
3	Francoise Marie C. Gubatan	MIMAROPA	Oriental Mindoro
4	Rodney Flores Torrefranca	VI	Capiz
5	Cielbert E. Dondoyano Jr.	IX	Dipolog City
6	Rhoda Pearl Herrera	X	Iligan City

Annex C.

ADMINISTRATIVE NOTE

1. Activity Name

Feedback and Assessment of the Pilot Implementation of the Policy Guidelines on the After-School Activities (Establishment and Operationalization of School Clubs and Organizations)

2. Date and Time of Arrival and Departure

All participants are expected to arrive on or before **October 13, 2026**, to allow sufficient time for travel and settling in, considering the distance of the venue. Departure is scheduled on **October 15, 2026**, after the Closing Program.

3. Venue

The activity will be held at **Baguio Teachers' Camp** located in **Baguio City**. Specific session halls will be communicated to the designated Regional Youth Formation Coordinator.

4. Travel and Accommodation

- Participants are expected to make their own travel arrangements in coordination with their respective offices. Travel and other incidental expenses shall be charged to the appropriate local fund source of their respective offices, subject to existing DepEd rules and regulations.
- Accommodation arrangements are as follows:

Representation	Check-in Date and Time	Check-out Date and Time
Participants	October 13, 2026 2:00 p.m.	October 15, 2026 12:00 noon

5. Participants' Registration and Confirmation

Each region shall have three (3) representatives: One (1) Regional Office representative; One (1) Schools Division Office representative; and One (1) school-level representative. All participants are requested to complete the online registration form through <https://tinyurl.com/RegFAA10> on or before **October 5, 2026, Monday**.

6. Meal Provision

Meal provisions shall be provided based on the approved arrangements indicated below. Participants are advised to take note of the corresponding meal provisions for their respective dates of stay.

Meal	October			
	12	13	14	15
Breakfast	×	×	✓	✓
A.M. Snacks	×	✓	✓	✓
Lunch	×	✓	✓	✓
P.M. Snacks	×	✓	✓	×
Dinner	×	✓	✓	×

7. What to Bring

All concerned are advised to bring:

- Laptop and/or other necessary devices;
- Charger and/or extension cords;
- Notebook and pen;
- Personal medicines and other necessities.

8. Certificates

Certificates shall be issued to participants who have completed the required registration, participated in the activity as prescribed, and have accomplished the evaluation form, which shall be provided during the Closing Program. Participants shall present proof of accomplishment of the evaluation form to the Secretariat prior to claiming their certificates.

9. Indicative Program of Activities

October 12, 2026, shall be allotted as the travel day of the participants. Upon arrival at the venue, participants shall proceed with registration and other necessary arrangements. As a pre-work activity, participants shall be provided with the current draft policy for reading and review to help them familiarize themselves with the provisions and prepare for the succeeding discussions and workshop sessions.

The activity proper shall be conducted on **October 13-15, 2026**, covering the scheduled presentations, discussions, workshops, and other related activities, as outlined below.

October 13, 2026		
Time	Activity	Person-in-Charge
7:00 a.m. – 8:00 a.m.	Breakfast	

8:00 a.m. – 8:15 a.m.	Opening Program Preliminaries • National Anthem • Opening Prayer • DepEd Quality Policy	Secretariat
8:15 a.m. – 8:25 a.m.	Opening Message	Atty. RAZZEL ANNE T. REQUESTO Director IV Office of the Assistant Secretary for Governance and Operations – Education Governance and Support Service BLSS-Learner Rights and Protection Division and Youth Formation Division
8:25 a.m. – 8:35 a.m.	Message of Support	NICOLAS T. CAPULONG Regional Director DepEd CAR
8:35 a.m. – 9:00 a.m.	Rationale and Objectives of the Activity	ROVIN JAMES F. CANJA Project Development Officer IV
9:00 a.m. – 9:15 a.m.	Program of Activities and Expectation Setting	Secretariat
9:15 a.m. – 9:30 a.m.	Getting to Know You Session and House Rules	Secretariat
9:30 a.m. – 10:30 a.m.	Context Setting and Recap of the Pre-Work Activity	Secretariat
10:30 a.m. – 10:45 a.m.	Health Break	
10:46 a.m. – 12:00 noon	Presentation and Walkthrough of the Draft Guidelines	Secretariat
12:00 noon – 1:00 p.m.	Lunch Break	
1:00 p.m. – 1:15 p.m.	Ice Breaker	Assigned Group
1:16 p.m. – 1:30 p.m.	Instructions for Workshop #1: Review and Identification of Gaps	Secretariat
1:30 p.m. – 3:00 p.m.	Workshop #1: Group Discussion	Participants
3:00 p.m. – 3:15 p.m.	Progress Check and Health Break	
3:16 p.m. – 4:16 p.m.	Workshop #1 Continuation	Participants
4:15 p.m. – 4:50 p.m.	Presentation of Initial Outputs	Participants
4:51 p.m. – 5:00 p.m.	Synthesis and Instructions for Day	Secretariat
6:00 PM	Dinner	

October 14, 2026		
Time	Activity	Person-in-Charge
7:00 a.m. – 8:00 a.m.	Breakfast	
8:00 a.m. – 8:15 a.m.	Preliminaries • Nationalistic Song • Prayer • Recap of Yesterday's Discussion	Assigned Group

8:15 a.m. – 8:30 a.m.	Instructions for Workshop #2: Enhancement of the Draft Guidelines	Secretariat
8:30 a.m. – 10:00 a.m.	Workshop #2: Group Discussion	Participants
10:00 a.m. – 10:15 a.m.	Progress Check and Health Break	
10:16 a.m. – 12:00 noon	Workshop #2: Continuation of Group Discussion	Participants
12:00 noon – 1:00 p.m.	Lunch Break	
1:00 p.m. – 1:15 p.m.	Ice Breaker	Assigned Group
1:16 p.m. – 2:00 p.m.	Workshop #2: Continuation and Finalization of Outputs before Presentation	Assigned Group
2:01 p.m. – 4:50 p.m.	Presentation of Outputs and Plenary Discussions	Assigned Group
4:51 p.m. – 5:00 p.m.	Synthesis and Instructions for Day	Secretariat
6:00 PM	Dinner	

October 15, 2026		
Time	Activity	Person-in-Charge
7:00 a.m. – 8:00 a.m.	Breakfast	
8:00 a.m. – 8:15 a.m.	Preliminaries • Nationalistic Song • Prayer • Recap of Yesterday's Discussion	Assigned Group
8:15 a.m. – 8:30 a.m.	Instructions for Workshop #3: Validation of Proposed Enhancements	Secretariat
8:30 a.m. – 12:00 noon	Plenary Discussion and Clarification	Secretariat
12:00 noon – 1:00 p.m.	Lunch Break	
1:00 p.m. – 2:00 p.m.	Consolidation of Agreed Revisions and Recommendations	Participants
2:00 p.m. – 3:00 p.m.	Closing Program	

10. Contact Information

For questions and/or concerns, you may contact the BLSS-YFD through email at blss.yfd@deped.gov.ph.