



112921-005

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

29 NOV 2021

DIVISION MEMORANDUM

No. 620 s. 2021**INSTITUTIONALIZING OF BARKADA KONTRA DROGA ORGANIZATION IN THE
DIVISION OF TAYABAS CITY**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. Relative to **Division Memo No. 603, s. 2021** re: Establishment of Barkada Kontra Droga Organization in Schools, this Office will conduct the above subject on **December 13, 2021** at 1:00 to 5:00 pm via google meet. The participants to this are **all Barkada Kontra Droga presidents and advisers.**
2. The objectives of this activity are the following:
 - a. to strengthen the National Drug Education Program through BKD movement established in the Division.
 - b. to maintain a fully drug-free environment in the schools within the Division of Tayabas City.
 - c. to develop skills and understanding among learners in initiating active responses for a drug-free school.
3. Attached are Enclosure 1 – Parental Consent Form, Enclosure 2 –program matrix, Enclosure 3 – Election Core Group and Enclosure 4 – Technical Working Committee.
4. For queries and clarification, please contact Ms. Nicole May Lagar, PDO I at nicolemay.lagar@deped.gov.ph and Ms. Alelie A. Padillo, Division Nurse II at alelie.padillo@deped.gov.ph
5. Immediate dissemination of this memorandum is desired.


GERLIE M. ILAGAN, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl.:
As stated



Brgy. PotoI, Tayabas City

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Enclosure 1 – Parental Consent Form

CONSENT FORM

In relation to **INSTITUTIONALIZING OF BARKADA KONTRA DROGA ORGANIZATION IN THE DIVISION OF TAYABAS CITY**, the undersigned:

- confirms that his/her son/daughter has understood what the activity is about and is aware of its outcomes;
- shall be allowed his/her son/daughter to share personal data to the organizer/s with accordance to data privacy act;
- consider the benefits that his/ her son/ daughter will derive from his/her participation in this activity provided that due care and precaution will be observed to ensure the comfort and safety of his/ her son/ daughter;
- Agree to record the meeting and permits the DepEd to use the images for documentation purposes.

I hereby willingly and voluntarily give consent the participation of my son/ daughter _____, of _____ in the online activity via google meet.

Signed:

Learner's Name

Signature of Parent/Guardian over Printed Name

Date Signed



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Enclosure 2 – Program Matrix

**INSTITUTIONALIZING OF BARKADA KONTRA DROGA ORGANIZATION IN THE
DIVISION OF TAYABAS CITY
December 13, 2021**

TIME	ACTIVITY/ TOPIC	FACILITATOR
1:00-1:30 pm	Opening Program	
1:30-2:00 pm	Overview on NDEP Activities of DepEd	Alelie A. Padillo
	Discussion on Action Plan Template	Nicole May R. Lagar
2:00 - 4:30 pm	Video presentation (self-introduction of BKD presidents)	
	Election proper	
4:30 - 4:45 pm	Proclamation of winner and oath taking	
4:45 – 5:00 pm	Closing Program	



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Enclosure 3 – Election Core Group

	Elementary Level	Secondary Level
Moderator	Reniel Cabuyao	Sigrid F. Tibordo
Poll Facilitator/ Google Form Facilitator	Rechelle Z. Tabi	Wareen Cablaida
Room Facilitator	Marife Ramirez	Rouseann Villalon
Timer	Marigel Padua	Angela Mae A. Gob
Technical Support	Nicole May R. Lagar and Alelie A. Padillo	

1. Moderator

- Serves as Chief Election Officer/ in charge of the election proceedings.
- Explain the election guidelines and procedures to the participants.
- Announce the result of the polling right after every voting process
- Entertain questions, concerns and clarifications raised by the participants that need to be addressed.

2. Poll Facilitator/ Google Form Facilitator

- Regulates the entire polling system or voting via google form
- Creates form for every electoral position
- Endorse the result to the moderator for the announcement.

3. Room Facilitator

- Creates breakout room or another link for the breakout session.
- Admit/ assign participants in the meeting
- Assists the moderator in the facilitation.

4. Timer

- Updates the poll facilitator on the time remaining for the voting
- Manages the time for every voting.

5. Technical Support

- Manages all the technical execution during the virtual proceeding including presenting/ sharing of slides and photo documentation
- List the names and schools of elected officers as per announced by the moderator.

Enclosure 4 – Technical Working Committee

Technical Working Committee (TWC)

December 13, 2021

Over all Chairperson: Gerlie M. Ilagan, CESO VI
Assistant Schools Division Superintendent
OIC – SDS

Co- chairpersons: Antonio P. Faustino, Jr., OIC- ASDS
Edwin R. Rodriguez, Chief – SGOD

Committee	Person/s In-charge	Terms of Reference
Program Preparation/ Completion Report	Nicole May R. Lagar and Alelie A. Padillo	<ul style="list-style-type: none"> • Prepares Activity Design and other Activity Package requirements. • Prepares and submits activity completion report.
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> • Quality Assure the Activity Design. • Prepares evaluation tool and conduct QATAME and gather feedback. • Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.
Resource Speakers/Facilitators	Nicole May R. Lagar Alelie A. Padillo	<ul style="list-style-type: none"> • Lead/s the discussion of topics • Facilitate/s election • Attend/s engages in the debriefing sessions
Support Staff/s	Jayron J. Baer	<ul style="list-style-type: none"> • Take/s pictures from the opening until closing programs. • Ensure/s that attendance forms are properly and completely accomplished. • Assist/s the session facilitators/s • Ensure/s that visual presentations are properly set-up • Manage/s unexpected system glitches.
Certificate	Jerome A. Javin	<ul style="list-style-type: none"> • Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> • Ensure the availability of fund • Allocate fund when appropriate
Moderator	Joan Kathleen Brizuela	<ul style="list-style-type: none"> • Coordinates with the Program Proponent regarding the contents and flow of the activity • Host the Program



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