



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

09 DEC 2021

## DIVISION MEMORANDUM

No. 643 s. 2021

**WEBINAR ON REFUSAL SKILLS FOR BARKADA KONTRA DROGA OFFICERS  
 AND ADVISERS**

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 and **Division Memo No. 620, s. 2021** re: Institutionalizing of Barkada Kontra Droga Organization in the Division of Tayabas City, this Office will conduct the above subject on **December 17, 2021** at 8:30 to 1:30pm via google meet.
2. This activity aims to raise awareness to the newly Barkada Kontra Droga officers and advisers on the signs, symptoms and effects of drug use and increase resistance to prevent the use of illegal substance.
3. The participants to this are BKD Officers together with their Advisers. Meeting link will be sent to official group chat of BKD Advisers.
4. Attached are Enclosure 1 – Parent Consent Form, Enclosure 2 – Program Matrix and Enclosure 3 – Technical Working Group.
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  
 OIC-Office of the Schools Division Superintendent

Encl.:

As stated



Brgy. Poto, Tayabas City



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*Enclosure 1 – Parental Consent Form*

**CONSENT FORM**

In relation to **WEBINAR ON REFUSAL SKILLS FOR BARKADA KONTRA DROGA OFFICERS AND ADVISERS**, 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

**WEBINAR ON REFUSAL SKILLS FOR BARKADA KONTRA DROGA OFFICERS  
AND ADVISERS  
December 17, 2021**

<b>TIME</b>	<b>ACTIVITY/ TOPIC</b>	<b>FACILITATOR</b>
8:30-9:00am	Opening Program	
9:00-10:15am	Drug Use, Signs and Symptoms and its Ill Effects	Alelie A. Padillo Nurse II
10:15- 10:30am	Health Break	
10:30-12:00nn	Refusal Skills to Prevent Drug Use	Nicole May R. Lagar Project Development Officer I
12:00-1:00pm	Lunch Break	
1:00-1:15pm	Open Forum/ Gathering Issues and Concerns	
1:15-1:30pm	Closing Program	



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Enclosure 3 – Technical Working Committee

**Technical Working Committee (TWC)**

December 17, 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	<ul style="list-style-type: none"> <li>• Prepares Activity Design and other Activity Package requirements.</li> <li>• Coordinates with EPS-HRTD on other activity requirements.</li> <li>• Prepares and submits activity completion report (ACR) to EPS-HRTD.</li> </ul>
Over-all Management including (Logistics) L&D	Jean Rose Rabano	<ul style="list-style-type: none"> <li>• Manages the conduct of L&amp;D.</li> <li>• Monitors and evaluates the conduct of L&amp;D activity and analyze data gathered from QATAME.</li> <li>• Leads the debriefing sessions.</li> <li>• Gathers data and information and analyze come up with recommendations for endorsement to SGOD Chief.</li> </ul>
QAME	Maria Corazon Borbon	<ul style="list-style-type: none"> <li>• Quality Assure the Activity Designs an L&amp;D Package</li> <li>• Prepares evaluation tool and conduct QATAME and gather feedback.</li> <li>• Analyzes harvested feedback and recommended solutions and forwards to concerned units/offices.</li> </ul>
Resource Speakers/Facilitators	Nicole May R. Lagar Alelie A. Padillo	<ul style="list-style-type: none"> <li>• Lead/s the discussion of topics</li> <li>• Facilitate/s workshop</li> <li>• Attend/s engages in the debriefing sessions</li> </ul>



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Support Staff/s	Jayron J. Baer	<ul style="list-style-type: none"> <li>• Take/s pictures from the opening until closing programs.</li> <li>• Ensure/s that attendance forms are properly and completely accomplished.</li> <li>• Assist/s the session facilitators/s</li> <li>• Ensure/s that visual presentations are properly set-up</li> <li>• Manage/s unexpected system glitches.</li> </ul>
Certificate	Jerome A. Javin	<ul style="list-style-type: none"> <li>• Prepares Certificate of Participation and Appearance for the session speakers/facilitators, TWG members, and participants with complete attendance.</li> </ul>
Budget and Finance Committee	Benjamin Millares & Agnes M. Luzadas	<ul style="list-style-type: none"> <li>• Ensure the availability of fund</li> <li>• Allocate fund when appropriate</li> </ul>