



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

December 23, 2021

DIVISION MEMORANDUM

No. S73, s. 2021

DEPLOYMENT OF THE F2F PILOT IMPLEMENTATION SURVEY

To: **OIC, Office of the Assistance Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Senior/Education Program Specialists
Public Schools District Supervisors of Districts of Banga, Malinao,
and Nabas
School Heads of Banga Elementary School, Malinao School for
Philippine Craftsmen, and Laserna Integrated School
All Others Concerned**

1. As part of the assessment of the pilot implementation of limited face-to-face classes, DepEd will be deploying the F2F Pilot Implementation Survey which aims to describe the pilot implementation of limited F2F learning modality in terms of satisfaction and challenges experienced by learners, parents/guardians, teachers, community members (e.g., LGU, volunteers), and school heads. This survey shall also provide insights in determining policy issues and areas for improvement for the expansion of limited F2F classes.
2. Specifically, the survey seeks to:
 - a.) gain insights on the experiences of participating schools on the implementation of limited face-to-face classes;
 - b) identify support needed by participating schools in the F2F learning modality; and
 - c) determine possible necessary adjustments for the expanded implementation and the subsequent transition to the new normal.



Poblacion, Numancia, Aklan
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- Attached is the Memorandum OUCOS-PS-2021-067 titled, ***Deployment of the F2F Pilot Implementation Survey***.
- In line with this, the DepEd SDO-Aklan have the following schedule of activities including the date/time, venue/platform and participants:

Date/Time	Activity	Venue/Platform	Participants
December 24, 2021 9:00 AM	Orientation on the Deployment of the F2F Pilot Implementation Survey	Zoom Application	Schools Division Superintendent, OIC, Office of the Assistance Schools Division Superintendent, Chief Education Supervisors, Division and School F2F Composite Team, F2F Pilot Implementers (<i>Public Schools District Supervisors, School Heads</i>) and other personnel concerned
December 27, 2021 1:00 PM	Deployment of the F2F Pilot Implementation Survey	Banga Elementary School, Malinao School for Philippine Craftsmen, and Laserna Integrated School	Schools Division Superintendent, OIC, Office of the Assistance Schools Division Superintendent, Chief Education Supervisors, Division and School F2F Composite Teams,



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			School Head, Teacher- Respondents, Learner- Respondents, Parent/Guardian- Respondents, Community member- Respondents of F2F Pilot Implementers and all others concerned
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11. The participants of this activity shall strictly adhere to the health protocols (Refer to D.O. No. 14, s. 2020 – Guidelines on the Required Health Standards in Basic Education Offices and Schools).
12. Expenses incurred relative to this activity shall be chargeable against school MOOE/local funds subject to the usual government accounting and auditing rules and regulations.
13. Immediate dissemination and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: As stated

Reference: Memorandum OUCOS-PS-2021-067

To be indicated in the Perpetual Index
under the following subjects:

**MONITORING AND EVALUATION
SCHOOLS**

**POLICY
SUPERVISION**

JRP/jcm



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Republic of the Philippines
Department of Education
OFFICE OF THE SECRETARY

MEMORANDUM

OUCOS-PS-2021-067

TO: Regional Directors
Concerned Schools Division Superintendents
School Heads of Public and Private F2F Pilot Schools

ATTN: Concerned SEPS for School Management and M&E (SMME)
Concerned SEPS for Planning & Research

FROM: 
ATTY. NEPOMUCENO A. MALALUAN
Undersecretary and Chief of Staff

SUBJECT: Deployment of the F2F Pilot Implementation Survey

DATE: December 21, 2021

The Department of Education (DepEd) has commenced the pilot implementation of limited face-to-face classes on November 15, 2021 in 100 public schools and 18 private schools. An additional 165 schools also started their pilot implementation on December 6. This is guided by the DepEd – Department of Health (DOH) Joint Memorandum Circular (JMC) No. 1, s. 2021 otherwise known as the *Operational Guidelines on the Implementation of Limited Face-to-Face (F2F) Learning Modality* which ensures the safe implementation of the limited face-to-face classes while addressing teaching and learning challenges encountered in distance education.

As part of the assessment of the pilot implementation of limited face-to-face classes, DepEd will be deploying the **F2F Pilot Implementation Survey which aims** to describe the pilot implementation of limited F2F learning modality in terms of satisfaction and challenges experienced by learners, parents/guardians, teachers, community members (e.g., LGU, volunteers), and school heads. This survey shall also provide insights in determining policy issues and areas for improvement for the expansion of limited F2F classes. Specifically, the survey seeks to:

- 1) gain insights on the experiences of participating schools on the implementation of limited face-to-face classes;
- 2) identify support needed by participating schools in the F2F learning modality; and
- 3) determine possible necessary adjustments for the expanded implementation and the subsequent transition to the new normal.

In line with this, DepEd is hereby deploying the **F2F Pilot Implementation Survey** to concerned Regional Offices (ROs), Schools Division Offices (SDOs), and the 283 public and private schools participating in the pilot implementation of limited F2F classes. The survey

will be answered by learners, parents, teachers, school heads, and community members who participated in the pilot implementation of limited F2F classes. **All parents of learner-respondents shall provide their consent (Attachment B). This survey will not in any way affect their continuous participation in and implementation of the pilot limited F2F classes.** All responses will be used to assess the implementation and future policy actions.

The survey will run from December 21, 2021 to January 7, 2022. Teachers who will provide assistance in the conduct of the survey may be granted vacation service credits in accordance with DepEd Order No. 53, s. 2003 (*Updated Guidelines on Grant of Vacation Service Credits to Teachers*). **Attachment A** outlines the protocols in administering and answering the survey.

Personnel from the Quality Assurance Division (QAD) from the ROs and the SEPS for School Management and M&E (SMME) and the SEPS for Planning and Research shall closely coordinate with the identified schools to provide assistance in administering the survey. Personnel involved in the conduct of the survey may avail of overtime pay in accordance with existing relevant guidelines on overtime.

For clarifications and inquiries, please contact the PRDD-PS through email at ps.prd@deped.gov.ph.

For your appropriate action. Thank you.

Deployment Protocols for the F2F Pilot Implementation Survey

IMPLEMENTATION ARRANGEMENTS:

- The F2F Pilot Implementation Survey shall be deployed through Google Forms. **The links to the survey forms shall be e-mailed directly to the schools.**
- **The survey shall be administered from December 21, 2021.**
- **All respondents and/or schools are highly encouraged to submit their responses through the Google Forms (online) until January 7, 2022.**
- For respondents and/or schools with difficulty in accomplishing/ answering the survey (e.g., no internet connection/electricity) through the Google Form (online), respondents shall accomplish/ answer the paper format survey and submit it to their respective schools. The school shall consolidate and submit the accomplished paper format survey to their **school encoder or SDO-SMME, whichever is applicable**, for encoding in the Google Form.
- The **school encoder** is a school personnel to be designated by the school head and has the capacity to encode survey responses (e.g., with internet connection and electricity). The teacher who administered the survey for K-3 can also encode the responses in the Google Form. There can be one or more designated school encoders. They are expected to:
 - Ensure that the responses of the respondents (e.g., learners, teachers, etc.) in the survey are complete before encoding in the Google Form (online).
 - Ensure that all information and responses shall not be shared to anyone and shall comply with the Data Privacy Act.
 - Ensure that after encoding the responses in the Google form, paper-based form/survey shall be stored safely and securely.
 - The paper format responses must be shredded or burned once advised by PS-PRDD.
- The SEPS for SMME and Planning and Research shall collaborate in coordinating and monitoring the schools for the submission of the survey. If there are challenges encountered in the submission of responses in a given time, kindly inform and coordinate with PS-PRDD via email at ps.prd@deped.gov.ph.

RANDOMIZATION STRATEGY

- The school shall randomize the selection of learners, parents, and community members.
- ALL school heads and teachers shall be respondents to this survey.
- The school shall identify respondents per grade level through a simple randomization using the fishbowl method. Per grade level, the school shall select twice the required number of respondents in order to have a buffer list of respondents in case the identified respondents were not available or withdrew their participation. Example: For Kindergarten learners, the maximum number of learners (as respondents) is 5. The school shall identify 10 learners (as possible respondents). From 10 learners, only 5 learners shall respond/answer the survey.

SPECIFIC PROTOCOLS PER RESPONDENT

- Below are the specific protocols in deploying, administering, and answering the survey per respondent:

FOR KINDERGARTEN AND GRADES ONE TO THREE LEARNERS

Survey Administration	<ul style="list-style-type: none">• The school must randomly select a max of 5 learners in each grade level to participate in the survey. <i>Ex. max. of 5 learners for Kinder; max. of 5 for Grade 1, and so on</i>• The school shall prepare the paper format of the survey before its administration to the learners. A parent's consent form must be attached in the survey questionnaire of the learner (<i>please see Attachment B for the Consent Form</i>)• The teacher of the learner is not A teacher from another grade level shall administer the survey for K-3 respondents. The teacher shall only assist the learners who have difficulty in answering the survey, especially in translating the questions in Mother Tongue. For the learners who can independently answer the survey, the teachers must ensure that they maintain a neutral position.
Submission requirement	Submission to encoder: <ul style="list-style-type: none">• The teacher must submit the accomplished survey to the designated school encoder. However, the teacher who administered the survey for K-3 can also encode the responses in the Google Form.• The school encoder shall encode the responses of the learners in the Google form individually.

FOR GRADES ELEVEN AND TWELVE LEARNERS

Survey Administration	<ul style="list-style-type: none">• The school must randomly select a max of 10 learners in each grade level to participate in the survey. <i>Ex. max. of 10 learners for Grade 11 and 12</i>• A parent's consent form must be attached in the survey questionnaire of the learner (<i>please see Attachment B for the Consent Form</i>)• Online: In areas with access to the internet, learners shall respond to the survey through a Google Form link provided• Offline: In areas without internet access, learners must answer the survey using the paper format and submit it to the school encoder.
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Submission requirement	<ul style="list-style-type: none"> For respondents without internet access, the school encoder shall encode the responses of the learners in the Google form individually
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FOR PARENTS OF PARTICIPATING LEARNERS IN THE PILOT LIMITED F2F CLASSES

Survey Administration	<ul style="list-style-type: none"> The school must randomly select a max of 5 parents in each grade level to participate in the survey. Online: In areas with internet access, parents shall respond to the survey through a Google Form link to be provided/forwarded by the school. Offline: In areas without internet access, parents must answer the survey using the paper format. The teacher shall only assist the parents who have difficulty in answering the survey. However, only a teacher from another grade level shall assist the parent.
Submission requirement	<ul style="list-style-type: none"> The teacher must submit the accomplished paper format survey to the school encoder For respondents without internet access, the school encoder shall encode the responses of the learners in the Google form individually.

FOR TEACHERS INVOLVED IN THE PILOT LIMITED F2F CLASSES

Survey Administration	<ul style="list-style-type: none"> ALL teachers who participated in the pilot F2F implementation will answer the survey. Online: In areas with internet access, teachers shall respond to the survey through the Google Form link to be provided. Offline: In areas without internet access, teachers must answer the survey using the paper format. The teacher must submit the accomplished survey to the school encoder
Submission requirement	<ul style="list-style-type: none"> For respondents without internet access, the school encoder shall encode the responses of the teachers in the Google form individually

FOR COMMUNITY MEMBERS INVOLVED IN THE PILOT LIMITED F2F CLASSES

<p>Survey Administration</p>	<ul style="list-style-type: none"> • A max of 5 community members who became part of the implementation of limited F2F classes shall be invited to respond to the survey through Google Form. • Online: In areas with internet access, community members shall respond to the survey through the Google Form link to be provided. • Offline: In areas without internet access, community members must answer the survey using the paper format and submit the accomplished survey to the school encoder
<p>Submission requirement</p>	<ul style="list-style-type: none"> • For respondents without internet access, the school encoder shall encode the responses of the community members in the Google form individually

FOR SCHOOL HEADS

<p>Survey Administration</p>	<ul style="list-style-type: none"> • ALL school heads who participated in the pilot F2F implementation will answer the survey. • Online: In areas with internet access, school heads shall respond to the survey through a Google Form link to be provided • Offline: In areas without internet access, school heads must answer the survey using the paper format and submit the accomplished survey to the school encoder
<p>Submission requirement</p>	<ul style="list-style-type: none"> • For respondents without internet access, the school encoder shall encode the responses of the school head in the Google form

Pangalan ng paaralan: _____

**Pahintulot ng magulang sa paglahok ng anak sa Pilot F2F Implementation Survey
(K-3 survey)**

Mahal naming mga magulang,

Imbitasyon sa paglahok:

Bilang bahagi ng implementasyon ng limitadong face-to-face na klase na isinagawa ng Kagawaran ng Edukasyon (DepEd) at ng inyong paaralan, nais naming malaman ang naging karanasan ng mga mag-aaral habang sila ay pumapasok sa paaralan sa pamamagitan ng paglahok sa survey na ito. Ang iyong anak ay napili sa pamamagitan ng random sampling ng paaralan upang magsagot ng survey.

Layunin ng parental consent form na ito na bigyan ka ng impormasyon na makakatulong sa iyong pagpapasya kung magbibigay ka ng pahintulot para sa iyong anak na lumahok sa survey na ito.

Tungkol sa survey:

Ang sumusunod ay isang maikling buod ng survey na ito upang matulungan kang magpasya kung gusto mong maging bahagi ng survey na ito ang iyong anak.

1. Layunin ng survey na ito na matukoy ang kabuuang karanasan, kasiyahan o satisfaction, at mga problemang naranasan ng inyong anak habang isinasagawa ang limitadong face-to-face na klase.
2. Ang pagsasagot sa survey na ito ay hindi makakaapekto sa partisipasyon ng inyong anak sa paglahok sa limitadong face-to-face na klase. Bagkus, ang makakuhang impormasyon dito ay makakatulong upang mas mapaunlad pa ang ating polisiya sa limitadong face-to-face na klase.
3. Sa bawat baitang o grade level, tatlo (3) hanggang limang (5) mag-aaral ang napili upang sumagot ng survey.

Paraan ng Pagsagot ng Survey

Narito ang mga paraan upang makapagsagot ang iyong anak ng survey:

1. Ang pagsagot ng survey na ito ay kayang tapusin sa loob ng 10-15 minuto.
2. Ang iyong anak ay gagabayan sa pagsasagot ng ibang guro mula sa paaralan nang sa gayon ay mas madali niya itong masagutan.
3. Ibibigay ng guro ang papel at ang lapis/bolpen upang makapagsagot ng survey.
4. Kung kayang sagutan ng mag-aaral nang mag-isa ang survey, nakabantay lamang ang guro sa kanya para sa kaniyang mga katanungan.
5. Kung kinakailangan ng mag-aaral ang gabay ng guro upang mas mabasa at maunawaan ang mga salita sa survey, tutulungan siya ng guro na sagutan ito.

Pagiging Kumpidensiyal ng Survey

Ang sagot ng iyong anak sa survey ay ilalagay ng school encoder sa Google Form na binigay ng DepEd. Ang lahat ng sagot ng iyong anak sa survey na ito ay mananatiling **kumpidensiyal**. Tanging ang school encoder at ang Planning Service - Policy Research and Development Division (PS-PRD) lamang ang makaka-access ng survey na sinagutan ng iyong anak. Ang resulta ng survey na ito ay gagamitin upang makabuo ng ulat o report patungkol sa pilot limited face-to-face classes nang hindi nababanggit ang pangalan ng iyong anak.

Boluntaryong pakikilahok:

Ang paglahok ng iyong anak sa survey na ito ay **boluntaryo**. Maaaring tanggihan ng iyong anak ang pakikilahok anumang oras. Maaari mo ring bawiin ang inyong pahintulot sa paglahok ng inyong anak sa survey anumang oras at ang pagbawi ay walang kaakibat parusa. Hindi rin ito makakaapekto sa grado ng iyong anak. Gayundin, walang anumang kapalit na matatanggap ang iyong anak sa paglahok sa pagsasagot ng survey na ito.

Impormasyon sa pakikipag-ugnayan:

Kung may katanungan tungkol sa survey na ito, makipag-ugnayan sa inyong paaralan o sa PS-PRD. Maaaring magpadala ng email message sa ps.prd@deped.gov.ph o tumawag sa (02) 8635-3976.

PAHINTULOT NG MAGULANG:

Sa pamamagitan ng pagpirma sa ibaba, nagbibigay ka ng pahintulot para sa iyong anak na lumahok sa Pilot F2F Implementation Survey. Pakilagyan ng tsek ang opsyon na naaangkop sa iyo bago pumirma:

Nagbibigay ako ng pahintulot para sa aking anak na lumahok sa pagsagot ng survey
Hindi ako nagbibigay ng pahintulot para sa aking anak na lumahok sa pagsagot ng survey

Pangalan ng iyong anak: _____

Pangalan ng magulang: _____

Lagda ng magulang: _____

Petsa ng paglagda: _____

Pangalan ng paaralan: _____

Pahintulot ng magulang sa paglahok ng anak sa Pilot F2F Implementation Survey (Grade 11 and 12 survey)

Mahal naming mga magulang,

Imbitasyon sa paglahok:

Bilang bahagi ng implementasyon ng limitadong face-to-face na klase na isinagawa ng Kagawaran ng Edukasyon (DepEd) at ng inyong paaralan, nais naming malaman ang naging karanasan ng mga mag-aaral habang sila ay pumapasok sa paaralan sa pamamagitan ng paglahok sa survey na ito. Ang iyong anak ay napili sa pamamagitan ng random sampling ng paaralan upang magsagot ng survey.

Layunin ng parental consent form na ito na bigyan ka ng impormasyon na makakatulong sa iyong pagpapasya kung magbibigay ka ng pahintulot para sa iyong anak na lumahok sa survey na ito.

Tungkol sa survey:

Ang sumusunod ay isang maikling buod ng survey na ito upang matulungan kang magpasya kung gusto mong maging bahagi ng survey na ito ang iyong anak.

1. Layunin ng survey na ito na matukoy ang kabuuang karanasan, kasiyahan o satisfaction, at mga problemang naranasan ng inyong anak habang isinasagawa ang limitadong face-to-face na klase.
2. Ang pagsasagot sa survey na ito ay hindi makakaapekto sa partisipasyon ng inyong anak sa paglahok sa limitadong face-to-face na klase. Bagkus, ang makukuhang impormasyon dito ay makakatulong upang mas mapaunlad pa ang ating polisiya sa limitadong face-to-face na klase.
3. Sa bawat baitang o grade level, walo (8) hanggang limang (10) mag-aaral ang napili upang sumagot ng survey.

Paraan upang makapagsagot ng survey:

Narito ang paraan upang makapagsagot ang iyong anak ng survey.

1. Ang pagsagot ng survey na ito kayang tapusin sa loob ng 10-15 minuto.
2. Ang iyong anak ay maaaring sumagot sa Google Form kung may kung may access sa internet.
3. Kung mahihirapan sumagot sa Google Form, maaari ring sumagot gamit ang paper format survey na ibibigay ng paaralan.
4. Pagkatapos sagutan ang paper format survey, ibigay ito sa school encoder upang mailagay ang mga sagot sa Google Form.

Pagiging Kumpidensiyal ng Survey

Ang sagot ng iyong anak sa survey ay ilalagay ng school encoder sa Google Form na binigay ng DepEd. Ang lahat ng sagot ng iyong anak sa survey na ito ay mananatiling **kumpidensiyal**. Tanging ang school encoder at ang Planning Service - Policy Research and Development Division (PS-PRD) lamang ang makaka-access ng survey na sinagutan ng iyong anak. Ang resulta ng survey na ito ay gagamitin upang makabuo ng ulat o report patungkol sa pilot limited face-to-face classes nang hindi nababanggit ang pangalan ng iyong anak.

Boluntaryong pakikilahok:

Ang paglahok ng iyong anak sa survey na ito ay **boluntaryo**. Maaaring tanggihan ng iyong anak ang pakikilahok anumang oras. Maaari mo ring bawiin ang inyong pahintulot sa paglahok ng inyong anak sa survey anumang oras at ang pagbawi ay walang kaakibat parusa. Hindi rin ito makakaapekto sa grado ng iyong anak. Gayundin, walang anumang kapalit na matatanggap ang iyong anak sa paglahok sa pagsasagot ng survey na ito.

Impormasyon sa pakikipag-ugnayan:

Kung may katanungan tungkol sa survey na ito, makipag-ugnayan sa inyong paaralan o sa PS-PRD. Maaaring magpadala ng email message sa ps.prd@deped.gov.ph o tumawag sa (02) 8635-3976.

PAHINTULOT NG MAGULANG:

Sa pamamagitan ng pagpirma sa ibaba, nagbibigay ka ng pahintulot para sa iyong anak na lumahok sa Pilot F2F Implementation Survey. Pakilagyan ng tsek ang opsyon na naaangkop sa iyo bago pumirma:

Nagbibigay ako ng pahintulot para sa aking anak na lumahok sa pagsagot ng survey
Hindi ako nagbibigay ng pahintulot para sa aking anak na lumahok sa pagsagot ng survey

Pangalan ng iyong anak: _____

Pangalan ng magulang: _____

Lagda ng magulang: _____

Petsa ng paglagda: _____