



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

03 FEBRUARY 2021

DIVISION MEMORANDUM

No. **24**, s. 2021

**SOCIAL MOBILIZATION AND NETWORKING
COORDINATORS (SMNCs) PROGRAM
IMPLEMENTATION REVIEW (PIR)**

**TO: Public Schools District Supervisors
Social Mobilization and Networking Coordinators
School Heads of Public Elementary, Junior, and Senior High Schools
All Others Concerned**

1. This is to request all Social Mobilization and Networking Coordinators (SMNCs) to attend and actively participate in the Program Implementation Review (PIR) for District SMNCs on Wednesday, February 10, 2021 8:00 AM via Google Meet video conferencing.
2. The said meeting aims to update the District and the schools through the SMNCs about the monitoring of progress and outcome of projects and partners enclosed in the function of the coordinatorship. It further aims to address the identified areas for continuous improvement and sustaining partnerships, among other technical matters.
3. The following are the meeting guidelines and procedures:

a. **Google Meeting Details**

Google Meet Link:

<https://meet.google.com/knk-cypo-svh>



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265-3744
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

- b. **Attendance during the virtual meeting is required.** Kindly confirm your attendance through email at socmobaklan@gmail.com or text +63 945 135 0814 (Ar. Parel).
- c. **Technical Requirements.** To be able to effectively and efficiently participate, you are advised to do or use the following:
- ✓ Laptop or Desktop
 - ✓ An internet connection – broadband wired or wireless (3G or 4G/LTE)
 - ✓ Speakers and a microphone – built-in or USB plug-in or wireless Bluetooth
 - ✓ A webcam or HD webcam - built-in or USB plug-in
 - ✓ Earbuds or headphones are preferable to avoid audio feedback and echo
 - ✓ Download Google Meet application thru this link: <https://play.google.com/store/apps/details?id=com.google.android.apps.meetings>
- d. **Basic Internal Procedures during the Meeting.** The following procedures shall be observed during the virtual meeting.
- ✓ During the roll call, every attendee shall state for the record the following:
 - i. Full name and position
 - ii. Location
 - iii. Confirmation that you can hear and/or see the other attendees
 - ✓ Be aware of your surroundings and how you appear visually: a quiet location with no background noise and closed blinds on windows so that you are easier to see in the video.
 - ✓ To limit distractions and create additional noise, please ensure that you mute your microphone when you are not speaking.
 - ✓ Be aware of your behavior. Because you are on a video conference, others can see what you are doing at all times.
4. For the purpose of efficiency during the virtual meeting, the 19 District SMNCs are enjoined to prepare a PowerPoint / pdf presentation on the following:
- a. best practices / accomplishments
 - b. issues / concerns
 - c. suggestions / recommendations
5. Health and safety protocols are to be observed as articulated in the Inter-Agency Task Force (IATF) Omnibus Guidelines on the Implementation of Community Quarantine in the Philippines with amendments as of June 03, 2020.



Poblacion, Numancia, Aklan
Tel/Fax No. (036) 265-3744
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph

6. One hundred percent (100%) attendance of the District SMNCs is enjoined.
7. Expenses incurred relative to this activity shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.



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

Enclosure: none

Reference: DepEd Order No. 40, s. 2015

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

CAMPAIGN

CONFERENCE

MEETING

PROGRAMS

/mbggp



Poblacion, Numancia, Aklan

Tel/Fax No. (036) 265-3744

Website: <http://www.depedaklan.org>

Email Address: aklan.1958@deped.gov.ph