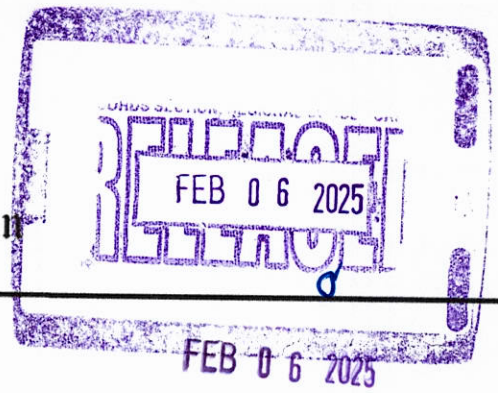




Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM

No. **0127**, s. 2025

To: Schools Division Superintendents
All Others Concerned

CONDUCT OF CONSULTATION FOR THE STRENGTHENED
SENIOR HIGH SCHOOL PROGRAM

1. Relative to the ongoing revision of senior high school (SHS) curriculum of the Kto12 Basic Education Program, the field is hereby informed of the conduct of **Consultation For The Strengthened Senior High School Program** among various stakeholders of the sampled Schools Division Offices (SDOs).

2. The said activity aims to roll out local consultations on the proposed features of the SHS Curriculum as relevant inputs for curriculum revision.

3. The Consultation Plan detailing the list of sampled SDOs, schools, and number of participants is found in Enclosure A.

4. SDO SHS Focal Persons must facilitate the accomplishment of (a) List of Stakeholders, (b) Registration Form, (c) Non-disclosure Agreement, (d) Informed Consent Form, (d) FGD Documentation Template, and (e) Synthesis Report Template

The consultation roll out must be facilitated using the SHS Consultation Toolkit downloadable at <https://bit.ly/SHSconsultation>

5. Regional monitors from the Curriculum and Learning Management Division (CLMD) will monitor the consultation using a monitoring tool found in Enclosure B. The assignment and schedule of the regional monitors is listed below:

SDOs	Consultation and Monitoring Dates	Assigned Monitors
Bayugan City	Feb. 13, 2025	Celsa M. Cataluña
Bislig City	Feb. 12, 2025	Leowenmar Corvera
Dinagat Islands	Feb. 11, 2025	Josephine Chonie M. Obseñares
Surigao City	Feb. 6, 2025	Maria Consuelo C. Jamera
Surigao del Norte	Feb. 11, 2025	Elena N. Capangpangan

6. Travel and consultation expenses are charged against program support fund (OSEC-13-25-00030) subject to government accounting and auditing rules and regulations.

7. For queries and more information, please contact the Curriculum and Learning Management Division (CLMD) through Mr. Kevin Hope Z. Salvana, Education Program Supervisor, via email address at kevinhope.salvana@deped.gov.ph

Address: J.P. Rosales Avenue, Butuan City

Trunkline No: (082) 225-1151

Telefax No: (085) 342-5969

Email: caraga@deped.gov.ph

Website: caraga.dened.gov.ph



2025-02-02104

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 1



Certificate No.: PHP QMS
24 02 0101

9. Immediate dissemination of this Memorandum is desired.


MARIA INES C. ASUNCION
Regional Director

Encls.: As stated

Reference: None

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

CURRICULUM DATA SENIOR HIGH SCHOOL

CLMD/khzs
02/05/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5969
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2025-02-02104

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2



Certificate No.: PHP QMS
24 93 0191

**MONITORING TOOL
CONSULTATION FOR STRENGTHENED SHS PROGRAM**

Division: _____
 SDS: _____ Contact No.: _____
 SHS Coord.: _____ Contact No.: _____
 FGD Venue: _____ Date: _____

ATTENDANCE

Stakeholders	Registered Pax			Actual Pax			Percentage		
	M	F	T	M	F	T	M	F	T
Students									
SHS Teachers									
Parents									
Admins									
Industry Partners									

CHECKLIST

INDICATORS	OBSERVATION		REMARKS
	YES	NO	
During FGD			
The SDO selected 6-12 participants per FGD group from a variety of stakeholders (parents, students, SHS teachers, school administrators, and industry partners).			
Each FGD group has a facilitator, documenter, and if possible, a support staff to time and ensure that the materials are available.			
Group of SHS teachers are separated from the school administrators, students from their teachers and parents ensuring comfortable sharing of insights.			
All stakeholders consulted are listed in the Annex: List of All Stakeholders Consulted.			
All stakeholders consulted are registered in Form 1. Registration Form.			
All participants submitted a completely filled out Form 2. Non-disclosure Agreement.			
All participants submitted a completely filled out Form 3. Informed Consent Form.			
The FGD facilitator clearly outlined and defined the activity. objectives			
The FGD venue is comfortable, in quiet location with seating arranged for interaction.			
FGD facilitator or support staff prepared recording device.			



2025-02-02104

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2

Participants are provided with name tags.			
During FGD			
FGD Documenter documents the consultation using Form 4. FGD Documentation Template.			
The FGD Facilitator does the following:			
a. Welcome participants and introduce facilitators. Members of the group were asked to introduce.			
b. Explain the purpose, objectives, ground rules (e.g., respect, confidentiality, active listening), and session structure.			
c. Obtain consent for recording and clarify how the data will be used.			
d. Use the prepared questions to steer the conversation, asking follow-ups when needed.			
e. Encourage participation from everyone and manage dominant or quiet participants tactfully.			
f. Keep the discussion on track and aligned with the objectives.			
g. Record the discussion and assign a note-taker to capture key points, quotes, and non-verbal cues.			
After FGD			
The FGD facilitator summarizes key takeaways from the discussion, and thank participants for their time and insights, and share timelines for results if applicable.			
The documenter transcribes recordings and review notes for patterns, themes, and significant insights.			
The team creates a comprehensive report that includes objectives, methodology, key findings, and actionable recommendations.			
Share the results or findings with participants, and address any follow-up actions, if any.			
Submitted all needed templates and reports to the Regional SHS Coordinator.			

Monitored by:

Noted by:

RO Monitor

Division SHS Focal Person



2025-02-02104

Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	2 of 2



Enclosure A of RM No. **0127**, s. 2025

CONSULTATION PLAN FOR STRENGTHENED SHS PROGRAM

Activity	Date	Venue and Modality	Stakeholders Represented					Industries
			Schools Involved	Parents	Students	Teachers	Administrators	
Virtual Meeting on Regional Consultation Plan for Strengthened SHS Program	Jan. 23, 2025	Virtual (MS Teams)	0	0	0	0	12 Division SHS Coors.	0
Consultation in SDO-Bayugan City	Feb. 13, 2025	F2F at Bayugan National Comprehensive High School	1. Bayugan National Comprehensive High School 2. Fili National High School 3. Noli National High School 4. Salvacion National High School 5. Berseba National High School 6. Agusan del Sur Colleges, Inc.	12 Parents (2 from each school; 1 parent of a Grade 11 learner and 1 parent of a Grade 12 learner)	12 Students (2 from each school; 1 Grade 11 learner and 1 Grade 12 learner)	12 Teachers (2 from each school; 1 Grade 11 teacher and 1 Grade 12 teacher)	6 School Heads or Administrators (1 from each school)	6 (1 from each partnered industry)
Consultation in SDO-Bislig City	Feb. 12, 2025	F2F at St. Vincent de Paul Diocesan College	1. Bislig City National High School 2. Tabon M. Estrella National High School 3. St. Vincent de Paul Diocesan College 4. Bislig City Stand Alone SHS 5. Labisma National High School 6. San Jose National High School	12 Parents (2 from each school; 1 parent of a Grade 11 learner and 1 parent of a Grade 12 learner)	12 Students (2 from each school; 1 Grade 11 learner and 1 Grade 12 learner)	12 Teachers (2 from each school; 1 Grade 11 teacher and 1 Grade 12 teacher)	6 School Heads or Administrators (1 from each school)	6 (1 from each partnered industry)



Consultation in SDO-Dinagat Islands	Feb. 11, 2025	F2F at Don Ruben E. Ecleo Sr. Memorial National High School	1. Dinagat School of Fisheries School 2. Cagdianao National High School 3. Don Ruben E. Ecleo Sr. Memorial National High School 4. New Nazareth National High School 5. Don Jose Ecleo Memorial College 6. Albor National High School	12 Parents (2 from each school; 1 parent of a Grade 11 learner and 1 parent of a Grade 12 learner)	12 Students (2 from each school; 1 Grade 11 learner and 1 Grade 12 learner)	12 Teachers (2 from each school; 1 Grade 11 teacher and 1 Grade 12 teacher)	6 School Heads or Administrators (1 from each school)	6 (1 from each partnered industry)
Consultation in SDO-Surigao City	Feb. 6, 2025	F2F at Caraga Regional Science High School	1. Cabrera-Altres NHS 2. Ipil National High School 3. Caraga Regional Science High School 4. Surigao City National High School 5. St. Paul University-Surigao School 6. Surigao Education Center	12 Parents (2 from each school; 1 parent of a Grade 11 learner and 1 parent of a Grade 12 learner)	12 Students (2 from each school; 1 Grade 11 learner and 1 Grade 12 learner)	12 Teachers (2 from each school; 1 Grade 11 teacher and 1 Grade 12 teacher)	6 School Heads or Administrators (1 from each school)	6 (1 from each partnered industry)
Consultation in SDO-Surigao del Norte	Feb. 11, 2025	F2F at Surigao del Norte National High School	1. St. John School 2. Pananay-an National High School 3. Tubod National High School 4. Claver National High School 5. Surigao del Norte National High School 6. Gigaquit National School of Home Industries	12 Parents (2 from each school; 1 parent of a Grade 11 learner and 1 parent of a Grade 12 learner)	12 Students (2 from each school; 1 Grade 11 learner and 1 Grade 12 learner)	12 Teachers (2 from each school; 1 Grade 11 teacher and 1 Grade 12 teacher)	6 School Heads or Administrators (1 from each school)	6 (1 from each partnered industry)

Prepared by: *Kevin Hope Z. Salvaña*

KEVIN HOPE Z. SALVAÑA
EPS/CLMD

Noted:

Bernabe L. Lino
BERNABE L. LINO
Chief ES, CLMD

Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



Doc. Ref. Code	RO-ASD-F095	Rev	00
Effectivity	02.01.23	Page	2 of 3



Approved:



MARIA INES C. ASUNCION
Regional Director



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph

Doc. Ref. Code	RO-ASD-F095	Rev	00
Effectivity	02.01.23	Page	3 of 3

