

Guidelines for the Public Forum for the UPIS Principal Nomination Process

1. The Public Forum is part of the nomination process for the principalship of the UP Integrated School (UPIS).
2. The Public Forum will feature the following:
 - a. presentation of accomplishments by the incumbent,
 - b. presentation of vision, goals, programs and projects by the nominee/s, and
 - c. open forum (through Zoom chat).
3. The Public Forum will be held online through Zoom on 23 June 2020, from 9:30 a.m. to 11:30 a.m.
4. Stakeholders such as faculty members, staff, students, parents, and alumni are invited to participate in the Public Forum.
5. Participants are requested to fill in a Google Form which can be accessed by clicking the following link: <https://tinyurl.com/UPISPrincipalshipPublicForum>.
6. The last day for the submission of Google Forms is on 22 June 2020, at 12 noon. This will give the Nomination Committee time to send the Zoom meeting invitation to individual emails indicated in the Google Form.
7. Unless there are unforeseen circumstances such as technical difficulties, the Public Forum will start promptly.
8. For the open forum, questions and comments will be entertained through the chat function of Zoom. Participants are requested to post their questions to the moderator. They should state the following: full name, affiliation, question, and to whom the question is directed. The moderator of the open forum will read the questions and address them to the concerned nominee/s.
9. The Nomination Committee will exert its utmost best to conduct a consultative and transparent process despite the possible limitations and difficulties that may be encountered as a result of the remote and online conduct of the Nomination Process.
10. The Public Forum will be documented through the record function of Zoom.

Guidelines for the Interviews with the Stakeholders for the UPIS Principal Nomination Process

1. A series of interviews will be conducted by the Nomination Committee with the stakeholders through the Zoom platform.
2. The interviews will be conducted by sector accordingly:
 - a. for faculty and staff, 23 June (9-12 noon, and 1-4 pm respectively);
 - b. for students and parents, 24 June (9-12 noon); and
 - c. for alumni, 24 June (1-4 pm).
3. The interviews can be conducted individually or by groups. For group interviews, the maximum number of interviewees is five (5).
4. Stakeholders are requested to send an email message signifying their intent to be interviewed. Messages can be sent to gszafra@up.edu.ph AND egnarvaez@up.edu.ph from 18 June to 22 June, 2020 (12 noon).
5. The Zoom meeting invitation for the interviews will be sent to the email addresses of the interviewees on 23 June 2020.
6. Each interviewee or group of interviewees will be given a specific time for the interview, within the designated day and period of the sector to which he/she/they belong(s). A maximum of 15 minutes will be allotted for each individual interview, and 30 minutes for group interview.
7. Interviewees are requested to strictly observe the time specified in the Zoom invitation.
8. At the start of the interview, the Nomination Committee will ask the permission of the interviewee/s to record the interview.
9. Those who cannot participate in the interviews through the Zoom platform because of time limitations or connectivity issues may send their views or feedback through the emails mentioned above. All messages will be treated with utmost confidentiality.