This school year is like no other. With the theme, "Find God in All Things" we are successfully conquering the new frontier of online education the Ateneo way. To document the unique story of how we are navigating through this challenging period, this quarterly “Journey Journal” has us reflecting on the question, "Where did we find God?"

We want to make sure that your voices will be heard and that you, with and because of your experiences, will be remembered as persons of the 5Cs when the faculty, students, parents, staff, professionals, custodians and security personnel look back on this chapter in the history of the ASHS. It is our hope that years from now, this “Journey Journal” will be a chronicle of inspiring accounts of how we fought a good fight during the pandemic for God’s beloved, gifted and empowered young children.
The first quarter is completed and I rejoice at the fruits of our labor. Still, I remember how at first I was almost overcome with grief, frustration and uncertainty because of the global crisis and the numerous disconcerting issues at hand.

**But God was in the mess.** I heard Him in the cries for help and in the clamor for change. I saw Him bringing our pains together and blessing our hopes for a Christ-centered future in wonderful and surprising ways.

**God was the light in our transformation.** He walked me by the hand as I oversaw the process of change and provided for the needs of the ASHS unit. When I thought I couldn’t lift a finger because of extreme exhaustion, sit through eight meetings in one day and respond to the non-stop influx of concerns everyone identified as urgent, God also fortified my will. He was with me all the way, guiding me through the following:

**OVERSEEING THE PROCESS OF CHANGE**
- Worked with Assistant Principals, their respective councils and the various heads of the ASHS and University offices to create a new paradigm and design innovative processes and systems
- Coordinated weekly with the Vice-President for Basic Education and Basic Education heads
- Coordinated with the Jesuit Basic Education Commission and shared our best practices with other Ateneo schools
- Conducted faculty and student surveys to identify their needs
- Formulated and implemented action plans to address the concerns of all sectors
- Regularly updated various stakeholders through various communication platforms

**PROVIDING FOR THE NEEDS OF THE UNIT**
- Allotted limited financial resources for the needs of the ASHS (faculty, students, other personnel); worked with existing budget to provide the needed equipment and material for all sectors, as well as special financial aid to students in need
- Created opportunities for the community to grow spiritually (e.g. community masses and spiritual formation program)
With the birth pains of online education not yet over, my role became very clear – to bring God’s light to all stakeholders during our darkest hours. With physical distancing keeping us apart, our usual face-to-face “Kumustahan” sessions were brought online to bridge the gap.

We wanted to hear you,
  to connect with you,
    to make you feel valued,
      to let you know you are not alone
        and to care for you in your most painful moments.

How are you, really?

Every session was soul-filling. With everyone willing to be vulnerable and speak the truth of what is really going on in his or her life, an indescribable closeness among us emerged. Because of our authenticity, empathy connected our hearts and it is sustaining our community.

Each day I pondered in my heart all the stories I heard. It was amazing how God moved me to reach out not only to the least, the lost and the last but to the bereaved and struggling faculty, students, and staff as well.
The students’ journey in the academics area is focused on their over-all wellness. Given the many challenges posed by the pandemic, it is important that the students focus on what is essential, basic, and long-lasting.

The qualitative grading system is instituted to help the students be mindful that they continue learning and do their best during these challenging times. This is not the right time to be dealing with additional burdens and stress brought about by thinking of numerical grades, awards, and honors. While these have value, we are looking past these to those of higher value that redound to everybody’s state of mental wellness and strength.

The scheduling implemented is an appreciation of how 1,781 families have different contexts at home. There is just so much we cannot control. We have to let go where we can, knowing that we have to trust each other on opposite sides of the line. The schedule allows for greater flexibility in terms of striking the best balance between synchronous and asynchronous activities. It also allows for that requisite breathing room as work-from-home is proving to be more difficult in the absence of structures that onsite schooling provides.

After the First Quarter, the Subject Areas are immediately evaluating the modules, assessments and strategies. Evaluations and feedback from the students are also being studied closely. Everything is new for both teachers and students. On the strength of continuous collaboration throughout the year between teachers, students, and parents, this can only be a great year despite everything. All these and more for the greater glory of God.
The professional course on Adaptive Design for Learning (ADL) was launched last June 2, with 104 participants. By undergoing this program as part of the in-service preparations of this school year, teachers were trained on reimagining their academic and non-academic courses to address the changing needs of students in online learning.

One of the key highlights of redesigning courses is having them structured backwards – learning outcomes and assessments come first before content and experiences. It helped teachers discern which parts of the courses were essential and these were carefully placed in learning modules. The process of identifying course competences and learning outcomes exhibited Tantum Quantum and Non Multa sed Multum. Depth of learning was the focus of course designs rather than breadth of knowledge. Even the choice of content was carefully thought of, making sure that this will promote student engagement while adhering to the targeted learning outcomes. The participants’ experience in going through the ADL modules illustrated IPP in practice – both in the lens of a student and of an educator.

To supplement the teachers’ learning in the ADL course, regular webinars were run by the Ateneo Science and Art of Learning and Teaching (SALT) Institute – touching on matters crucial in supporting online learning and instructional design. Mondays were devoted to Basic Education meetups, Wednesday webinars dwelt on additional tools and techniques in implementing course designs, and Friday sessions were focused on non-academic formation matters. Our learnings in these morning webinars helped us shape and refine our school programs, interventions, and policies to respond to the changing needs of our community.
Throughout the first quarter, the Office of the APNAF focused on migrating processes and protocols from a face-to-face set-up to one that is online. This often entailed developing processes that are more complex compared to what was done before. Live investigation conferences were replaced by conferences over Zoom or Google Meet. Distribution of forms or memos through Class Moderators had to be reimagined with the use of online tools and digital technologies. The old morning routines were replaced with synchronous and asynchronous modes of checking-in.

In this migration from old systems to new ones, there was always the call to discern what needed to be let go — old systems, old forms, old ways of doing things, yes, but also fears, doubts, and things that did not quite contribute to the mission. This indifference to what used to be, and the desire to seek the better, the more, the magis, is precisely where God was for us throughout the first quarter.

For sure God was in His usual spots — the Masses, prayers, the personal care of Class Mods — but He too was in the seemingly mundane things that challenged us to break out of our comfort zones in order to truly build a more life-giving community and a more life-giving school.
HIGHLIGHTS OF THE APNAF COUNCIL

GUIDANCE & COUNSELING
- Drafting of ADL modules for Guidance and Counseling
- Conducting of the Online APQ for G11 Students
- Increased social media presence through the G&C FB page
- Organizing the ADMU EdEx (September 15 & 17) for G12 Students
- Release of Parents’ Consent Form
- Preparations for Ryff’s PWB Scale
- Designation of 2 Guidance Counselors as overall in-charge of safespaces.ashs@ateneo.edu
- Facilitating the signing of contracts with practicum students

CAMPUS MINISTRY
- Increased social media presence of the SHS Campus Ministry
- Setting up of weekly SHS Masses every Wednesday with class sponsors
- Creation of Community Spiritual Hour program for faculty in coordination with Center for Ignatian Spirituality: “A Space for an Hour of Solace” (ASHS) and Retreat in Daily Life
- Preparations for special masses for members of the ASHS Community
- Drafting of ADL modules for Spiritual Formation

CHRISTIAN SERVICE & INVOLVEMENT
- Preparation of ADL modules for CSIP
- Implementation of ADL modules in CSIP classes
- Facilitated donations from the KFD to CSIP communities

OTHERS
- Coordinating with ITRMO re: proposed Reply Slip System: piloting, testing, and final turnover
- Creation and Updating of Non-academic Formation Section of SHS Hub

HOMEROOM
- Drafting of Protocols and Procedures for the online Homeroom Program: check-ins, check-outs, reflections, etc.
- Appointment of Class Moderators for all SHS Sections
- Online Orientation and Training of Class Moderators: 27–28 July 2020, via Google Classroom (Asynchronous activities, plus Class Demo of morning routines)
- Preparation of Formation Session materials: Find God in all things, Intro to the Code of Discipline, On Sexual Harassment
- Consolidation of Class Moderator materials for reflection, self-care, morning routines
- Sending of DSF Forms to Class Moderators
- Creation of Evaluation Forms for Class Moderators and sending summaries of qualitative feedback to Class Moderators
- Provision of emergency phones for Strand Coordinators

DISCIPLINE
- Drafting of Code of Discipline in relation to Online Learning
- Revision of Conduct Marks and APNAF Conduct Marks for Online Learning
- Attending to various disciplinary cases
- Creation of Attendance Report Form
- Integration of Gender Sensitivity Training in In-Service Sessions (NAF Week)
- Attendance of APNAF Council and Teams in First Responders Training ½ Gender Hub
- Participation in AASHPI Webinar on Child Protection Policy and Handling Student Discipline Cases During Virtual Classes (September 11, 2020)
- Development of D1–3 online program for students

OTHERS
- Coordinating with ITRMO re: proposed Reply Slip System: piloting, testing, and final turnover
- Creation and Updating of Non-academic Formation Section of SHS Hub
As the new school year approached, we had to overhaul all of our programs and services, operations procedures, and how we conducted counseling sessions, classes and programs. We did not see this coming nor were we prepared for it. But our teamwork and generosity made it all possible. Kinaya po namin kahit na madalas kaming hinamon.

With the major changes and evolving needs of the students, we were able to finally establish the Guidance and Counseling Office’s social media platforms. At first we felt it would be very demanding of our time and require us to improve our technical skills. But with God’s grace, as a team, we felt the support of each member of the team. The Guidance Facebook Page brought about a new perspective on how the Guidance and Counseling Program operates and showed how we can capture a larger audience and extend our services through our social media platforms. This year, we also established our own Guidance email account that allows us to connect with more students and parents.

I’m sharing this Hebrew concept from one of Fr. Jerry Orbos’ Sunday homilies. I believe that even if we are in these challenging times, we still have more than enough. In Hebrew, they call this dayenu. We are truly grateful for whatever we have right now during this pandemic – more than enough and it will suffice. As Theodore Roosevelt said, “Comparison is a thief of joy.” And so, comparison is also a thief of gratitude.

We are grateful that we did not have to remove or discontinue any part of the Guidance and Counseling Program because of the resources and the support we receive. Dayenu.

These are our office’s achievements during the first quarter:
- Modified and improved Guidance and Counseling Operations Procedures
- Launching of the Social Media Platforms
- Continued execution of the major programs (Carex, EdEx, Testing Services)
- Continued partnership and collaboration with the PUSH Council and University Admissions Officers (locally and abroad)
- Continued services for Counseling Sessions, Referrals and Monitoring of CAREs
Initially, I was overwhelmed by the responsibilities at hand and these were undeniably hard for me to take in or grasp. Also, the timeframe we had in accomplishing the necessary tasks and services caused several concerns within our office. Fortunately, I have an amazing team that always chooses to exert great effort. It inspires me to see them take the difficult yet fulfilling path just so they could produce commendable work and maximize their capacity to serve the ASHS community. All these outputs would not be possible without our regular “kumustahan sessions” which I include every time we have our regular meeting. I also plan to continue these for the rest of the school year and even beyond. Not only does it keep us sane and motivated, it also creates a stronger bond that no amount of difficulty can tear down. I strongly believe that when one is comfortable in their work environment, more so with their colleagues, good work behavior follows. I deem it necessary and vital to enhancing our abilities in working as a team because together, we can turn potentials into success and make the dream work.

Ultimately, I aspire that every single day we spend as a member of the OAPSAS, we continue to strive in helping each other grow while leaning on God, bearing in mind that He is our primary source of strength and wisdom to better exemplify the school’s mantra of being men & women for and with others.
For the first time ever, the Family Orientation Conference (FOC) was conducted online from June to September 2020 and many of the teachers assigned to welcome the new families to the ASHS felt awkward and a bit uneasy in the beginning. Even if they saw the parents up close onscreen, the moms and dads still felt distant. The teachers thought it would be difficult to break down walls and connect with the parents. Saying the “Prayer for Generosity” at the start of the session helped. It made the teachers aware that these encounters were not just about exchanging information about the school and the families of our students. It was also about giving and receiving time and attention to the feelings, needs, and views of everyone in the community, just as family members do for one another. Teachers felt fortunate to have heard about the numerous, unique family situations our new students now find themselves in. What a blessing to have them all in our community. All 928 families were formally welcomed and completed the forms. Twenty teachers generously gave their time to be the school’s front liners.

- Another accomplishment was the creation and distribution of the Digital IDs. Part of the challenge here was requiring the students to upload their ID pictures at the start of the school year, coming up with the design, importing help from the OAPNAF (Ms. Criselle and the StraCs) and IT (Sir Inumerable). The majority of them were able to comply with instructions, but around 5% challenged us. It even reached the point where the principal got involved in reminding the students and parents.

- The office was also involved in the Retrieval of Belongings of our Grade 12 students. Since the Gr 11 students last year were not able to get and clear their things from their lockers during the onset of the pandemic, the school, in partnership with the CSMO came up with guidelines on how to go about retrieving the students’ belongings left in school. Since the students were not allowed to personally enter the campus, the challenge was to ask the parents and guardians to complete this task. Recognizing that two weeks may not be sufficient, the principal extended the deadline for the retrieval of the students’ belongings until the end of the school year. As of the moment, we are crafting the guidelines for this extension.
Our work in the Office of Student Activities has been fueled by the passion, dedication, vision, and hard work of our student leaders and members. Of course, this was also not possible without the same level of guidance and care of the moderators who have lovingly stayed with the students as they crafted their plans and breathed life into these.

Even before the school year began, the ASHS Sanggunian had been meeting to dream up their plans for the year and how they would adjust to the new platform and environment. We transitioned from a physical space to an online one, and the earliest decision we made was to put up an OSA Website that would serve as our Hub online. Surveys were sent to the officers and moderators of the different organizations, committees, and sports clubs to get a feel of their readiness to operate online. By the summer's end, all had expressed interest in continuing operations for the school year.

At first, we had reservations on how events would pan out and take place, but the past quarter has proven to us that student activities will thrive in any environment, so long as all those involved are dedicated to producing an activity that is well-executed. Some of the events under the OSA that took place during the first quarter are the following:

- **HABLON**: ShorSem 2020
- **PADAYON**: Website and Sanggu Theme Launch
- **Involvement Week** — with guests Fr. Jett Villarin SJ and Hon. Samira Gutoc
- **ALUYAN**: CSC Week — with guest panelists from various youth groups
- **Ath-C’s Health and Wellness Week** — with guests Fr. Bong Dahunan SJ, Coach Jarrel Agcaoilli, Ms. Alyssa Valdez
- **Behind the Scenes**: ACO Leadership Training — with guests Ms. Alex Pates, Mr. Jerome Ignacio, Hon. VP Leni Robredo
- **Sinag Events**: Saldang (Scholar’s Welcome Party), Prayer Session, General Assembly
- **Lunduyan Event**: Refresh and Reset
- **Dulaang Sibol Event**: Katha
- **ASHS Model UN Event**: Crisis Committee
- **ASHS Debate Org and Varsity Event**: Open Training
- **Pugad Literary Folio Event**: Folio Launch

In addition to these, we also saw that despite being far from one another, the students also have a desire to be active in their co-curricular activities. This was evident in the turnout of our Involvement Week signups, as well as the volume of applications for the different committees in the Sanggunian, such as the Communications Team and SOLE Committee.

As moderators, it has been life-giving to work with such passionate young people, but it has also been so difficult for us to balance navigating the new platform in light of our work in Student Activities, coupled with our respective individual teaching loads.

It was challenging to not only manage the affairs of the students, but also be the formators we are supposed to be from a distance. This has allowed us to be more creative in getting to know the student leaders, often arranging bonding sessions by playing online games and having kumustahan during our meetings. It was also difficult to make decisions as we went along because this is a road no one has tread before. What has given us reprieve is the team that we have, namely Chris, Tootsie, RD, and Joyce. Sharing all joys and burdens are poignant reminders that we do not walk alone.
Health Services

The health and well-being of the SHS community has always been the priority of Health Services even before the pandemic. Now that it is not possible to have face-to-face consultations, e-consultation was introduced and is being offered, as well as giving reminders in the form of monthly health bulletins.

Employees were also able to seek online consultation with us as well. Sometimes, it was hard because there were some problems, like slow internet connection, that were beyond our control. At the same time, there were still computer applications we had to learn. But somehow, we were able to get through these challenges.

Another challenge for us was the completion of submission of the SHIF (Student Health Information Form) for all students since many of them were not able to submit on time. After several reminders, emails, announcements, and memos, there were still a number of students who were not able to submit despite the extension of the deadline. Because of this, sanctions were given but several parents requested reconsideration. It was a long process that kept Nurse Claude awake late at night attending to the non-stop emails of students and parents sending either updates or requests. With all these, we are learning to be more patient and understanding and continue to do the best that we can to make adapting to this new normal easier for one another.

Athletics

From the moment the campus was shut down back in March, the Athletics Programs of the ASHS were put in limbo. With the health and safety of the student-athletes and the coaches as the utmost priority, all varsity programs of the ASHS were put on hold indefinitely.

In the months that followed, amidst the ever-changing community quarantine guidelines, and regulations and labels, discussions were held to gauge the feasibility of resuming athletic competition for the upcoming school year. At the same time, the coaches and the program heads under the University Athletics Office revamped the training modules to adjust to the norm of online education.

It was a long and arduous process to get the Athletics Programs up and running for this school year. In the beginning, there was a lot of troubleshooting, trial and error, and steep learning curves. The coaches, much like the student-athletes they teach and mentor, had to go through the process of learning and relearning how to navigate an online environment. However, the shared passion and enthusiasm of the student-athletes and their coaches helped in making the adjustment period fruitful and life-giving.

While far-removed from the intensity they experienced during their games and competitions, the student-athletes have translated their energy to a desire to continue growing and developing their God-given skills, talents, and habits.

This school year, we have 18 operational varsity teams, 31 coaches hired and approximately 200 student-athletes.
Back in February 2020, right after we (the executive council) were elected, we in the Sanggunian already had lots of projects planned for school year 2020-2021. These included periodic study halls spearheaded by ACO, pep rallies by AthC, month-long district celebrations by CSO, and so much more. However, due to the COVID-19 pandemic we had to adjust our initial plans to fit the current learning context of the ASHS Community. Not only did we have to cancel major “physical” events such as the ASHS Sportsfest, Fair, Promenade, etc., we also had to reduce our manpower. We effectively dissolved the finance team of the Sanggunian (except for the executive finance officer) and repurpose committees previously assembled last school year such as Fair committee which is now known as the SOLE committee (Special Online Events Committee), and many other changes.

This abrupt change in our ASHS community has caused the executive council to become proactive and flexible in discharging its duties. In addition, our current Sanggunian administration is the first to institutionalize the creation of ‘Sanggunian Acts’ (similar to PH’s Republic Acts but whose authority only covers ASHS Sanggunian). We currently have two S.A.’s, four resolutions and a constitutional convention tasked with rewriting/amending our current constitution.

A high point of Sanggu in the first quarter was the completion of the ACO’s Leadtrain, Involvement Week, CSC Week, and Health & Wellness Week. Despite being exhausted due to the combined workload of extracurriculars and academic activities, our Sanggunian leaders have felt great joy and gratitude for effectively delivering such feats to the ASHS community. We in the executive council are motivated to continue serving alongside our fellow leaders in the ASHS. Truly, we feel more connected to God in moments when we are with those we love and serve.

+ AMDG

A general consensus among the Sanggunian leaders is that we all find God in the lives of those we work for and with in the ASHS. Our current executive council specifically mentioned how they experience God’s grace and love whenever they commit themselves to projects, initiatives and even legislation matters in Sanggun; furthermore, they expressed that despite this uncertainty, they are constantly reminded of their purpose or “why’s” whenever they see the student leaders alongside them striving for the same goal with genuine love for the community and for God.
Office of the President
(Continued)
14. Communications Team’s handling of Website, Livestreams, Sanggu SocMed, etc.
15. Communications Team’s Martial Law Anniversary Campaign
16. Finance Team’s handling of Sanggu Financial Matters
17. Partnership with Ako Bakwit re: Webinar on Internally Displaced People
18. Partnership with APCO on Martial Law Special Episode
19. Institutionalized partnership with ADMU Sanggunian
20. Partnership with ADMU OVP on Ninoy Aquino Day Special Kamustahan Session
21. Partnership with ADMU Sanggunian’s Anti-Terror Bill Online Protest
22. Institutionalized Partnership with Jesuit Basic Education Units in the Philippines
23. Institutionalized Partnership with Alunsina re: External Affairs Unity Statement Writing
24. Partnership with Alunsina re: Anti-Terror Bill Statement
25. Partnership with Lakambini on Statement re: Joseph Pemberton’s Presidential Pardon
26. Release of statement re: Maria Ressa’s Legal Case

Assembly of Class Officers
1. Restructuring of ACO Council roster to fit online setting and minimize workforce
2. Successful collaboration with COMELEC for Class Officers and Vice Chair Elections
3. Drafting of ACO Vox files
4. ACO Leadership Training
5. Duffy-Delaney Day (D3) Surprise
6. Formation of ASHS Strand Google Classrooms
7. Amendment to the ACO Working Manual (2020 ed.) to accommodate the Official Use of ACO OBF Email
8. ACO Buwan ng Wika Reflection

Office of the President
1. Ask Sanggu (Part One)
2. OSA-Sanggu Website
3. Creation of New Sanggunian Email
   sangguashs@obf.ateneo.edu
4. Plebiscite for Constitutional Reform
5. 1st and 2nd Sanggunian General Assembly
   SGA re: Constitutional Reform and D3 Plans and Delegations
6. 1st and 2nd Sanggunian Hearings
   a. Hearing on SA001 and SA002
7. Sanggunian Act 001 and 002 s. 2020-2021
   001: External Affairs Act of 2020
   002: Anti-Sexual Misconduct and Gender Discrimination Act of 2020
8. Resolution 001-004 s. 2020-2021
   R001: Creation of SA001: External Affairs Act of 2020
   R002: Creation of SA002: External Affairs Act of 2020
   R003: Constitutional Reform of 2020
   R004: Formation of Sanggunian Correspondence Center
9. Padayon Theme Launch
10. Padayon Theme Song Auditions
11. Survey for the Scholar’s Online Learning Context
12. Pre-School Year Meetings with Sanggu Council Cores
13. Secretariat Team’s handling of Involvement Week Forms and Reports

ASHS Sanggunian
Accomplishments

1. Restructuring of ACO Council roster to fit online setting and minimize workforce
2. Successful collaboration with COMELEC for Class Officers and Vice Chair Elections
3. Drafting of ACO Vox files
4. ACO Leadership Training
5. Duffy-Delaney Day (D3) Surprise
6. Formation of ASHS Strand Google Classrooms
7. Amendment to the ACO Working Manual (2020 ed.) to accommodate the Official Use of ACO OBF Email
8. ACO Buwan ng Wika Reflection
Council on Student Organizations
1. Restructuring and contextualizing the council and its processes and platforms to the online setting
2. Additional organizations for the school year (Blue Kitchen and ASHS ProgVar)
3. District Head and Secretary Elections
4. Increase in creation of individual Org Pages to act as an online platform
5. Involvement week
6. Individual Org Check Ups for all 30 organizations of the ASHS
7. Launching of Christmas Donation Drive with Tanging Yaman Foundation
8. Launching of Council Help Desk
9. Formation of District Logos
10. District Week Preparations
11. Creation and Updating of Organization Manuals and Constitutions
12. 27 official Org Projects: https://docs.google.com/spreadsheets/d/1bC5jmyst16mXxh5TlqnPAisXf2J979NG_Y1dct9DkOY/edit?gid=1915727349

Council on Student Committees
1. Restructuring of Sandigan Committees and sessions to fit the online setup
2. Involvement Week
3. CSC Week
   - Panel Discussion featuring Youth Advocates regarding the current state of the youth sector
   - Launch of The Habitat, a monthly newsletter by Matanglawin
   - Launch of Lakam Wrap-Up, a monthly infographic about news surrounding the LGBTQ+ Community
   - Launch of LakamHome, a bi-monthly infographic about staying safe and healthy amidst the COVID-19 pandemic
   - Baybayin Workshop by Alunsina and Mapulon’s Slumber Party

Athletes’ Council
1. Restructuring fitness programs and council platforms to fit the online setting
2. Involvement Week
3. First ever Collab Video with the AJHS AthC
4. Health and Wellness Week
5. Buwan ng Wika Materials for Larong 90’s
6. Maintenance of Sports Clubs
7. Reviving dissolved sports clubs from last year
8. Individual Sports Club Check-Ups
9. Creation of AthC Fitness Initiative
10. Creation of E-Sportsfest
11. Creation of PrE-Sportsfest
12. Formation of the Initiative for the Varsity Council
13. Combined the Sports Club Coordinators with the Secretariat Team for efficient communication regarding the Sports Clubs’ concerns
14. AthC Quarter Mini-Retreat
15. Amendment of the Athletes’ Council Manual

ASHS Sanggunian Accomplishments
The start of the school year for the SHS was unlike any other year for the rest of the schools not just in the country, but probably the whole world. This new set-up was something we never imagined would happen but the pandemic brought about changes that made life more difficult and meaningful at the same time.

The SHS HR is also coping with the several changes this school year. Normal HR operations continue to thrive despite limited (physical) access to resources (subject matter experts, files/documents, etc.). We are doing our best to be efficient, effective, and responsive to the needs of our employees despite the physical distance. I am very proud that our office has been in support to cater to the various needs of our employees in collaboration with other offices. The office has also been able to accomplish the recruitment of new teachers for this school year. The in-service and pre-service for teachers were also done virtually. For one, the online pre-service session of HR was a first for me. I have been doing learning and development for more than a decade and this type of facilitation felt really awkward, yet it was truly a learning experience. It is also a blessing that our custodians are able to work on rotational shifts.

So where did we find God in all these? Words may fall short to describe or even narrate how God has worked in our lives in the middle of crisis. Given the feelings of fear, insecurity, anxiety, tiredness, fulfillment, joy, being cared for, and being loved – God was with us all throughout. In our everyday minute or ministerial, big or proud moments to be of service to the community, the presence and support of the school, our family, friends, and of course our own HR family – all these are stern reminders that God is ever faithful and true to His promise.

Zai, our HR staff, and I are looking forward to the months to come – a promise of better days for all of us.
In this time of pandemic, the Testing and Research Office (TRO) was forced to abandon its traditional practices temporarily and adopt a completely different work arrangement—going full-blown online. The first few months have been quite taxing given the limitations of the current circumstance but we managed to power through. While we feel overwhelmed by the seemingly unending tasks, God made himself known to us through the people we interact and connect with.

Connections within the community are even more strengthened through our “kumustahan” sessions; everyone is open to learning new skills, even our veteran teachers and staff who are used to the tried-and-tested practices willingly came out of their shells to adapt to the new normal. Acts of kindness and compassion have transpired as the whole Ateneo community thrived and worked together as one so that each school unit may be equipped with the knowledge and skills needed to work effectively from home. As for the TRO team, we were able to push through with our online tests for our faculty and students with the help and support of ASHS admin, dedicated coworkers, and valuable assistance given by our online test providers.

In collaboration with the Guidance Office, we were able to identify potential students who are at-risk through the Adolescent Personality Questionnaire (APQ) as early as the first semester so they may be given more attention and focus. The same goes for the faculty recruitment tests, where we are reminded that more than competencies, we are also called to make recommendations based on one’s impact on the holistic education of our dear Atenean students. While every day is a continuous struggle, blinded with uncertainty, God’s persistent love overpowers and flows within us. He is in each one of us. Knowing this grace, I am at peace that things will be alright as long as we have each other.

- Eleven (11) ASHS faculty applicants were given online recruitment tests; full psychological reports were prepared and given to HR and ASHS admin.
- 928 Grade 11 students were able to take the APQ online test despite constant internet disruptions and technical issues.
- Ryff’s Psychological Well-Being Scale online test is set to be given to Grade 12 students this October.
When it became apparent between April and May 2020 that the upcoming school year would not be a normal one, in that online learning and work from home arrangements would be the new norm in Ateneo, I had an inkling that my office would probably be busy in the coming months since the implementation of new, untried methods would necessitate evaluation. It’s been six months since then, and I have been working with only a select number of people but a large amount of data. Behind the data, though, are people whose stories unfold as each of them meets the challenges of a changed world.

For instance, early on the needs assessment survey administered to the faculty revealed notions and apprehensions that teachers had about switching to online learning. The students’ parents likewise expressed fears and anticipated difficulties that their sons and daughters would have. They also touched on their own concerns. Some of these concerns had to do with financial matters. As the community quarantine was enforced, the economy slowed and many people’s jobs and livelihood were affected. Parents and students, scholars and non–scholars alike, appealed to the Office of Admission and Scholarship (OAS) for consideration. As I helped prepare online forms for requests for a special financial aid grant, I learned how some families were badly affected by the pandemic: parents who lost their jobs, or whose businesses were facing bankruptcy or closure, or who became sick with the coronavirus.

During the course of the first quarter, I was called upon to work with the OAS in preparing for the admission of students for the following schoolyear, as the usual admissions procedure would have to be modified in that the Ateneo Senior High Admission and Placement Exam (ASHAPE) could not be administered under the current situation. Concurrent with this task, I helped with the Online Learning Survey for Students, which meant collecting information on students’ experiences, observations and suggestions regarding their online classes during the first quarter. Apart from this, feedback on their teachers and classes was also gathered.

Data is most useful when provided to the decision makers soon enough to allow solutions and ways of addressing whatever findings are obtained from them. For me, this meant long hours and rather quick turnaround times, since I don’t have anyone else working with me in the Research Office. I must admit that it got a little bit stressful at times, but what got me going was the fact that I had seen how the university responded to the crisis: swiftly and decisively. It was clear to everyone that people’s safety and welfare was the priority. It was (and still is) reflected in each decision and in each step that has been taken by the various units’ administrators. It was a great comfort especially at the start when there was so much uncertainty, when even our government did not seem to know what to do and thus, did not inspire much confidence and hope. Our way of life has changed so much; it almost feels like we’re in a war, but it’s against an unseen enemy. At times it has been frustrating, infuriating, and exhausting but I’m thankful that I’m with my family, and that in my work people have been extremely kind and understanding. Seeing how everyone has been willing to give as much of themselves as possible has pushed me to also do as much as I can. There has been a very strong sense of working together, so even if I work alone, I feel connected to the whole Ateneo community. At this point, we still don’t know how much longer we will be in the same situation, but at least knowing that we are facing it together makes it much less daunting.
The first quarter of this school year was very stressful at the beginning. Because this was an extraordinary situation, the custodians and I had to do things differently and more purposefully. Supporting and helping each other was mandatory. Hindi pwedeng kanya-kanya kami sa panahong ito. Together, a **review of the systems** was done to identify how we could improve them and be able to work efficiently both in school and in our homes. We had to be prudent and so we **adjusted our budget**. With non-stop inquiries and support needed from us, all of us went the extra mile and worked even after office hours and during weekends. The problem of connectivity also made things difficult.

But we pushed forward. Talagang nagpursigi kami. As we did, we found God in ourselves and in others as we practiced endless patience and gave deeper understanding to what’s happening around us and how others are experiencing the same difficulties. We thank God that we remain compensated and are being taken care of by the school. God is in my every day because I see my kid and my wife while working.

As the supervisor of the Facilities and Management Security Office, the custodians and I are happy to have worked together and produce these results:

1. Alternating schedule for custodians on a 7 onsite, 7 offsite set-up as approved by HR.
2. Development of the new FMSO website based on Google sites which includes:
   - Inventory monitoring systems
   - Job Order monitoring systems – shared with CFMO
   - First wave of retrieval of personal belongings of students from Grade 11 lockers.
   - Creation of the online leave form for ASHS FMSO office
   - The acoustic ceiling project to start within the month

For personal results:
1. I’m glad to have helped develop the CAR (Campus Access Request) form of the CSMO, monitor it for error bugs and support CSMO for sheet troubleshooting.
2. I also helped develop the online leave form for teachers.

Siguro madalas naririnin din kami ng Panginoon na naglalabas ng hinaing kaya binigyan kami ng mahusay pang katulong sa opisina. Kahit noong hindi pa siya formal na kasapi ng opisina, kusang loob na siyang nagbibigay ng tulungan sa mga matatrabahong gawain. Malaking tulungan at kaginhawaan ang pagbibigay sa amin ng Panginoon sa biyayang ito.


Sa aming opisina ay madalas ang personal na transaksyon sa mga estudyante o mga magulang para sa mga kailangan nila sa bawat email na pinapadala at mas dumami ang gawain kay sa kadalasang ginagawa. 

Habang lumilipas na ang mga araw, napapanin ko rin na unti-unting natutugunan ang mga kasama ko sa opisina. Mas nakita ko sa kanila na kumikilos ang Panginoon dahil kami'y nagtutulungan para mas maipapatac ang mga mahal sa buhay.

Para sa bawat araw na dumaan, hindi mo pala mamalayan ang bilis ng panahon na kung saan nakasama ko yung Panginoon sa aking paglalakbay. Ang takot sa panahon ay unti-unting naging kagustuhan upang makasabay sa lahat ng gawain na mayroon sa loob at labas ng aming opisina. 

Sa bawat hamon na dumaan sa buhay ngayong may kinakaharap na pandemya, inilipas ko rito rin ang bawat araw na ang kaligtasan. Dumarating man tayo sa punong hirap at may pinagdararanan, may isa pa rin tayong nilalapitan para maipagpatunayan ang kagandahan ng lahat ng gawain na mayroon sa loob at labas ng aming opisina.

Para sa aming opisina sa Records at Registrar, siguro masasabi kong nagaling unang mga bagay ang pangangailangan para sa mga kailangan, sa pagdarasal at pagtutulungan para mas mapadali ang mga kailangan ng mga kakayahang pandemya.

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Musings
working during the pandemic with a faith perspective
I experienced God the most in the support groups and connections that I formed during the pandemic. I found myself connecting with different people, albeit virtually, more so this time around, than last year. I found myself with people who share the same burden and whom I can share my burden to even in the time where connections and relationships are very difficult to form and maintain. I see God moving in these people and I find His love in each and every moment I talk to them and connect with them.

Jerome Christopher Po
Management Department

In the midst of this pandemic, I find God in people: my family, my colleagues, and even the frontliners, Grab food drivers, etc. This is a period of chaos, anxiety, and uncertainty. But when I see people who continue to fight, serve, and help others, this pushes me to do the same. They are like God’s way of showing me that He is present and that there is still hope for a better tomorrow.

Mary Allyson Claude C. Laxamana, RL
SHS Librarian
If there is one thing that this past quarter has taught and reminded me, it is that God's grace is truly present and wonderful. I had so many misgivings and concerns coming into the quarter about how successful the modules would be, how responsive the students would be, how this whole online set-up could work, etc. However, God would always find a way to ease the situation and console me about all these issues, especially during emergency situations!
Sometimes, I just thought that everything would fall apart, only for the Lord to help me pick up all the pieces and to use these to create something meaningful, a surprisingly rich learning partnership between students and their teachers and parents.

The start of the first quarter really has taken a toll on my overall disposition as a teacher. If there is one thing that kept me on track last quarter, that would be the gift of community inside the Ateneo. I have stayed in the dorm since the start of quarantine - almost 7 months. Due to travel restrictions, I was not able to go home to my province, Isabela. It could have been a perfect moment to spend quality time with my family to compensate the years that I have worked here in Metro Manila. But even though they are far away, I have found a community inside the Ateneo.

I found God in many CLE colleagues and in my moderating class. Despite the distance, I have never felt closer to people than during this pandemic. Perhaps it was because we shared the same pain in isolation and desolation as well as the same triumphs in appreciating the little things and treasuring the few opportunities for human connection.
When asked to write a reflection about this year, this quarter specifically, I found myself at a loss for words, not because I have nothing to say, but mostly because I did not know where to begin. As I reflect on what to write about in this reflection, the emotion that resonates the most in my heart is the feeling of gratitude. Yes, I am grateful! Grateful because of God’s unconditional love and promise to care for me no matter what. Please do not get me wrong into thinking that I did not feel the weight of the suffering and adversity that this pandemic has brought upon us. I also had my share of fear, anxiety and sadness that each one had to endure. But amidst all of this negativity and sadness, I also could not help but take notice of God’s loving presence in my life. These moments did not require grandiose acts or miracles of legendary proportions, but simply from small and simple acts of kindness from my family, friends, and colleagues. This is how God manifested His presence in my life, and to this day He has never failed to let me know that He is ever with me. I have a deep devotion to the Blessed Mother, particularly Our Lady of Peace and Good Voyage. She has been my mama, and when I cry she is there to wipe my tears and remind me that I am not alone. She always sends her love in the small gestures of compassion and care that I receive from those who are around me.

As a teacher I have been blessed with the role to bear witness to God’s love and mercy and share this to my students. This actually has been my mission when I share my reflection and prepare for prayer sessions for my students. This role has actually helped me a lot to become more conscious of my prayer life. This has actually helped enrich my spirituality and made me more aware of how God moves and how real is His presence in my day to day undertakings.

I would like to end this reflection with the message of hope. Hope that must never fade and must continue to burn within the hearts of each one in our community. I see each of my colleagues as beacons of light, that when one's light seems to fade we should always be there to shine our spirit of joy and positivity towards one another. This pandemic will pass, and will be but a memory that we will remember as part of our history, but what I wish to stay permanently engraved within our hearts is the feeling of being secure and safe with God’s love, and the company of one another in the ASHS community.

I would like to attach the song “Psalm 73” by Hangad from a YouTube post by our very own Ms. Aira Lagunzad to this reflection. The message of the song is so meaningful to me. I hope it also brings joy and comfort to your heart as you read my reflection.

Psalm 73 by Hangad
https://www.youtube.com/watch?v=HSlml14p-9E
I found God in my friend group that supported each other as we got through each module, and in the teachers who did their best despite the new online setting. I also found God in being able to choose what I want to study through my electives. Being free to pursue and learn about what I’m passionate about and what I’m interested in helped me stay motivated and find something to love in what I was learning. Connecting with my friends, even if it was online, also made me feel that God was present in my life.

Jayson Isaiah T. Tan
12-Evans, GA Strand

In the first quarter, I found God in my teachers, as well as the challenges I overcame. The online setup came with a new set of struggles and emotions. I felt the Lord’s presence whenever our teachers checked on us because it was as if God Himself was asking me to examine my actions and acknowledge my feelings. I believe that He allowed me to make mistakes and face difficulties to help me grow. I truly believe that everything and everyone we encounter will teach us something, and all of it is part of God’s plan.

Alyanna Ysabel W. Nuqui
11 Escribano, GA Strand
For the first quarter, I had three leadership positions to handle alongside my academic responsibilities: Class Internal Relations Officer, ASH-JMA Human Resources Head, and being the leader of our ABM project group. While I was excited, I was also anxious about the possibility of not being able to live up to the expectations and responsibilities they entailed. However, throughout the quarter, I saw God in the people around me: my class moderator, subject teachers, classmates, friends, org mates, and ABM project groupmates were people I could reach out to in trying times. Through simple consultations and meetings, online game nights, group projects, video calls, and messaging sessions, God reminded me how lucky I was to have these people in my life to support me in all my endeavors. The adjustment period to the online set-up felt rocky from time to time, but knowing I am not alone, I feel whole.

Gabriela P. Zepeda
12-Anchieta, ABM Strand

Finding God in All Things

Coming from a five-month vacation, the first months of online classes were overwhelming, especially with the new setting and the amount of work given. It is no different than whenever the quarter ends, everything seems so heavy, and I easily got stressed and tired. Fortunately, the first quarter ended well for me, and all I could say is that God was in everything I did and in everyone I have in my life, but most importantly, I knew God was within me. There was nothing more important than being consciously aware of one’s thoughts and feelings when certain things come your way, and seeing everything through the lens of love, understanding, and caring in everything you do. It was easy to give up and give way to the hardships life bestowed upon me; however, I trusted and knew for a fact that God is within me as I went through the first quarter in an online setting.

Zoe T. Villar
12-Acquaviva, ABM Strand
During the first quarter, I found God in my class. Adjusting to online-based learning and living in the "new normal" was hard for me because I like interacting with my friends, and working with other people in a face-to-face manner. There had been days where I got lonely and wished that this pandemic did not happen. However, as school started, my classmates had established a virtual second home where we could all hang-out, open up, and talk. Even if assignments piled up, I knew that my class would be there for each other, caring, loving, and supporting ourselves along the way as we navigate through these extraordinary circumstances together.

Our situation has made me feel frustrated because it seemed nearly impossible to still carry-out my platform and plans for HUMSS. God knew well how much this bothered me because I talked to Him about this every night. It was not until the ACO Leadership Training that He showed Himself to me through my officers and the volunteer participants from my strand. Though it was through my screen, I was able to see the light and excitement in their eyes, their enthusiasm in being a part of a family that serves the ASHS community. This was a reminder from God that true service proposes itself in many ways, even in the most unexpected and unlikeable circumstances.

Sabie G. Aquino
12-Holland, HUMSS CHAIRPERSON
When I think of the word prayer, thoughts of solemnity and solitude come to mind: a quiet reflection whilst holding a candle during the Mass of the Holy Spirit, a harmony of voices chanting the same poem before going to the cafeteria to eat, or even just a minute of silence before starting a class. Prayer is manifested in the bonds we create with other people and with God, but is also at its summit when done alone, in the silence of our hearts. These cherished memories and vivid images of prayer are what pushed me to discern God’s presence in my first quarter of online classes, because this educational setting revolves around the very meaning of prayer. When one thinks of prayer, one doesn’t immediately imagine sitting in front of a bright screen, gripping the mouse and typing on the keyboard to keep up with the influx of requirements while listening to a lecture and all the while hoping that the connection does not give out, because that is not what we are used to. But, even in this unprecedented and unquestionably difficult time, I see God in the connections we make with people, whether it is through internet connection or interpersonal connection or connection with ourselves; I see God in the opportunity He gives me to connect to people when everything else tells me that I cannot.

I found God in the faces of people I see through my TV screen; through the news that shows the contorted faces of resilient individuals who have their own experiences of hardships. Particularly, I saw Him in students who are struggling to secure their education and their families who have set aside other concerns to prioritize their children and accommodate online learning. To watch them overcome challenges made me see the sacrifice, determination, and commitment I found in God throughout my life.

The perseverance they exhibit not only shows their values and principles but also the bitterness of life and the level of deficiency in today’s system. Until now, it serves as a fuel for my burning desire to be magis, to be vocal and aware, and to reach out and give a helping hand to others - just as I’m sure our God will also do.

Lara Faith L. Martin
11-Nakaura, STEM Strand
The email of Fr. Bert and Mrs. Castañeda asking us to serve as CPRs was met with great hesitancy and much reservation, with technology being the handicap of most parents. We struggled to create our Class Parents’ Viber group, not just because of this weakness in technology, but also because of the new and unfamiliar names in our class list. This was just the first step to being a CPR, yet it was already met with a lot of challenges. But because of our “YES” to Fr. Bert and Ma’am Ma-Isa’s call, the ‘power of Christ’ had rested upon us. With the help of the PUSH office in sending the Class directory form to the parents, as well as the support of our children who sent the Class Parents’ viber link to their new classmates, all of us were able to have a good and reliable venue to communicate with our new set of parents. The first ever ‘Virtual Class Moderators and Parents Meet-up’ was attended by almost all parents – a clear indication that we have achieved our first goal of bringing the parents together.

As Grade II Parents, we were also challenged by the fear and uncertainty of our children's ability to cope with the new learning platform, from face-to-face interaction and consultation with the teachers to being constrained with online classes. In addition, they also needed to work with new classmates through online group chats rather than the more effective group discussions done in person. Asynchronous sessions also contributed to much stress for the parents as their children had to learn on their own. But with God's grace, Grade II students survived the first quarter. Parents and children held hands together, even hearing school-sponsored Masses together.

God really works in mysterious ways...we just have to let go of our weaknesses and trust in His power to work in us and through us.


Panalangin ko na sa mga susunod na araw ay nawa makita rin ng kapwa ko kawani ang mga biyaya, malilit man o malaki. Maging mapagpasalamat at mapagpakumbaba kung ano man ang mayroon tayo. Pagyamanin at makibahagi sa mga tawag ng pagsisilbi.

Sa unang quarter ng School Year 2020-2021, marami po akong naharap at naranasan na pagsubok dahil sa pandemya. Una na po diyan ay kung paano disiplinahin ang aking sarili na dapat nakasuot ng face mask at face shield, laging mag-alcohol, sumunod sa social distancing protocols, at uminom ng mga vitamins para hindi po ako makasagap ng virus at hindi po kami magkasakit ng aking pamilya. Pangalawa po ang pagsubok na hinaharap naming manggagawa na “No work, no pay.” Para sa akin po, mahirap ito lalo na sa akin lamang umaasa ang aking pamilya. May hinuhulungan kaming bahay, mga bills ng kuryente at tubig, internet para sa online class, tuition ng aking mga anak, at iba pang gastusin. Nagpapasalamat ako na may asawa at mga anak na inspirasyon sa buhay. Nariyan din po ang Panginoong Hesus na patuloy kong kasama sa bawat laban ng aking buhay. Siya ay nagbibigay kalakasan, karunungan, at kapayapaan.


Nagpapasalamat ako sa Panginoon dahil tinupad Niya ang aking hiniling at sa loob ng pangarap ko ay tuloy-tuloy pa rin ang paggabay sa akin ng Panginoon at mayroon akong maayos na trabaho at pamumuhay kasama ang aking anak.

Benigno N. Maniego "Kuya Ben"


Janice M. Siggayo "Ate Janice"


Nakilala ko ang Panginoon dahil sa mga pangyayari na dumaan sa ating buhay ngayon. Na may Diyos pala tayo na kahit hindi natin Siya nakikita eh andiyan Siya para gabayan tayo at ingatan sa lahat nang oras at hindi niya tayo pinabayaan. At tulad ko na malayo sa aking pamilya andiyan Siya para tularin ang mga hiling niya at malaya sa mga sakit. At sa mga panahon na nalililhat ako ng landsas, andiyan Siya para magsalita. Hindi man Niya aking mismong nakikita o nakakausap, gumagamit Siya ng aking mga hiling na ingatan sa aking palarungan. Sa oras nang aking ginagawa, nagpapasalamat ako, malili man o malaking bagay.

Ronabel R. Rey "Ate Bhel"
As we continue to navigate uncharted waters, let us be open to the unexpected wonders and be alert to the beauty and mysteries of life that will unfold. Yes, these are unprecedented times but they are exciting times as well. Let us not hold back. As partners in mission, let us make this our ONE BIG FIGHT!