



Republic of the Philippines
LAGUNA LAKE DEVELOPMENT AUTHORITY

01 September 2020

MEMORANDUM CIRCULAR NO. 11
Series of 2020

SUBJECT: Guidelines for the Conduct of Webinars for LLDA's Continuing Environmental Education Program (CEEP) and Continuing Environmental Education Seminar (CEES) for Pollution Control Officers (PCOs)

The conduct of Continuing Environmental Education Program (CEEP) and Continuing Environmental Education Seminar (CEES) is the LLDA's commitment as part of the delivery of government services to its clientele since 2002 and for the past 18 years, such that it has been a regular activity of the Environmental Compliance Office of LLDA's Environmental Regulations Department. Through these training programs, the CEEP/CEES become one of the avenues for LLDA in assisting the industry sector to raise their awareness and be compliant with the existing environmental rules and regulations of the Authority, as well as in providing them with the latest technological innovations in wastewater engineering and management, among others;

As a result of general community quarantine measures limiting the mobility of individuals and clients and the prohibition of mass gatherings like seminars and trainings, there is a need to provide and migrate from the traditional, face-to-face training courses offered by LLDA (such as CEEP/CEES) to digital communications, e-learning systems or webinars.

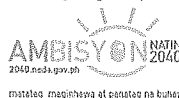
A webinar, short for a web seminar, is a meeting tool used to conduct live meetings, training, or presentations for which there is no need for the presenters and participants to be together in a room. In a webinar, each participant sits at his or her personal computer or using a smart phone (at home, office, etc) and is remotely connected to other participants and event host via the internet.

Thus, as part of the safety protocols of the LLDA to lessen the risk of the public being infected with the coronavirus of 2019 (COVID-19), and in ensuring the health and welfare of Pollution Control Officers (PCOs) during the period of community quarantine, the following guidelines are hereby adopted for the conduct of LLDA PCO's CEEP and CEES through a webinar platform:

I. Details on the CEEP/CEES Webinar Series

- a. The 40-hours CEEP and the 4-hours CEES webinars will be composed of lectures on various environmental laws, LLDA permits and clearances, permitting requirements, wastewater sampling and monitoring protocols, regulatory processes, including remote hands-on workshops on the various step-by-step processes for filling-out application forms, self monitoring reports, online LLDA Clearance application and SMR submissions, etc.;

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- b. Aside from LLDA technical staff, resource persons that are practitioners and/or experts in the field of environmental science, engineering and/or management will be tapped to support the LLDA in achieving the key objectives of the training;
- c. To maximize learning opportunities, activities that are suitable for webinar trainings will be utilized for the purpose. These include discussions via audio-video channel, and/or virtual chat room to allow the participants to be actively engaged in the webinar session, thereby improves recall and for their use in the future. Also, workshop shall be designed to allow participants to share best practices, new ideas, solve problems, answer questions, motivate and raise interest among participants. Tools available in webinar software (sharable electronic whiteboard, forums, chat rooms) will be used to record exchanges of ideas, challenges and suggestions generated during the discussions.
- d. Computer-based tests, quizzes or any other exercises for assessing the learning outcomes of a webinar session, or for measuring the acquired knowledge or skills shall be conducted. Also, a post webinar survey shall be made to assess the conduct of webinars, and to solicit suggestions on themes or topics to be included in the future webinar series.

II. Participant Registration and Notices

- a. For LLDA accreditation of appointed Pollution Control Officers, the cost of the 40-hours CEEP webinar is PHP 5,000.00 and PHP 1,800.00 for the annual 4-hours CEES webinar, inclusive of softcopy of presentations and training certificates which will be sent via courier services;
- b. The webinar is open for registration approximately 3 to 4 weeks prior to the event;
- c. The reservation link in the particular CEEP/CEES webinar schedule can be accessed thru the LLDA website www.llda.gov.ph, and shall be on a first-come, first-serve basis. Events are also listed in the CEEP/CEES Calendars, and further notifications for registration are shared via the official social media accounts of LLDA;
- d. Website link or email instructions shall be provided for reservation in the webinar. Registrants shall need to fill out and submit the reservation form, using active e-mail addresses to be able to receive electronic communications and retrieve webinar certificates later;
- e. Once the confirmation of the reservation thru electronic mail is received, the registrants shall need to pay in any Landbank of the Philippines Inc. (LBPI) branches, with the following details:

Payee's Name	:	Laguna Lake Development Authority
Name of Bank	:	Landbank of the Philippines
Account Number	:	0712-2220-77
Swift Code	:	TLBPPHMMAXXX (for Bank to Bank transaction)
Payor's Name	:	_____
Assessment Reference No.	:	_____

Option to pay electronically is also available through the online payment system of LBPI. Statement of Account or approved Assessment of Fees shall need to be

secured from LLDA before proceeding with the transaction. The LBPI online facility link is: <https://www.lbp-eservices.com/egps/portal/index.jsp>;

- f. The registrant shall notify the LLDA by submitting proof of payment through electronic means;
- g. A confirmation email will be sent to the participant after payment of registration with information specific to date of the training, including the link to the training;
- h. The slot of webinar attendance is for use by the participant only and registration credentials (login/passwords) should not be forwarded on to third parties. Doing so may hinder one's own access, as webinar entry is by prior registration only;
- i. Similarly, the materials and replay of webinars are for use by the participant only and should not be forwarded or passed-on to third parties;
- j. Responsibility for the confidentiality and security of webinar registration information and event materials issued by the LLDA lies with the registrant/participant. If one believes that a third party has obtained details in an unauthorized manner, please promptly notify the LLDA;
- k. The virtual event facility includes a feature that allows audio and any documents and other materials exchanged or viewed during the session to be recorded. By joining a session, one automatically consent to such recordings. If he/she does not consent to the recording, one may contact the LLDA to discuss the concerns ahead of time prior to the webinar event date;
- l. The LLDA will use the "Zoom" platform in the webinars, and is a tool enabling video communications, video and audio conferencing, chats and webinars. Zoom is a web-based software requiring no installation in a personal computer but Zoom app can be downloaded for free if one opts to use a smartphone. Nevertheless, the LLDA is not precluded from using other webinar platforms with similar features in the conduct of these trainings.

III. Refund Policy

Payment of registration in the CEEP/CEES event is non-refundable. Participant substitutions or re-scheduling to a later date is allowed provided a prior written request is made via email to eco@llda.gov.ph or hand delivered to the LLDA office.

All self-study materials, handout kits, including e-books and any downloadable products cannot be returned in exchange for a fee reduction or refund.

IV. Webinar Rules and Etiquettes

Webinar rules and etiquette is not particularly different from the rules of conduct for any meeting or presentation, but they do have a slight twist to accommodate the online media. A good webinar etiquette, like good online rules in general, keeps doors open to better communication, greater mutual respect and greater efficiency. Listed herein are the most important rules of Webinar etiquette:

1. Participants need to turn off their audio during the presentation. They can ask questions via the "chat" mechanism on the online meeting software.

2. Participants' questions shall be addressed during the "open forum sessions" per schedule or get answered via email in case of time constraints.
4. Participant should not close its session or logout during the webinar; one may leave for a short break any time in between but re-login may not be successful as it may interrupt the system. Participants can log-out after the event finishes.
5. Personal questions or non-subject related questions during the event will not be allowed.
6. Participants should show up or join the webinar on time. Although the participant may not disrupt the presentation by logging late, but he/she may miss important information or discussions.
7. Participant needs to wait for his/her turn in a live setting. In the webinar, especially when not everyone is on webcam, one may need to rely on cues such as hand-raising icons or questions posted in chats.
8. Chat allows the participants to interact with others and creates a "back channel" for discussions parallel to the main course of the webinar. It can be a distraction, but often constitutes an alternative space for social learning (sharing opinions, information, links, and experiences). As it can be also used for activities requiring communication and collaboration between participants, using the chat room just to socialize will not be allowed.
9. Ask questions concisely. Lengthy introductions, self-promotion or spending a lot of time sharing opinions before asking a question should be avoided.

During the webinar, it is expected that the participants will actively participate during the live discussions and open forum and, except for short breaks, should be visible in audiovisual screens all throughout the sessions.

Aside from the roll-calls, videos and/or screenshots of participants will be one of the basis in determining attendance to Webinar session; screenshots of participants where they are not present or absence in video replays will disqualify them in the completion of the course.

After the webinar, participants will receive an electronic copy of its Certificate of Completion where they can print and present as basis of their compliance for its Discharge Permit requirement for annual PCO training or in its application for LLDA PCO accreditation. Softcopies of handouts and relevant training materials shall be saved in a USB and will be sent thru courier together with the signed Certificate of Completion.

Those who were not able to complete the time required of the particular webinar will receive a Certificate of Attendance instead, and unless attended another Webinar schedule to complete the time required, this cannot be used for compliance and accreditation purposes.

This Memorandum Circular shall take effect immediately and remain in force unless otherwise revoked, amended or superseded.



JAIME C. MEDINA
General Manager