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ROLES OF EXTERNAL FACILITATOR

- Arrives in class on time.
- $\bullet\,$ Practice good manners and right conduct.
- $\bullet\,$ Helps the teacher in checking attendance regularly.
- $\bullet\,$ Moves around the classroom to monitor student tasks.
- Communicates with the teacher's concerns with regards to activity by consolidating the queries of the students.
- Helps the teacher collect the learning activity sheets.
- Ensures the cleanliness of the classroom before and after the class. (e.g., Blackboard, electricity).

ROLES OF INTERNAL FACILITATOR

- Practice good manners and right conduct.
- $\bullet\,$ Helps the teacher in checking attendance regularly.
- $\bullet\,$ Helps the teacher collect the learning activity sheets.
- Ensures the cleanliness of the classroom before and after the class. (e.g., Blackboard, electricity).

ROLES IN OFFICE DUTY

- Practice good manners and right conduct.
- Communicates and assists employees and students in the offices.
- Does paperwork or any given tasks.

ROLES OF ATTENDANCE CHECKER

- Practice good manners and right conduct.
- Monitors and ensures attendance of the Student Facilitators.
- Communicate with the teacher's concern with regards to the Student Facilitators
- Submit monitoring sheet and report to the SF Coordinator upon checking

SPECIAL DUTY AND INCENTIVES

DATE	TIME	SIGNATURE Signature over Printed Name

Total Duty Hours:

12