



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 17, 2023

REGIONAL MEMORANDUM

No. **342** s.2023

**WORKSHOP ON THE DIGITIZATION OF REPORT GENERATION
AND ITS PRESENTATION AND SUBMISSION**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), shall conduct a **Workshop on the Digitization of Report Generation and its Presentation and Submission** on May 23-24, 2023 at the Pongos Hotel, Ormoc City.
2. The activity aims to:
 - a) capacitate the participants with the advanced skills in digitizing reports which shall include motion pictures for universal use;
 - b) discuss the initial results of the Alternative Learning System Program Knowledge Management System (ALSPro-KMS) Tool pilot run;
 - c) address the reported issues on the analyses and interpretation of data submitted to higher office; and
 - d) provide them the opportunity to present updates on the utilization of the newly delivered Alternative Learning System (ALS) Junior High School Modules and Session Guides via inventory reporting and applying the new learnings on the use of digital technology.
3. The Schools Division Superintendents, through their respective Curriculum Implementation Division Chiefs, shall ensure full attendance of the participants and must bring laptops, Wi-Fi modems, extension cords and high-resolution Cameras.
4. There is **no registration fee**. The board and lodging expenses of the participants shall be charged against the **downloaded ALS Program Support Funds** at the host Division of Ormoc City, with afternoon snacks as the first meal in day 0 and lunch as the last meal in day 2, while the travel and other incidental expenses relative to the activity to the downloaded funds at the respective offices, subject to the usual accounting and auditing rules and regulations.



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5. The Regional ALS Focal Person, with the support of the Contract of Service staff for ALS, shall conduct monitoring, coordination meetings and provision of technical assistance with the host division relative to the activity which expenses are chargeable against the downloaded ALS Funds at the Regional Office.

6. Further, the host schools division shall take charge of all the necessary arrangements in the procurement of the needed goods and services as well as in the liquidation and reporting on the utilization of the funds.

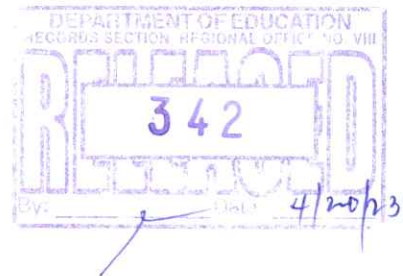
7. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

Enclosures: Program Management Committee
Terms of Reference of the PMC
Allotment of Participants
Activity Matrix
References: RM 175, s. 2023 dtd 28 February 2023
MATATAG Agenda of DepEd
To be indicated in the Perpetual Index under the following subjects:

ALS ICT TRAININGS

CLMD-APC



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Enclosure 1 to RM No. **342** dated April 17, 2023 re: **Workshop on the Digitization of Report Generation and its Presentation and Submission.**

PROGRAM MANAGEMENT COMMITTEE (PMC)

Program Steering Committee (PSC)

<i>Regional Director</i>	DR. EVELYN R. FETALVERO, CESO IV
<i>Asst. Regional Director</i>	DR. RONELO AL K. FIRMO, CESO V
<i>CLMD Chief</i>	DR. HARVIE D. VILLAMOR
<i>Chairperson</i>	MR. ALFREDO P. CAFÉ, EPS, CLMD, DepEd RO8
<i>Vice-Chairperson</i>	DR. CRISTINA N. PAMENIANO, EPS, Ormoc City Division
<i>Resource Persons</i>	1) FLORA MAE BACUS, PAU, DepEd RO8 2) Two Resource Persons shall be arranged with the HRDD

Technical Working Committees

Hosting and Recording

Chairperson:	ELMER C. LOPEZ, ALS Teacher, Tacloban City Division
Vice-Chairperson:	CYNTHIA O. DAISOG, ALS Teacher, Ormoc City Division
Member:	AIRA NOYA TIMOSA, ALS Teacher, Ormoc City Division

Registration, Attendance, & Certification

Chairperson:	JIMJIM MAYOT, ALS Teacher, Ormoc City Division
Vice-Chairperson:	MARIA CRISTINA PENDEJITO, ALS PPAs, CLMD, DepEd RO8
Member:	PABLITO GOJOCO, JR., ALS Teacher, Ormoc City Division

Food, Venue and Accommodation

Chairperson:	SANTE CABAÑA, EPSA, Ormoc City Division
Vice-Chairperson:	ANYONE DIAZ, ALS Teacher, Ormoc Leyte Division
Member:	JASON IAN M. LABIRAN, MT, Samar Division

Program, Invitation, Health & Safety

Chairperson:	DIONISIO VERGARA, EPSA, Ormoc City Division
Vice-Chairperson:	MANUEL TUICO, JR., ALS Teacher, Ormoc City Division
Members: (Ormoc City)	CECILE LOUISE M. DEJANIO, RN, MD, Med Officer III ARESTHEW P. ARTES, RN, Nurse Incharge MARECON S. DAYANDAYAN, DMD, Dentist Incharge

Documentation & Report Generation (Print and Digital/Video)

Chairperson:	VICTOR C DUMAGUIT, SHS Head Teacher, Maasin City Div.
Vice-Chairperson:	RASSEL ESCOLANO, ALS CS, CLMD, DepEd RO8
Member:	SANTIAGO DEJANIO, ALS Teacher, Ormoc City Division



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TERMS OF REFERENCE (TOR) OF THE PMC

*Pongos Hotel, Ormoc City
May 23-24, 2023*

PROGRAM STEERING COMMITTEE (PSC)

- Manage and oversee the general conduct of the Activity.
- Ensure that all the tasks are carried out as planned.
- Guarantee provision of all necessary resources.
- Warrant the safety and security of the participants.
- Steer and empower the created Working Committees.

TECHNICAL WORKING COMMITTEES

HOSTING AND RECORDING COMMITTEE (HRC)

- Act as the master of the ceremonies.
- Prepare and present to the PSC the script of the flow of the program and the list of the VIPs for proper recognition.
- Check the functionality of the sound system and ensure its high-fidelity which shall connect at least two (2) speakers and (2) microphones.
- Ensure smooth flow of the transition following the approved program.
- In coordination with the Documentation and Report Generation Committee (DRGC), prepare and present to the PSC the daily record of the important events occurring within the activity for information, review, and storage.
- Provide copies of the recorded events to the PSC through the DRGC.
- In coordination with the DRGC, post in the Facebook Walls and other online platforms the approved data for public knowledge, information, and monitoring.
- Do other related tasks as instructed by the PSC.

REGISTRATION, ATTENDANCE & CERTIFICATION COMMITTEE (RACC)

- Prepare and ensure accomplishment of the Registration and Attendance Sheets.
- Assist the PSC in taking pictures of Food delivered by the supplier and ensure the availability as scheduled.
- Coordinate with the PIHSC and the Caterers in ensuring Health and Sanitation in food catering and services.
- Prepare Certificates of Appearance, Participation and Recognition for distribution/awarding to the official participants and facilitators/resource speakers.
- Submit to the PSC through the DRGC the accomplished Registration and Attendance Sheets.
- Do other related tasks as instructed by the PSC.



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FOOD, VENUE AND ACCOMMODATION COMMITTEE (FVAC)

- Prepare the seats and tables for the VIPs and the general attendees with labels and bottled water, following the approved layout.
- Coordinate with the catering service (supplier) in putting up the cloth for the tables and chairs which shall be at least two (2) hours before the start of the activity.
- Ensure availability of food at least an hour before the time of ideal serving and water dispensers with water enough to serve the number of participants.
- Ensure free-flowing coffee and choco (or as indicated in the approve purchase order/ notice of award) which shall be available an hour before the start of the activity.
- Coordinate with the host Focal Person for the availability of supplies and materials needed for the venue preparation which shall include items for the decoration.
- Post in conspicuous areas the directions to guide the guests in going to the Comfort Rooms, Parking Area, and Management Office.
- In coordination with the PIHSC, post in conspicuous areas the health and security hotline numbers for immediate attention and assistance.
- In coordination with the HRC, prepare and check functionality of the Internet Wifi, Sound System, LCD Projector and Operational Laptop ensuring readiness and quality.
- Ensure the cleanliness and sanitation of the venue and shall be free from any unnecessary disruptions.
- Post the tarpaulins at the designated areas.
- Do other related tasks as instructed by the PSC.

PROGRAM, INVITATION, HEALTH & SAFETY COMMITTEE (PIHSC)

- Prepare and process communications following the standards and protocol.
- Prepare and distribute to the concerned participants copies of the approved program.
- Send invitation letters to the identified guests outside of DepEd.
- Ensure availability of medical personnel throughout the activity.
- Administer emergency/ first aid medicines whenever necessary.
- Work closely with the Emergency Response Offices nearby in case of emergencies.
- Check nutritional values and safety of food under procurement.
- In coordination with the FVAC, ensure that food being served are on proper food handling.
- Advise the caterers on trends and best practices in terms of food services.
- Do other related tasks as instructed by the PSC.

DOCUMENTATION & REPORT GENERATION COMMITTEE (DRGC)

- Prepare and present to the PSC the daily record of the important events occurring within the activity for information, review, and storing.
- Post in the Facebook Walls and other online platforms the approved data for public knowledge, information, and monitoring.
- Prepare and submit report of accomplishments to the PSC.
- Prepare documents and other Means of Verifications necessary for the payment of the procured services and in support to the liquidation process of the utilized funds.
- Provide the PSC with the backup files of all the reports generated and submitted.



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Enclosure 3 to RM No. **342** dated April 17, 2023 re: **Workshop on the Digitization of Report Generation and its Presentation and Submission.**

ALLOTMENT OF PARTICIPANTS

*Pongos Hotel, Ormoc City
May 23-24, 2023*

	Division	ALS Focal	EPSA	ALS Teacher	Total Pax
1	Baybay City	1	1	1	3
2	Biliran	1	1	1	3
3	Borongan City	1	1	1	3
4	Calbayog City	1	1	1	3
5	Catbalogan City	1	1	1	3
6	Eastern Samar	1	1	1	3
7	Leyte	1	1	1	3
8	Maasin City	1	1	1	3
9	Northern Samar	1	1	1	3
10	Ormoc City	1	1	1	3
11	Samar	1	1	1	3
12	Southern Leyte	1	1	1	3
13	Tacloban City	1	1	1	3
14	PMC (outside host SDO)				6
Total Pax per Designation		13	13	13	45



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Enclosure 4 to RM No. **342** dated April 17, 2023 re: **Workshop on the Digitization of Report Generation and its Presentation and Submission.**

ACTIVITY MATRIX

Pongos Hotel, Ormoc City
 May 23-24, 2023

Time	Day 0 (May 22, 2023)	Day 1 (May 23, 2023)	Day 2 (May 24, 2023)
07:30 AM – 07:59 AM		MOL	MOL
08:00 AM – 08:59 AM		Topic 3: Preparing a Raw Video Care of HRDD	Final Output Presentations & Critiquing: Developed Video Documentation per SDO
09:00 AM – 09:59 AM	TRAVEL TIME, ARRIVAL & REGISTRATION	Workshop 1: Preparing a Raw Video Care of HRDD	
10:00 AM – 10:59 AM		Sample Output Presentation (by one selected SDO) & Interactions	
11:00 AM – 11:59 AM		Topic 4: Video Editing and Finalization using a Free Software Care of HRDD	
12:00 NN – 12:59 NN		LUNCH BREAK	



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DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

01:00 PM – 01:59 PM	Setting up for the Opening	Workshop 2: Video Editing and Finalization using a Free Software <i>Care of HRDD</i>	HOMEWARD BOUND	
02:00 PM – 02:59 PM	Opening Program	Sample Output Presentation (by one SDO) & Interactions		
03:00 PM – 03:59 PM	Topic 1: Overview on the Utilization of Video Documentations for Official Reporting Alfredo P. Café <i>EPS, Regional ALS Focal Person</i>	Workshop 3: Development of a Video Documentation per SDO <i>Focus Area:</i> Updates on the utilization of the newly delivered ALS JHS Modules and Session Guides cum inventory report <i>Reminder:</i> For final output presentation per SDO		
04:00 PM – 04:59 PM	Topic 2: Basics in Video Presentation Floramay Q. Bacus <i>PDO II, PAU, DepEd RO VIII</i>			
05:00 PM – 05:30 PM		Announcements		
05:31 PM – 07:00 PM		Debriefing with the PMC & Dinner		
Officer of the Day	SANTE CABAÑA	DIONISIO VERGARA		
				JASON IAN M. LABIRAN



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