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

May 12, 2023

**REGIONAL MEMORANDUM**

CLMD-2023- **448**

**CREATION OF A TECHNICAL WORKING GROUP (TWG) IN-CHARGE OF THE  
ALTERNATIVE LEARNING SYSTEM PROGRAM KNOWLEDGE  
MANAGEMENT SYSTEM (ALSPro-KMS) TOOL**

To: Schools Division Superintendents  
(Eastern Samar, Ormoc City, and  
Southern Leyte Divisions)  
All Others Concerned

1. In reference to the Regional Memorandum No. 395, s. 2023 dated May 3, 2023 and in support to the strategic goal of the Bureau of Alternative Education (BAE) which advocates automation in the processes, this Office, through the Curriculum and Learning Management Division (CLMD), hereby announces the **Creation of a Technical Working Group (TWG) In-Charge of the Alternative Learning System Program Knowledge Management System (ALSPro-KMS) Tool.**
2. The TWG members, identified in the enclosure, shall perform their respective duties and functions relative to the Project as stipulated under the Terms of Reference (TOR).
3. This ensures successful implementation of the innovation and provides a regular reporting on the progress of its utilization region wide.
4. Further, a four (4) - hour virtual orientation with the TWG members of their respective roles shall be announced in a separate issuance.
5. Participants' travel and other expenses relative to the said virtual orientation, shall be charged against the **downloaded ALS Funds** at the respective Offices, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of and compliance with this Memorandum are desired.

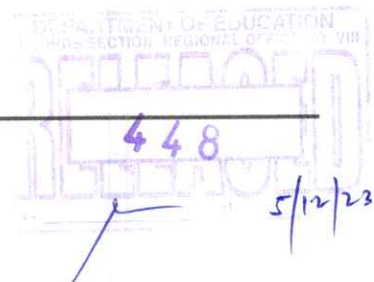
**EVELYN R. FETALVERO, CESO IV**  
Regional Director

Enclosures: None  
References: As Stated  
To be indicated in the Perpetual Index under the following subjects:  
**ALS INNOVATIONS TRAININGS**

CLMD-APC



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Enclosure 1 to RM No. \_\_\_\_\_ dated May 11, 2023 re: **Creation of a Technical Working Group (TWG) In-Charge of the Alternative Learning System Program Knowledge Management System (ALSPro-KMS) Tool.**

**TECHNICAL WORKING GROUP (TWG)**

**Program Steering Committee (PSC)**

<i>Regional Director</i>	<b>DR. EVELYN R. FETALVERO, CESO IV</b>
<i>Asst. Regional Director</i>	<b>DR. RONELO AL K. FIRMO, CESO V</b>
<i>CLMD Chief</i>	<b>DR. HARVIE D. VILLAMOR</b>
<i>Chairperson</i>	<b>MR. ALFREDO P. CAFÉ, EPS, CLMD, DepEd RO8</b>
<i>Vice-Chairpersons</i>	<b>MR. VICENTE R. ANTOFINA, JR., EPS, Eastern Samar Div</b> <b>DR. CRISTINA N. PAMENIANO, EPS, Ormoc City Division</b> <b>MS. RUTH G. POBLETE, EPS, Southern Leyte Division</b>
<i>Consultant</i>	<b>DR. JAMES BRIAN FLORES, Director, QA, SLSU-Main Campus</b>

**Program Management Committees (PMC)**

*Database Management, Eastern Samar Area*

<i>Chairperson:</i>	<b>MR. VICENTE R. ANTOFINA, JR., EPS, Eastern Samar Div</b>
<i>Vice-Chairperson:</i>	<b>MR. RUEL E. BALCETA, EPSA, Eastern Samar Division</b>
<i>Members:</i>	<b>JOHN DAVE P. BUZON, ALS Teacher, E. Samar Division</b> <b>ROMEO MORANTE, JR., ALS Teacher, E. Samar Division</b> <b>FEDDIE TYSON CONTADO, ALS Teacher, E. Samar Division</b>

*Database Management, Ormoc City Area*

<i>Chairperson:</i>	<b>DR. CRISTINA N. PAMENIANO, EPS, Ormoc City Div</b>
<i>Vice-Chairperson:</i>	<b>MR. SANTE O. CABAÑA, EPSA, Ormoc City Division</b>
<i>Members:</i>	<b>BERNADETTE CATADO, ALS Teacher, Ormoc City Div</b> <b>MERRYLY PAMOGAS, ALS Teacher, Ormoc City Div</b> <b>PABLITO GOJOCO JR., ALS Teacher, Ormoc City Div</b>

*Database Management, Southern Leyte Area*

<i>Chairperson:</i>	<b>MS. RUTH G. POBLETE, EPS, Southern Leyte Division</b>
<i>Vice-Chairperson:</i>	<b>MR. LLOYD C. CARBONILLA, EPSA, Southern Leyte Division</b>
<i>Members:</i>	<b>LUDY T. ALBOLERAS, ALS Teacher, Southern Leyte Division</b> <b>RAYMOND CARIÑOTE, ALS Teacher, Southern Leyte Div</b> <b>ELVEN RECULLO, ALS Teacher, Southern Leyte Division</b>

*Documentation & Report Generation (Print and Digital/Video)*

<i>Chairperson:</i>	<b>VICTOR C DUMAGUIT, SHS Head Teacher, Maasin City Div.</b>
<i>Vice-Chairperson:</i>	<b>RASSEL ESCOLANO, ALS CS, CLMD, DepEd RO8</b>
<i>Member:</i>	<b>JAN VAUGHN ATILLO, ALS DM, DepEd RO8</b>



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Enclosure 1 to RM No. \_\_\_\_\_ dated May 12, 2023 re: **Creation of a Technical Working Group (TWG) In-Charge of the Alternative Learning System Program Knowledge Management System (ALSPRO-KMS) Tool.**

## **TERMS OF REFERENCE (TOR) OF THE TWG**

### **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 Program Management Committees.

### **PROGRAM MANAGEMENT COMMITTEES**

#### **DATABASE MANAGEMENT COMMITTEE (DMC)**

- Prepare and encode the required information into the database system.
- Review the entries in the assigned area in the database system.
- Coordinate with the Regional ALS Focal Person in matters of data errors and reversion requests.
- Regularly check the progress of the data encoding.
- Ensure that no other teachers are helping in the accomplishment of the job.
- Participate in the regular meeting and consultation as called for by the Regional Office relative to the Project.
- 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 Group Chat the pictures and other information deemed necessary for the PSC 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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Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

5189  
May 3, 2023

**REGIONAL MEMORANDUM**

No. **395** s.2023

**CONDUCT OF ACTIVITIES FOR THE DEVELOPMENT OF THE  
ALTERNATIVE LEARNING SYSTEM PROGRAM  
KNOWLEDGE MANAGEMENT SYSTEM  
(ALSPRO-KMS) IN REGION VIII**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), shall conduct **Activities for the Development of the Alternative Learning System Program Knowledge Management System (ALSPRO-KMS) in Region VIII** of which details are as follows:

Title of the Activity	Date	Check-in Time	Venue
Conference-Writeshop on the Utilization of ALS Forms and Presentation of the Proposed Design of a Database System in the Region	May 26, 2023	2:00 p.m., May 25, 2023 (Day 0) <i>First Meal is PM Snacks (Day 0)</i> <i>Last Meal is Lunch (Day 1)</i>	TBA
Launching and Orientation-Writeshop on the Utilization of the ALS-KMS Tool cum ALS Program Implementation Review	June 8-9, 2023	2:00 p.m., June 7, 2023 (Day 0) <i>First Meal is PM Snacks (Day 0)</i> <i>Last Meal is Lunch (Day 2)</i>	TBA

2. The activity aims to:
- start the implementation of the ALSPro-KMS innovation of the Region;
  - capacitate the participants and the users in the utilization and accomplishment of the forms necessary to run the system;
  - create a regional management committee that will ensure success in the implementation of the project.
3. The participants identified in the enclosure must bring laptops, extension cords, wi-fi modems and softcopies of the data of learners, teachers, and EPSAs to expedite the report generation as deemed necessary.
4. The Schools Division Superintendents, through their respective Curriculum Implementation Division Chiefs, shall ensure full attendance of the participants throughout the conference.



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5. 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 Regional Office, while the travel and other incidental expenses relative to the activity to the downloaded ALS/local funds at the respective offices, subject to the usual accounting and auditing rules and regulations.
6. Further, the CLMD, through the Regional ALS Focal Person, shall ensure the availability of the above-mentioned Tool a week before the activity, following the procurement process and chargeable against the downloaded ALS Funds.
7. Immediate dissemination of and strict compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director 

Enclosures: Allotment of Pax per SDO and RO  
References: Approved ALSPro-KMS Proposal  
To be indicated in the Perpetual Index under the following subjects:  
**ALS      CONFERENCES      INNOVATIONS      TRAININGS**

CLMD-APC



Enclosure No. 1 to RM \_\_\_\_\_, s. 2023 dated May 2, 2023: **Conduct of Activities for the Development of the Alternative Learning System Program Knowledge Management System (ALSPro-KMS) in Region VIII.**

### Allotment of Participants per Office

#### 1. Conference-Writeshop on the Utilization of ALS Forms and Presentation of the Proposed Design of a Database System in the Region

	Division	ALS Focal	ALS SHS Head	ALS Teacher	Total Pax
1	Baybay City	1	1	1	3
2	Biliran	1	1	1	3
3	Borongon 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	PMT				6
Total Pax per Designation		<b>13</b>	<b>13</b>	<b>13</b>	<b>45</b>

NOTE: Activity Matrix and Members of the Program Management Team will be reflected in a separate memorandum.



**2. Launching cum Orientation-Writeshop on the Utilization of the ALS-KMS Tool.**

	<b>Division</b>	<b>CID Chief</b>	<b>ALS Focal</b>	<b>PSDS</b>	<b>ALS SHS Head</b>	<b>ALS Teacher</b>	<b>Total Pax</b>
1	Baybay City	1	1	1	1	1	<b>5</b>
2	Biliran	1	1	1	1	1	<b>5</b>
3	Borongan City	1	1	1	1	1	<b>5</b>
4	Calbayog City	1	1	1	1	1	<b>5</b>
5	Catbalogan City	1	1	1	1	1	<b>5</b>
6	Eastern Samar	1	1	1	1	1	<b>5</b>
7	Leyte	1	1	1	1	1	<b>5</b>
8	Maasin City	1	1	1	1	1	<b>5</b>
9	Northern Samar	1	1	1	1	1	<b>5</b>
10	Ormoc City	1	1	1	1	1	<b>5</b>
11	Samar	1	1	1	1	1	<b>5</b>
12	Southern Leyte	1	1	1	1	1	<b>5</b>
13	Tacloban City	1	1	1	1	1	<b>5</b>
14	PMT						<b>10</b>
	Total Pax per Designation	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>13</b>	<b>75</b>

NOTE: Activity Matrix and Members of the Program Management Team will be reflected in a separate memorandum.

