



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

June 23, 2023

**REGIONAL MEMORANDUM**

CLMD-2023- 648

**HOSTING THE CONDUCT OF THE FOCUS GROUP DISCUSSIONS  
 RELATIVE TO THE LITERACY COORDINATING COUNCIL'S  
 RESEARCH STUDY ON LITERACY IN REGION VIII**

To: Schools Division Superintendents  
 (Leyte and Tacloban City Divisions)  
 Chiefs, Regional Office Divisions  
 All Others Concerned

1. Attached is DepEd Memorandum OASEAALS-OM-2023-070 dated June 2, 2023 from the Office of Assistant Secretary G.H. S. Ambat, which concerns the **Conduct of the Focus Group Discussions (FGD) Relative to the Literacy Coordinating Council's Research Study on Literacy in Region VIII on July 26-28, 2023** at the Leyte Division Gymnasium, Candahug, Palo, Leyte.
2. Accordingly, those involved offices are advised to make the required preparations as soon as feasible, including coordination with the National Office through the Regional Alternative Learning System (ALS) Focal Person, who may be reached at [alfredo.cafe@deped.gov.ph](mailto:alfredo.cafe@deped.gov.ph).
3. The facilitation of the division participants as identified in Enclosure 3 of this issuance shall be taken care of by the Schools Divisions of Leyte and Tacloban City, while the preparation of the FGD venues, food, and other requirements, including the accommodation and transportation of the guests, shall be arranged by the Regional Office, of which expenses shall be charged against the **downloaded ALS Funds** at the respective offices, subject to the usual accounting and auditing rules and regulations.
4. The FGD with participants from the aforementioned divisions will begin at 8:00 a.m. on July 27, 2023, with morning snacks serving as the first meal and afternoon snacks as the last.
5. Further, each schools division shall submit a list of participants to this Office on or before July 5, 2023, at [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph).



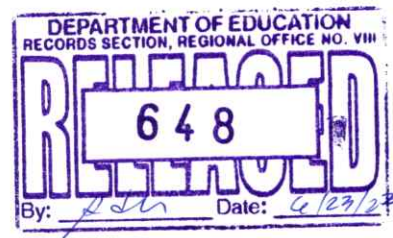
**Address:** Government Center, Candahug, Palo, Leyte  
**Telephone No.:** (053) 832-5738  
**Email Address:** [region8@deped.gov.ph](mailto:region8@deped.gov.ph)  
**Website:** <https://region8.deped.gov.ph>

6. The above-mentioned Central Office Memorandum specifies the event's program of activities and additional details found in Annex II for the guidance of the concerned participants.

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

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

Enclosures: 1. Program Management Committees (PMC)  
2. Terms of Reference of the PMC  
3. Allotment of Participants  
References: As Stated  
To be indicated in the Perpetual Index under the following subjects:  
**ALS LITERACY RESEARCH**



CLMD-APC



Enclosure 1 to RM No. \_\_\_\_\_ dated June 23, 2023 re: **Conduct of the Focus Group Discussions Relative to the Literacy Coordinating Council's Research Study on Literacy in Region VIII.**

**PROGRAM MANAGEMENT COMMITTEE (PMC)**

**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>ALFREDO P. CAFÉ, EPS, CLMD, DepEd RO8</b>
<i>Vice-Chairperson</i>	<b>DR. DANDY C. ACUIN, EPS, CLMD, DepEd RO8</b>
<i>Facilitators</i>	<b>LITERACY COORDINATING COUNCIL RESEARCH TEAM</b>

**Technical Working Committees**

*Registration, Attendance, & Certification*

Chairperson:	RANULFO I. BAAY, EPS, Tacloban City Division
Vice-Chairperson:	MARIA CRISTINA PENDEJITO, ALS PPAs, CLMD, DepEd RO8
Members:	EPSA & ALS Teacher from Tacloban City Division/Participants

*Food, Venue and Accommodation*

Chairperson:	MARIE JOY A. ARIAS, EPS, Leyte Division
Vice-Chairperson:	CHONA P. MUNDA, ALS FS, DepEd RO8
Members:	EPSAs from Leyte Division

*Program, Invitation, Health & Safety*

Chairperson:	RASSEL ESCOLANO, ALS CS, CLMD, DepEd RO8
Vice-Chairperson:	ROQUE D. VALLEJOS, P1, Leyte Division
Member:	1 ALS TEACHER from Leyte Division/Participant

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

Chairperson:	JAN VAUGHN E. ATILLO, ALS IT Staff, CLMD, DepEd RO8
Vice-Chairperson:	ALBERTO A. ABE, JR., EPSA, Leyte Division
Member:	1 ALS TEACHER from Leyte Division/Participant



Enclosure 2 to RM No. \_\_\_\_\_ dated June 23, 2023 re: **Conduct of the Focus Group Discussions Relative to the Literacy Coordinating Council's Research Study on Literacy in Region VIII.**

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

*Venue: TBA  
July 26-28, 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**

#### **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.

#### **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.



- 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.



Enclosure 3 to RM No. \_\_\_\_\_ dated June 23, 2023 re: **Conduct of the Focus Group Discussions Relative to the Literacy Coordinating Council's Research Study on Literacy in Region VIII.**

### ALLOTMENT OF PARTICIPANTS

Venue: TBA  
Date: July 27, 2023

**NOTE: All participants must be aged 16-80 years old.**

	Division	Regional Office	Leyte Div	Tacloban City Div	Total Pax
1	<b>DepEd Officials</b>				
	• SDS/CID Chief	0	2	1	3
	• ALS Focal Person	1	1	1	3
	• Madrasah/IPEd Focal	1	0	0	1
2	<b>ALS</b>				
	• EPSAs	0	2	1	3
	• ALS Teachers	0	2	1	3
3	<b>Formal School Teachers</b>				
	• JHS Teacher (Public)	0	2	2	4
	• JHS Teacher (Private)	0	2	2	4
4	<b>Secondary Learners (if possible, including IPs from different ethnicities)</b>				
	• Formal SHS (Public)	0	2	2	4
	• Formal SHS (Private)	0	2	2	4
	• ALS SHS	0	2	2	4
	• ALS JHS	0	2	1	3
5	<b>Parents of Secondary Learners, SHS Level</b>				
	• Public School Learners' Parents	0	2	1	3
	• Private School Learners' Parents	0	2	1	3
6	<b>Other professionals within the Community (such as but not limited to: Engineers, Doctors, etc.)</b>	0	5	5	10
7	<b>LGU Representatives</b>				
	• Mayor/Representative	0	1	0	1
	• LGU Administrator/Representative	0	0	1	1
	• Literacy Program Coordinator	0	1	0	1
	• LGU Chair, Education Com/Rep	0	0	1	1
	• Other Staff highly immersed on literacy programs implementation	0	1	0	1
8	<b>NGO Representatives engaged on Literacy Development</b>	0	2	1	3
	<b>TOTAL PAX</b>	<b>2</b>	<b>33</b>	<b>25</b>	<b>60</b>





Republic of the Philippines

## Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR CURRICULUM AND TEACHING  
EDUCATION ASSESSMENT AND ALTERNATIVE LEARNING SYSTEM

### MEMORANDUM

OASEAALS-OM-2023-070

**TO :** ALL REGIONAL DIRECTORS

**FROM :** G.H. S. AMBAT  
Assistant Secretary

**SUBJECT :** CONDUCT OF FOCUS GROUP DISCUSSIONS RELATIVE TO  
THE LITERACY COORDINATING COUNCIL'S RESEARCH  
STUDY ON LITERACY

**DATE :** June 2, 2023

The Literacy Coordinating Council (LCC) through the Philippine Normal University (PNU) will conduct the **Focus Group Discussions (FGDs)** relative to the **Research Study on the Development of Benchmarks for Adult Literacy Competencies** in all 16 Regional Offices of the Department of Education (DepEd) from **June to July 2023**.

The outcome of the study will be the benchmark for adult literacy competencies that can be used as reference for policy recommendations on redefining the country's literacy goals, revising the measure of literacy in the country, and developing interventions for curriculum and national and local literacy programs.

The FGDs in each region will be conducted in one day, **exclusive** of travel time. Refer to Annex A for the schedule of the FGDs and Annex II for the Program of Activities.

The LCC research team to facilitate the FGDs is composed of two (2) researchers from PNU and one (1) LCC Secretariat (LCCS) staff. The names and travel details of the research team will be coordinated with the Regional Alternative Learning System focal persons.

In connection with this, the DepEd ROs are requested to identify and invite **sixty (60)** regional participants, following the recommended profiles in Annex III.

The travelling expenses and meals of the participants during the FGDs as well as the use of the function hall, shall be charged to the downloaded FY 2023 NLPP funds, subject to usual accounting and auditing rules and regulations. Additional expenses exceeding the allotted budget shall be charged to the local funds subject to review and approval.

For any clarification, contact Ms. Jem Beryline S. Bualat, Project Development Officer II, via e-mail address [jem.bualat@deped.gov.ph](mailto:jem.bualat@deped.gov.ph) cc [lcc@deped.gov.ph](mailto:lcc@deped.gov.ph).

For immediate dissemination.

Copy furnished: **ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations

**GINA O. GONONG**, Undersecretary for Curriculum and Teaching

**ANNEX II.**

Republic of the Philippines

**Department of Education**

OFFICE OF THE ASSISTANT SECRETARY FOR CURRICULUM AND TEACHING  
EDUCATION ASSESSMENT AND ALTERNATIVE LEARNING SYSTEM

**RESEARCH STUDY ON THE DEVELOPMENT OF BENCHMARKS FOR ADULT  
LITERACY COMPETENCIES - FOCUS GROUP DISCUSSIONS**

**PROGRAM OF ACTIVITIES**

<b>DAY 0 - LCC RESEARCH TEAM</b>		
<b>TIME START - TIME END</b>	<b>ACTIVITY</b>	<b>FACILITATOR/SPEAKER/ RESOURCE PERSON</b>
6:00 AM - 12:00PM	<b>TRAVEL TIME</b>	
12:00 NN - 1:00PM	<b>LUNCH</b>	
1:00 PM - 2:00 PM	Courtesy Call to DepEd Regional Office	
2:30 PM - 5:30 PM	<b>Preparatory Meeting of the PNU Research Team for the conduct of the Focus Group Discussion (FGD) and LCC Secretariat (LCCS) Personnel' Preparation of FGD Materials</b>	
6:00 PM - 9:00 PM	<b>DINNER</b>	
<b>DAY 1 - ALL PARTICIPANTS</b>		
8:00 AM - 9:00 AM	<b>OPENING PROGRAM</b> <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Prayer</li> <li>• Welcome Remarks</li> <li>• House Rules</li> <li>• Photo Opportunity</li> </ul>	AVP LCCS Personnel PNU Research Team
9:00 AM - 9:30 AM	Mechanics of the FGD	PNU Research Team
9:30 AM - 12:00NN	<b>FGD Proper</b>	PNU Research Team (to be assisted by the LCCS Personnel)
12:00 NN - 1:00PM	<b>LUNCH</b>	
1:00 PM - 2:00 PM	PNU Research Team's Travel to Determined Community to Conduct Household Interviews	
2:00 PM - 5:30 PM	<b>Household Interviews***</b>	PNU Research Team (to be assisted by the LCCS Personnel)
6:00 PM - 9:00 PM	<b>DINNER</b>	

**Legend:**

\*\*\*- will be subject to the research team's discretion and logistical arrangements





Republic of the Philippines

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DAY 2 - LCC RESEARCH TEAM	
8:00 AM – 9:00AM	<b>BREAKFAST</b>
9:00 AM – 12:00PM	<b>TRAVEL TIME</b>
12:00 NN – 6:00PM	<b>Home Bound</b>

Note: Meals to be served to the participants will be AM snack, lunch, and PM snack on the day of the actual FGD. On the other hand, the first meal of the LCC research team will be Lunch on Day 0 and the last meal will be AM Snack on Day 2.

The above itinerary is applicable to all regions **except** National Capital Region (NCR).



Republic of the Philippines

## Department of Education

OFFICE OF THE ASSISTANT SECRETARY FOR CURRICULUM AND TEACHING  
EDUCATION ASSESSMENT AND ALTERNATIVE LEARNING SYSTEM

### RESEARCH STUDY ON THE DEVELOPMENT OF BENCHMARKS FOR ADULT LITERACY COMPETENCIES - FOCUS GROUP DISCUSSIONS

#### BREAKDOWN OF REGIONAL PARTICIPANTS

**Note:** The selection of participants and the equal distribution of the slots according to the participants' profiles are crucial as these will be contributory to the result of the research study. Due to various geographical challenges in the regions, it is highly recommended that majority of the **nearby** divisions/cities/municipalities in the FGD site be well represented during the activity.

PROFILE OF THE PARTICIPANTS	NO. OF PARTICIPANTS
<b>IMPORTANT NOTE:</b> All regional participants must be aged 16-80 years old.	
DepEd Officials	
<ul style="list-style-type: none"> <li>• Regional ALS Focal Person</li> <li>• Schools Division Superintendent/Curriculum Implementation Division Chief</li> <li>• Other officials/personnel highly immersed on the implementation of literacy programs</li> </ul>	1 3 3
ALS	
<ul style="list-style-type: none"> <li>• ALS Division Focal Person or Education Program Specialist II for ALS</li> <li>• ALS Teacher</li> </ul>	3 3
Formal School Teachers	
<ul style="list-style-type: none"> <li>• Junior High School Teacher (Public)</li> <li>• Junior High School Teacher (Private)</li> </ul>	4 4
Secondary Learners (if possible, including IPs from different ethnicities):	
<ul style="list-style-type: none"> <li>• Formal, Senior High School (Public)</li> <li>• Formal, Senior High School (Private)</li> <li>• ALS, Senior High School</li> <li>• ALS, Junior High School</li> </ul>	4 4 4 3
Parents of Secondary Learners, Senior High School Level:	
<ul style="list-style-type: none"> <li>• Public School Learners</li> <li>• Private School Learners</li> </ul>	3 3
Other Professionals within the community such as but are not limited to Engineers, Doctors, etc.	10
Local Government Unit Representatives	5
<ul style="list-style-type: none"> <li>• City Mayor and/or his/her representative</li> <li>• City Administrator and/or his/her representative</li> <li>• Literacy Program Coordinator</li> <li>• Councilor/Chairman of Education Committee and/or his/her representatives</li> <li>• Other staff highly immersed on the implementation of literacy programs</li> </ul>	
Nongovernment Organization Representatives engaged on literacy development	3
<b>TOTAL</b>	<b>60</b>



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Central Office  
**SUB-ALLOTMENT RELEASE ORDER**  
Fiscal Year 2023

<b>PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION:</b> PPA309 310100100006000 - Current Appropriations National Literacy Policies and Programs		<b>REFERENCE:</b> FY 2023 GAAAO dated 01/03/2023	<b>SUB-ALLOTMENT RELEASE ORDER NO.</b> OSEC-8-23-1477
<b>FUND CODE:</b> 01101101		<b>ORGANIZATION CODE:</b> 070010100000	<b>LEGAL BASIS:</b> Republic Act No. 11936 - FY 2023 GAA
<b>PURPOSE:</b> <i>To cover expenses in connection with the conduct of Regional Focus Group Discussion.</i>		<b>DATE:</b> 31-Mar-23	<b>FISCAL YEAR:</b> FY 2023
<b>To: The Regional Director</b> Regional Office - VIII Candahug, Palo, Leyte 070010300008		<b>Region : 8</b>	
<b>PARTICULARS</b>		<b>ALLOTMENT CLASS/ ACCOUNT CODE</b>	<b>AMOUNT AUTHORIZED</b>
Training Expenses		MOOE 5020201002	66,800.00
<b>AMOUNT IN WORDS: *** Sixty Six Thousand Eight Hundred Pesos Only ***</b>		<b>Total:</b>	<b>66,800.00</b>
<b>NOTE:</b> The MOOE and CO allotment herein sub-allotted is valid for obligation until December 31, 2024.			

The above sub-allotments have been made available for expenditures of the Region/Division/School. It is your primary responsibility to keep expenditures within the limits of the amount sub-allotted. Pursuant to Section 41, Book VI of Executive Order No. 292, the incurrence of overdrafts is prohibited. Parties responsible for the incurrence of overdrafts shall be held personally liable therefor. It is understood that the allotments herein authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with existing budgeting, accounting and auditing rules and regulations.

**CERTIFIED CORRECT:**

**MA. BELEN D. DEMONTEVERDE**  
Supervising Administrative Officer  
OIC, Budget Division

**APPROVED:**

  
**ANNALYN M. SEVILLA**  
Undersecretary for Finance