



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

September 12, 2023

**REGIONAL MEMORANDUM**

No. **953**, s. 2023

**NATIONAL LAUNCHING AND OPENING OF THE GIRLS EDUCATION  
 CENTER CUM CONDUCT OF FOCUS GROUP DISCUSSIONS (FGD)  
 WITH SELECT ALTERNATIVE LEARNING SYSTEM  
 TEACHERS AND GIRL LEARNERS**

To: Director III  
 Schools Division Superintendents  
 Regional Office VIII Division Chiefs  
 Regional and Division ALS Focal Persons  
 All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), in collaboration with the United Nations Educational, Scientific, and Cultural Organization (UNESCO) and with the financial support of the Republic of Korea through the Korea International Cooperation Agency (KOICA) in partnership with the Department of Education (DepEd) of the Republic of the Philippines, shall host the **National Launching and Opening of the Girls Education Center (GEC) cum Conduct of Focus Group Discussions (FGD) with Select Alternative Learning System (ALS) Teachers and Girl Learners** on **September 14-15, 2023** at the **Regional Office Gymnasium, DepEd Regional Office VIII, Candahug, Palo, Leyte**.
2. The activity aims to:
  - a. celebrate the inauguration of the Girls Education Center (GEC);
  - b. orient the participants of the structure and various learning spaces and amenities in the GEC; and
  - c. assess the efficiency of output delivery and related achievements and challenges in the implementation of the project.
3. During the launching, the Regional Office participants shall wear the GEC advocacy shirt; Division Office participants in their green polo shirt attire that was issued in the latest regional anniversary celebration; select teachers in their blue ALS polo shirt; and, select learners in their white shirt given by the UNESCO.
4. Attached herewith is the list of committees and the respective terms of reference (TOR), activity matrix, participants per office, and protocol officers for information and guidance. It is therefore advised that all the committee members thereof shall perform the tasks as stipulated in the TOR.



5. Further, each of the Schools Division Offices of Leyte and Tacloban City shall identify 10 ALS teachers and another 10 ALS learners to participate in the FGDs slated in the afternoon of September 14, 2023 and the entire day of September 15, 2023, while the Regional ALS Focal Person shall also identify at least two Regional Office personnel to participate in the FGD on September 14, 2023, as presented in Enclosure No. 3 of this issuance and to assist in the said FGD on the following day.

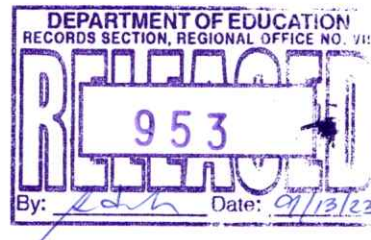
6. There is **no registration fee**. Morning snacks, lunch, and the logistical needs, including the procurement of goods and services required in the venue preparations and the provision of the daily subsistence allowance (DSA) to ALS teachers and learners, shall be arranged by the UNESCO and with the assistance from the Regional Office (RO) charged to UNESCO Funds, while the division participants' travel and other incidental expenses relative to the activity shall be charged against the Local/MOOE Funds of their respective offices, subject to the usual accounting and auditing rules and regulations.

7. Other logistical needs not covered by the UNESCO shall be taken care of by the Regional Office and shall be charged to ALS PSF Funds.

8. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosures: As Stated  
References: Official Communication from the UNESCO  
Advance Copy of the Memo from the CO  
To be indicated in the Perpetual Index under the following subjects:  
**ALS**  
**ASSESSMENT**  
**DONATION**  
**GIRLS EDUCATION**  
**ORIENTATION**



CLMD-APC



Enclosure 1 to RM No. \_\_\_\_\_ s. 2023 dated September 12, 2023 re **National Launching and Opening of the Girls Education Center cum Conducting Focus Group Discussions with Select Alternative Learning System (ALS) Teachers and Girl Learners: September 14-15, 2023.**

## **THE COMMITTEES**

### **PROGRAM STEERING COMMITTEE (PSC)**

Chairperson: DR. MEE YOUNG CHOI, UNESCO Jakarta  
Vice-Chairpersons : RD EVELYN R. FETALVERO, CESO IV, DepEd RO8  
DR. MARGARITA C. BALLESTEROS, DepEd-ICO

Members: ARD RONELO AL K. FIRMO, CESO IV, DepEd RO8  
DR. HARVIE D. VILLAMOR, Chief, CLMD  
DR. ALEJANDRA B. LAGUMBAY, Chief, HRDD  
DR. ALFREDO P. CAFÉ, EPS, DepEd RO8  
MR. ZAKKI GUNAWAN, UNESCO Jakarta  
MR. REMEGIO A. ALQUITRAN, NPO, UNESCO Jakarta  
MS. ADE AYU KURNIA, UNESCO Jakarta  
MS. KRISTINE LEE LUMANOG, BAE  
MS. DAVEDINAH COMETA, DepEd-ICO  
MS. NIKKA MAE LORETO, UNESCO Jakarta  
MR. ALDI SURYA, UNESCO Jakarta

### **TECHNICAL WORKING COMMITTEES (TWC)**

#### **FINANCE AND PROCUREMENT COMMITTEE (FPC)**

Chairperson: MS. ALMA E. SUYOM, Chief, FD  
Vice-Chair: MS. FE M. GERONA, Accountant III  
Members: MS. ADE AYU KURNIA, UNESCO Jakarta  
MR. ALDI SURYA, UNESCO Jakarta  
MR. GARY JAY N. CALIPAYAN, AOV  
MS. CHONA P. MUNDA, CoS, ALS Finance Staff  
MS. RASSEL E. RESCO, AOV, Regional Cashier

#### **COMMUNICATION, PROGRAM, AND INVITATION COMMITTEE (CPIC)**

Chairperson: MS. DAVEDINAH COMETA, DepEd-ICO  
Vice-Chairs: DR. HARVIE D. VILLAMOR, Chief, CLMD, DepEd RO8  
MR. REMEGIO A. ALQUITRAN, UNESCO Jakarta  
Members: MR. ZAKKI GUNAWAN, UNESCO Jakarta  
MS. JASMIN F. CALZITA, AOV, PAU  
DR. GERTRUDES C. MABUTIN, EPS, CLMD  
MR. DEAN RIC M. ENDRIANO, EPS, CLMD  
MS. RASSEL ESCOLANO, CoS, ALS Comm Staff  
MR. ARIEM V. CINCO, AOV, Records Section Head



**SUPPLIES AND MATERIALS COMMITTEE (SMC)**

Chairperson: MS. MERCEDES D. SARMIENTO, Chief, FTAD  
Vice-Chairs: MS ADE KURNIA, UNESCO Jakarta  
MR. ALDI SURYA, UNESCO Jakarta  
Members: MS GRACE K. VELARDE, CoS, ALS Support Staff  
DR. REYNALDO E. NAYRE, EPS  
MS. GERALDINE M. MANGALIMAN, EPS  
MS. ANNA LYN B. LIM, ADA 1  
MS. JESSA MAE LOPEZ, CoS

**MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHpsc)**

Chairperson: DR. ANGELA RODRIQUEZ, Regional Medical Officer  
Vice-Chair: DR. ELMER ALBERT E. CUEVAS, Dentist III  
Members: MS. CAMELIA B. NEMIL, Nurse II, RO8  
MS. PERLA S. TEBRERO, Nurse II, Samar Division  
MS. ARLENE F. ABELLAR, Nurse II, Samar Division  
MS. MYRNA D. HUMBRIA, Nurse II, Samar Division  
MS. EMELINA CAPATOY, Nurse II, Samar Division  
MS. GAY E. MEMORACION, GIP

**GUESTS RELATIONS COMMITTEE (GRC)**

Chairperson: MS. KRISTINE LEE LUMANOG, BAE  
Vice-Chairs: DR. ALEJANDRA B. LAGUMBAY, Chief, HRDD  
ATTY. MAUREEN CHARISSE A. MALTOS, NEAP, HRDD  
Members: DR. RODEL V. ROSALES, EPS  
DR. ROWENA T. VACAL, EPS  
MS. DINA S. SUPERABLE, EPS  
MR. ROGELIO O. TICOY, JR., EPS  
MR. CLARK DAVE P. ARANTE, EPS II  
MR. MICHAEL C. PARADO, SEPS II  
MR. MARCELITO V. ARANAS, ADAS III  
MS. RASHIEL R. LABITA, Dormitory Manager  
MS. PAMELA S. SEROJALES, CoS  
MR. GERLIC C. CANDROY, CoS  
DR. NOVA P. JORGE, EPS

**GUESTS PROTOCOL COMMITTEE (GPC)**

Chairperson: DR. ROSEMARIE M. GUINO, OIC-Chief, Admin  
Vice-Chair: MS. EDEN A. DADAP, PDOIV, ESSD  
Members: All SDSs and ASDSs  
DR. AMENIA ASPA, EPS  
MS. HANNAH ROSE M. CUADERNO, CoS TA  
MR. PENELOPE L. SOLIS, CoS  
MR. JOSEPH TUASON, AA  
MR. JOJO SENEICIO, AA  
MR. HARLEY HAMOY, ADAS II  
MR. ALLAN PAUL LACAMBRA, CoS  
MR. KRIS FABI, AA  
Division Office Drivers (13)



**GROUND POLISHING AND PARKING COMMITTEE (GPPC)**

Chairperson: MS. APPLE REYES, AOIV, GSU, AD  
Vice-Chair: MS. ELIZABETH CABOBOY, SEPS, AD  
Members: MS. LINAFLOR TAJO, ADAS III  
MS. EVANGELINE SELLOGA, AA I  
MR. JERWIN DELECTOR, Utility  
MR. BIENVENIDO MARI, Utility  
MR. ARIES VELASCO, Utility  
MR. ROSENDO ANTILLON, Utility  
MS. PEDRA RAMOS, Utility  
MR. JOSE VICENTE ADRE-AA I

**VENUE AND ACCOMMODATION COMMITTEE (VAC)**

Chairperson: DR. ALFREDO P. CAFÉ, EPS, CLMD  
Vice-Chairs: MR. JOY B. BIHAG, EPS, LRMDC Head, RO8  
Members: MS. MARIA CRISTINA C. PENDEJITO, CoS, ALS TA Staff  
ENGR. DANAVEE GABRIOLA, VistaGreen Builders, Inc  
MR. JAN VAUGH ATILLO, ALS CoS  
MR. EDWARD GERALD FUMAR, ALS CoS  
MS. MARLENE ARINTO, ADAS III  
MR. ARIEL CRAIG MARTEJA, LR CoS  
Select Staff from the VISTAGREEN BUILDERS, INC.

**PUBLIC INFORMATION, MEDIA ASSISTANCE, & EVENT DOCUMENTATION COMMITTEE (PIMAEDC)**

Chairperson: MS. JASMIN F. CALZITA, AOV, PAU  
Vice-Chairs: MS. DAVEDINAH COMETA, DepEd-ICO  
MR. ZAKKI GUNAWAN  
MS. ADE KURNIA, UNESCO Jakarta  
MS. NIKKA MAE LORETO, UNESCO Jakarta  
MR. JIM ALBERT LAGADO  
MS. FLORAMAY Q. BACUS, PDO II, PAU  
Members: All ITO Staff

**SAFETY AND SECURITY COMMITTEE (SSC)**

Chairperson: MR. CESAR P. VERUNQUE, Chief, QAD, DepEd RO8  
Vice-Chair: DR. MELVIN CHITO SOLIS, EPS, QAD  
Members: ENGR RYAN JAY L. BAGON, Engr III, ESSD  
DR. MARLOU CAMPOSANO, EPS, QAD  
DR. GERARDO L. ADTOON, EPS, QAD  
DR. JIMMY GULA, EPS, QAD  
MR. TED JUAN PELEÑO, PDO II, ESSD  
ENGR. BRENT CHRISTIAN S. ANDRADA, DRAFTSMAN II, ESSD

**FOOD COMMITTEE (FC)**

Chairperson: MS. MA. LAURA F. PAGLINAWAN, AOV, AMS  
Vice-Chair: MS. EVA D. ROSALES, AOV, AD  
Members: MS. ERNA B. PARIÑA, AO I, AMS  
MR. ANDREY GAY N. CALIPAYAN, AAVI, AMS  
MS. SARAH A. LAPIDARIO, AAVI, AMS



**SECRETARIAT/ MANAGEMENT STAFF**

Chairperson: DR. RITA R. DIMAKILING, Chief, PPRD, DepEd RO8  
Vice-Chair: MS. RACHEL R. CUEVAS, EPS, QAD  
Members: MR. SONY S. TAYUM, EPS, QAD  
DR. TEODORICO C. PELIÑO, EPS, PPRD  
MR. MARK LITO B. GALLANO, PO III, PPRD  
MS. MARCELINA L. VILLAMOR, SEPS, PPRD  
MS. JENNYLIND D. DAYA, EPS II, PPRD  
MS. JANICE C. DELOPERE, AOII, PPRD  
MS. EPIFANIA G. MELCHOR, STAT I, PPRD  
MS. ED KATHLEEN Q. GARCIA, ADAS I, PPRD



Enclosure 2 to RM No. \_\_\_\_\_ s. 2023 dated September 12, 2023 re ***National Launching and Opening of the Girls Education Center cum Conducting Focus Group Discussions with Select Alternative Learning System (ALS) Teachers and Girl Learners.***

## **TERMS OF REFERENCE**

### **PROGRAM STEERING COMMITTEE (PSC)**

- Initiate the planning process for the Girls Education Center's Opening Ceremony/Inauguration at the DepEd Regional Office VIII compound in Candahug, Palo, Leyte.
- Make sure that the planned activities are completed, and try to address demands and unexpected challenges as they arise to be able to accomplish the tasks that are assigned.
- Provide updates and communicate progress regularly with the working committees on the assigned tasks towards its completion.
- Oversee the general conduct of the event and monitor progress of the outlined activities.
- Guarantee provision of all necessary resources.
- Warrant the safety and security of the participants.
- Steer and empower the created Working Committees.

### **TECHNICAL WORKING COMMITTEES**

#### **FINANCE AND PROCUREMENT COMMITTEE**

- In coordination with the organizer, ensure the authorized provision of funds for the procurement of food, supplies, materials, and other necessary items deemed necessary for the successful conduct of the activity.
- Warrant complete and appropriate logistical preparations.
- Work on the procurement of supplies, materials, and other needed items for the successful conduct of the activity in accordance with procurement guidelines from both Department of Education and the international partners.
- Coordinate with the Secretariat in the preparation documentary evidence as required in the reporting, liquidation, and payment to the suppliers.
- Do other related tasks as instructed by the PSC.

#### **COMMUNICATION, PROGRAM, AND INVITATION COMMITTEE (CPIC)**

- 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.
- Coordinate with the Finance and Procurement Committee and the Secretariat for the procurement of food, supplies, and materias which shall be based on the actual number of confirmed participants.
- Ensure availability of the copies of the program at least a week before the activity.
- Do other related tasks as instructed by the PSC.



**SUPPLIES AND MATERIALS COMMITTEE (SMC)**

- Determine the needed supplies, materials, equipment, and other items needed in the handover and opening ceremonies of the GEC
- Accept the delivery of the procured supplies, materials, and other items needed for the activity.
- Check completeness and compliance to specifications of the delivered items based from the approved procurement documents.
- Take charge of the distribution of supplies, materials, and other items to where /whom these are intended to.
- Take charge in the reproduction of the copies of the program and coordinate with the CPIC for the distribution.
- Do other related tasks as instructed by the PSC.

**MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHpsc)**

- Ensure availability at the venue of the medical personnel throughout the activity.
- Administer emergency/first aid and ensure availability of medicines whenever necessary.
- Work closely with the Safety and Security Committee (ssc) to provide immediate action in case of emergencies.
- Check nutritional values and safety of food under procurement.
- Ensure that food being served are in proper food handling.
- Advise the supplier(s) on trends and best practices in terms of food services.
- Ensure the observance of Health Protocol throughout the activity.
- Do other related tasks as instructed by the PSC.

**GUESTS RELATIONS COMMITTEE (GRC)**

- Provide list of guests and the respective protocol officers with contact numbers.
- Ensure constant contact with the arriving guests and facilitate their transportation in coordination with the Venue and Accommodation Committee (VAC)
- In Coordination with the VAC, usher the arriving guests to their respective seats.
- Coordinate with the Secretariat in the preparation of the list of VIPs and other Official participants.
- Give a copy of the above-mentioned list to the Host/MCEE of the activity for the recognition of the VIPs and other Officials upon arrival and in the opening program.
- Attend to the needs of the VIPs, other Officials, their parties, and the general attendees.
- Do other related tasks as instructed by the PSC.

**GUESTS PROTOCOL COMMITTEE (GPC)**

- In coordination with the Guests Relations Committee (GRC), provide list of guests and the respective protocol officers with contact numbers.
- Ensure constant contact with the arriving guests and facilitate their transportation in coordination with the Venue and Accommodation Committee (VAC)
- In Coordination with the VAC, usher the arriving guests to their respective seats.
- In coordination with the GRC, attend to the needs of the VIPs and other Officials through the assigned protocol officers
- Assist the VIPs and other officials on their transportation from the venue back to their respective chosen destinations.
- Do other related tasks as instructed by the PSC.





**GROUND POLISHING AND PARKING COMMITTEE (GPPC)**

- In Coordination with the Venue and Accommodation Committee VAC, ensure the venue and the vicinity clean and orderly for the activity.
- Ensure no cars are parked at the venue and its vicinity.
- Ensure the cleanliness of the venue and shall be free from any disruptions.
- In coordination with the SMC, ensure materials intended for the ground beautification are in place.
- In coordination with the SSC, ensure parking space are properly labelled and are marked with signages appropriately conspicuously.
- Do other related tasks as instructed by the PSC.

**VENUE AND ACCOMMODATION COMMITTEE (VAC)**

- In coordination with the FC, prepare the seats and tables for the VIPs, DepEd Key Officials, and the general attendees with labels and bottled water.
- Coordinate with the Finance and Procurement Committee for the availability of free-flowing coffee which shall start at 7:00 AM.
- Coordinate with the Finance and Procurement Committee for the availability of supplies and materials needed for the venue decoration, including the Hi-Fi Sound System with LCD Projector.
- Post in conspicuous areas the directions to guide the guests in going to the Comfort Rooms, Parking Area, and Offices.
- Post in conspicuous areas the secretariat and security hotline numbers for immediate attention and assistance.
- Prepare and check functionality of the sound system before 7:00 AM.
- Prepare and check functionality of the LCD Projector and Operational Laptop before 7:00 AM.
- Ensure the cleanliness of the venue and shall be free from any disruptions.
- Ensure no cars are parked at the venue and its vicinity.
- Post the tarpaulins at the designated area.
- In coordination with the SSC, provide and post in conspicuous areas the signages for evacuation routes and hotline public safety numbers
- Do other tasks as instructed by the PSC.

**PUBLIC INFORMATION, MEDIA ASSISTANCE, & EVENT DOCUMENTATION COMMITTEE (PIMAEDC)**

- Make an immediate press release or newsletter covering the activity.
- Provide important information to the PSC.
- Prepare complete documentation of the activity in coordination with the different committees.
- Answer queries from the Media relative to the activity.
- Do other related tasks as instructed by the PSC.

**SAFETY AND SECURITY COMMITTEE (SSC)**

- In coordination with the GRC, provide list of VIPs and other officials with the respective protocol officers with contact numbers, including the list of the general attendees.
- Ensure safety of the guests and the general participants throughout the activity.
- Coordinate with the nearest government agencies in-charge with public safety for the security of the visiting guests.
- Post in conspicuous areas hotline numbers for public safety and evacuation routes
- Do other related tasks as instructed by the PSC.



**FOOD COMMITTEE (FC)**

- In coordination with the GRC, provide list of VIPs and other officials with the respective protocol officers, including the list of the general attendees.
- Coordinate with the catering service (supplier) in the putting up the cloth for the tables and chairs which shall be ready not later than 7:00 AM.
- Ensure that food and the availability of water dispensers with water are enough to serve 400 participants.
- Coordinate with the Finance and Procurement Committee (FPC) for the availability of free-flowing coffee which shall start at 7:00 AM.
- Coordinate with the FPC for the availability of food for the lunch of the participants which shall be not later than 11:30 AM.
- Do other related tasks as instructed by the PSC.

**SECRETARIAT/ MANAGEMENT STAFF**

- Prepare and ensure accomplishment of the Attendance Sheet.
- Assist the Finance and Procurement Committee in taking pictures of Food delivered by the supplier and ensure the availability as scheduled.
- Coordinate with the Health and Sanitation Committee and the Caterers in ensuring Health and Sanitation in food catering and services.
- Prepare Certificates of Appearance and Participation for the official participants.
- Coordinate with the Finance and Procurement Committee for the availability of Materials for the Leis.
- Coordinate with all the Committees for progress checking and reporting to the PSC
- Do other related tasks as requested by the Meet Managers.



Enclosure 3 to RM No. \_\_\_\_\_ s. 2023 dated September 12, 2023 re **National Launching and Opening of the Girls Education Center cum Conducting Focus Group Discussions with Select Alternative Learning System (ALS) Teachers and Girl Learners: September 14-15, 2023.**

**ACTIVITY MATRIX**

**Day 1. September 14, 2023**

Time	Activity	Responsible Person(s)
08:00 AM – 09:40 AM	Arrival & Registration	Secretariat & Host
09:40 AM – 10:00 AM	Settling of all Participants	
10:00 AM – 10:30 AM	Opening Ceremony	Host
10:00 AM – 10:03 AM	National Anthem	
10:04 AM – 10:06 AM	Opening Prayer	DR. ALFREDO P. CAFE Regional ALS Focal Person, Region VIII
10:07 AM – 10:20 AM	Welcome Remarks	DR. EVELYN R. FETALVERO, CESO IV Regional Director, Region VIII
10:21 AM – 10:30 AM	Opening Remarks	DR. MEE YOUNG CHOI, Head of Education Unit UNESCO, Jakarta  On behalf of MS. MAKI KATSUNO- HAYASHIKAWA, Director and Representative UNESCO, Jakarta
10:30 AM – 10:35 AM	Congratulatory Message (Recorded Video Message)	MR. GUSTAVO GONZALES UN Resident Coordinator in the Philippines
10:35 AM – 10:40 AM	Congratulatory Message	ASEC. G.H. S. AMBAT, Assistant Secretary for Curriculum & Teaching, Education Assessment, and Alternative Learning System DepEd, Philippines
10:40 AM – 10:45 AM	Congratulatory Message	MR. KIM EUNSUB, Country Director KOICA, Philippines Office
10:45 AM – 10:50 AM	Congratulatory Message	HON. CARLOS JERICHO L. PETILLA Governor, Province of Leyte
10:50 AM – 11:00 AM	Appreciation Messages	Representative ALS Teachers and ALS Girl Learners from Tacloban City and Palo
11:00 AM – 11:15 AM	<b>Inaugural Ceremony</b>	
11:00 AM – 11:05 AM	Inaugural & Congratulation Message	USEC. GINA O. GONONG Undersecretary for Curriculum and Teaching, Department of Education (DepEd), Philippines
11:05 AM – 11:15 AM	Cutting of Ribbon	Key Officials of DepEd, KOICA, UNESCO, & Local Government Units (LGUs)
	Group Photo Opportunity	
11:15 AM – 12:00 NN	Girls Education Center Guided Tour	
12:00 NN – 13:30 PM	Lunch and Ceremonial Performance	
The Host		MR. ARIEM V. CINCO AOIV, Records Section



02:30 PM – 05:00 PM	<p>Observation of Students' Learning/ Focus Group Discussion with ALS Learners of Tacloban City</p> <p>Focus Group Discussion/ Interview with DepEd Region VIII Relevant Staff to UNESCO Project</p>	<p>UNESCO &amp; External Evaluation Team from "Universiti Kebangsaan Malaysia Pakarunding"</p> <p>Venue: GEC Building (Two separate groups in one schedule)</p>
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**Day 2. September 15, 2023**

Time	Activity	Responsible Person(s)
08:00 AM – 08:30 AM	Arrival & Registration	UNESCO
08:30 PM – 12:00 NN	Focus Group Discussion/ Interview with select ALS Trainers/ Regional Training Team	UNESCO & External Evaluation Team from "Universiti Kebangsaan Malaysia Pakarunding"
02:00 PM – 05:30 PM	Focus Group Discussion/ Interview with ALS Teachers of Tacloban City and Palo, Leyte	Venue: GEC Building



Enclosure 4 to RM No. \_\_\_\_\_ s. 2023 dated September 12, 2023 re **National Launching and Opening of the Girls Education Center cum Conducting Focus Group Discussions with Select Alternative Learning System (ALS) Teachers and Girl Learners: September 14-15, 2023.**

### Official Participants to the Handover and Opening of the GEC

#### A. Allotment of Participants per Office

Office		Positions			Sub-Total	Total Pax
1	DepEd CO	Usec	Asec/Dir	EA/Staff		<b>12</b>
	➤ OSEC	1		1	2	
	➤ OAS-ALS		1	1	2	
	➤ ICO		1	7	8	
2	DepEd Regional Offices	RD	RO ALS FP			<b>32</b>
	RO1	1	1		2	
	RO2	1	1		2	
	RO3	1	1		2	
	RO4	1	1		2	
	RO5	1	1		2	
	RO6	1	1		2	
	RO7	1	1		2	
	RO9	1	1		2	
	RO10	1	1		2	
	RO11	1	1		2	
	RO12	1	1		2	
	CAR	1	1		2	
	CARAGA	1	1		2	
	NCR	1	1		2	
	BARMM	1	1		2	
3	Donors					<b>10</b>
	UNESCO				5	
	KOICA				5	



3	DepEd Regional Office 8	RD/ ARD	Chief	EPS/ Staff		<b>94</b>
4	Division Offices	SDS & ASDS	ALS Focal	Driver		<b>52</b>
5	GEC Pilot Areas					
	Palo, Leyte Teachers				25	<b>100</b>
	Palo, Leyte Learners				75	
	Tacloban City Teachers				25	<b>100</b>
	Tacloban City Learners				75	
	Total Participants					<b>400</b>



Enclosure 5 to RM No. \_\_\_\_\_ s. 2023 dated September 12, 2023 re **National Launching and Opening of the Girls Education Center cum Conducting Focus Group Discussions with Select Alternative Learning System (ALS) Teachers and Girl Learners: September 14-15, 2023.**

### PROTOCOL OFFICERS

Assigned POs	Contact Person & Number	Guest	Contact Person & Number
1 Baybay City Div	Margilina C. Mendoza	RO1 RO2	
2 Biliran Div	Amer L. Santolorin	RO4-A (CALABARZON) RO4-B (MIMAROPA)	
3 Borongan City Div	Shirley B. Bacal	RO3 CAR	
4 Calbayog City Div	Ricky S. Cano	RO6 RO7	
5 Catbalogan City Div	Grace L. Bayabay	RO9 RO10	
6 Eastern Samar Div	Vicente R. Antofina, Jr.	RO11 RO 12	
7 Leyte Div	Marie Joy A. Arias	(Exempted: To take charge in transporting their Teachers and Learners)	

Assigned POs	Contact Person & Number	Guest	Contact Person & Number
8 Maasin City Div	Christopher F. Roa	NCR BARMM	
9 Northern Samar Div	Nelida M. Lobos	United Nation Agencies (UNA)	
10 Ormoc City Div	Maria Cristina N. Pameniano	Other INGOs	
11 Samar Div	Faustino M. Tobes	CARAGA RO5	
12 Southern Leyte Div	Ruth G. Poblete	(Exempted: To take charge in transporting their Teachers and Learners)	
13 Tacloban City Div	Ranulfo I. Baay	KOICA, UNESCO, OSEC, USIF, OUCT, OAS-ALS, ICO, BAE	
14 Regional Office	Dr. Rosemarie M. Guino 09177075682		

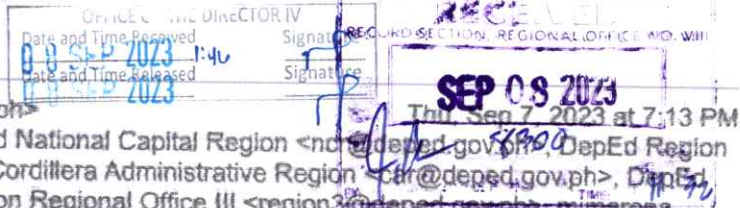




Department of Education Region VIII &lt;region8@depd.gov.ph&gt;

## ADVANCE INFO: INVITATION TO THE OPENING CEREMONY OF GIRLS EDUCATION CENTER (GEC) AND CLOSING CEREMONY OF PROJECT "BETTER LIFE FOR OUT- OF-SCHOOL GIRLS TO FIGHT POVERTY AND INJUSTICE IN THE PHILIPPINES"

1 message



**DAVEDINAH COMETA** <davedinah.cometa@depd.gov.ph>  
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Dear RFPs:

This is in reference to the invitation of UNESCO to the Opening and Closing Ceremonies of "Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines"

The United Nation Education, Scientific and Cultural Organization (UNESCO) supports the Philippine Government through the Department of Education (DepEd) in its Alternative Learning System (ALS) Program with the implementation of the "Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines" Project. The overall goal of the Project is to improve quality of life for girls living in poverty, particularly supporting out-of-school girls registered in ALS or non-formal education, for their further education opportunities and/or future job chances. The project is envisioned to contribute to the attainment of Sustainable Development Goals (SDG) in the Philippines, particularly SDG 4, with the generous financial assistance of the Korea International Cooperation Agency (KOICA).

One key component of the Project is the establishment of the Girls Education Centre (GEC) located inside the compound of DepEd Regional Office VIII-Eastern Visayas, Government Centre, Brgy. Candahug, Palo, Leyte. The GEC is envisioned to be a one-stop educational hub where out-of-school girl- learners will be able to avail holistic support and opportunities to improve their lives through continuing learning and life skills' training under ALS programme targeting the ALS learners of Tacloban City and its vicinity including Palo in Leyte as the project's pilot areas.

The physical construction of the building of the Girls Education Center has been completed in March 2023 and has been equipped with the necessary amenities, furniture and fixtures for its functioning. With its completion, an opening ceremony will be undertaken in September 14, 2023 as a celebration of this important milestone of the project and its handover to the Department of Education together with its project partners and stakeholders.

UNESCO Multisectoral Regional Office in Jakarta is planning to organize two (2) ceremonies under the framework of the UNESCO-DepEd-KOICA Cooperation Project (2017-2023): "Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines".

new memo  
9/8/23



The two ceremonies are as follows:

1. **Opening Ceremony** of Girls Education Centre on **September 14, 2023 in DepEd Region VIII, Palo, Leyte.**

Purpose: Inauguration of GEC constructed by UNESCO with the financial support from Korean Government through KOICA in DepEd Region VIII, Palo, Leyte.

2. **Grand Closing Ceremony** of UNESCO-DepEd-KOICA Cooperation Project on **October 6-7, 2023 in Manila.**

Purpose: Closing Ceremony of the Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines Project

In this regard, we would like to invite you to participate on the above-mentioned events organized by UNESCO, KOICA and DepEd. Should you be interested, kindly accomplished the attached travel itinerary form and send back to us for airline and hotel booking on or **before September 9, 2023.**

UNESCO will cover travel expenses of the participants including return tickets from the place of origin, and accommodation, meals and incidentals based on standard Daily Subsistence Allowance (DSA) as per the ICSC (International Civil Service Commission) official rates.

For further information and coordination, Your Honor's staff may contact the International Cooperation Office at [ico@deped.gov.ph](mailto:ico@deped.gov.ph) and copy furnish [davedinah.cometa@deped.gov.ph](mailto:davedinah.cometa@deped.gov.ph) or through phone at (02) 8637 6462/3.

P.S

We will send a signed memo regarding this.

Thank you.

**DAVEDINAH COMETA**

Project Development Officer

External Partnerships Service/International Cooperation Office

Department of Education Central Office

Room 118 Ground Floor Mabini Building, DepEd Complex Meralco Ave., Pasig City


Tel. No. (02) 638 86 37

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**3 attachments**

 **Travel Statement\_Opening Ceremony of the GEC.pdf**  
175K

 **Vendor form\_Physical person (1).docx**  
48K

 **Final\_Concept-Note-Opening Ceremony of the Girls Education Center (GEC),09082023.pdf**  
220K

**Travel Statement for UNESCO participants to a meeting or a conference****Opening Ceremony of the Girls Education Center**

*"Better Life for Out-of-School Girls to Fight Against Poverty and Injustice  
in the Philippines Project"*

14 September 2023 | Girls Education Center, DepEd Region 8 Office Compound, The Philippines

**1. Travel**

UNESCO will provide the following expenses:

✓ **Transportation:**

Air ticket of travel by economy class for the dates of the meeting.

✓ **Daily Subsistence Allowance (DSA):**

Standard daily subsistence allowance (DSA) as per the ICSC (International Civil Service Commission) official rates, to cover accommodation, meals and incidentals.

**2. Travel risks and insurance**

The Organization has a commercial insurance policy, which provides accident and illness coverage for participants in meetings for whom UNESCO pays at least 50% of the total travel costs. The policy excludes treatment for any pre-existing conditions and/or routine treatments. If you do not have insurance that covers you outside your country, we strongly encourage you to purchase travel insurance. Any additional and/or private insurance purchase will not be borne by the Organization.

**3. Terms of payment**

Payment by bank transfer:

Payment by cheque at the meeting or conference:

Other, please specify:

**4. Specific comments**

In case that I, the undersigned, cannot make the trip to participate in the International Benchmarking Training due to any reasons, I will inform my cancellation immediately to UNESCO and ensure that the above received expenses will be returned and transferred to UNESCO service provider immediately within three (3) working days.

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I, hereby, certify that I have read the letter of invitation and I fully understand, accept and endorse the above-mentioned UNESCO rules and regulations as well as the payment modalities:

First name

Last name:

Date:

Signature:

**Travel Statement for UNESCO participants to a meeting or a conference**Valid IDBank Document and Bank Details

Bank Name: .....

Bank Address: .....

Bank Ph.: .....

SWIFT Code: .....

Account Name: .....

Account No.: .....

Copy of Bank Book/Card with Account No.:

## Opening Ceremony of the Girls Education Center

*"Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines Project"*

Thursday, 14 September, 10:00 - 12:00 | Girls Education Center  
at Department of Education Regional Office VIII  
Compound Government Center, Brgy. Candahug, Palo, Leyte

### CONCEPT NOTE

#### 1. BACKGROUND

UNESCO supports the Philippine Government through the Department of Education (DepEd) in its Alternative Learning System (ALS) Programme with the implementation of the "Better Life for Out-of-School Girls to Fight Poverty and Injustice in the Philippines" Project. The overall goal of the Project is to improve quality of life for girls living in poverty particularly supporting out-of-school girls registered in ALS or non-formal education for their further education opportunities and/or future job chances. The project is envisioned to contribute to the attainment of Sustainable Development Goals (SDG) in the Philippines, particularly SDG4, with the generous financial assistance of the Korea International Cooperation Agency (KOICA).

One key component of the Project is the establishment of the Girls Education Centre (GEC) located inside the compound of DepEd Regional Office VIII-Eastern Visayas, Government Centre, Brgy. Candahug, Palo, Leyte. The GEC is envisioned to be a one-stop educational hub where out-of-school girl-learners will be able to avail holistic support and opportunities to improve their lives through continuing learning and life skills' training under ALS programme targeting the ALS learners of Tacloban City and its vicinity including Palo in Leyte as the project's pilot areas.

The physical construction of the building of the Girls Education Center has been completed in March 2023 and has been equipped with the necessary amenities, furniture and fixtures for its functioning. With its completion, an opening ceremony will be undertaken in September 2023 as a celebration of this important milestone of the project and its handover to the Department of Education together with its project partners and stakeholders.

#### 2. OBJECTIVES

The objective of this activity is to undertake a formal opening of the constructed Girls Education Center which will provide learners with opportunities to improve their lives through continuing learning and lifeskills training that the GEC will offer. The opening ceremony will be organized by UNESCO in collaboration with the Department of Education in the Philippines and KOICA Philippines Office.

#### 3. DATE AND VENUE

Date: 14 September 2023 | 10:00 - 12:00

Venue: Girls Education Center at DepEd Regional Office VIII Compound,  
Government Center Brgy. Candahug, Palo, Leyte

#### 4. PARTICIPANTS

- ALS Teachers and Learners from Tacloban and Leyte,
- Regional Director and ALS Focal points from selected regions in the country,
- DepEd Central Office, including BAE and ICO,
- Republic of Korea (RoK): Embassy of RoK in the Philippines and KOICA,
- UNRC and other UN Agencies' representatives,
- The Philippine National Commission for UNESCO (UNACOM),
- UNESCO Multisectoral Regional Office in Jakarta.

#### 5. PROGRAMME AGENDA (PROVISIONAL)

Time	Agenda	Responsible
<b>Opening Ceremony</b>		
10:00 – 10:30	National Anthem	
	Opening Prayer	DepEd Regional Office VIII Personnel
	Welcome Remarks	<b>Dr. Evelyn R. Fetaivero</b> , Regional Director, DepEd Region VIII
	Opening Remarks	<b>Ms. Maki Katsuno-Hayashikawa</b> , Director and Representative, UNESCO Multisectoral Regional Office in Jakarta
10:30 – 10:35	Congratulatory Message	<b>H. E. Kim Inchul</b> , Ambassador, Embassy of the Republic of Korea in the Republic of the Philippines
10:35 – 10:40	Congratulatory Message	<b>Mr. Gustavo González</b> , UN Resident Coordinator in the Philippines
10:40 – 10:50	Appreciation Messages	Representative ALS Teachers and ALS Girls Learner from Tacloban City and Palo
<b>Inaugural Ceremony</b>		
10:50 – 11:00	Inaugural & Congratulation Message	<b>H.E Sara Z. Duterte</b> , Vice President/Secretary, Department of Education
11:00 – 11:15	Cutting of the Ribbon	Key Officials of DepEd, KOICA and UNESCO
	Group Photos	
<b>Ceremony Closing</b>		
11:15 – 11:30	Closing Remarks	<b>Mr. Kim Eunsub</b> , Country Director, KOICA Philippines Office
		<b>Ms. G. H. S. Ambat</b> , Assistant Secretary for Curriculum and Teaching- Education Assessment and Alternative Learning System, DepEd
		<b>Dr. Mee Young Choi</b> , Head of Education Unit, UNESCO Multisectoral Regional Office in Jakarta
<b>Girls Education Center Guide and Tour</b>		
<b>Lunch &amp; Ceremonial Performance</b>		

#### 6. CONTACT PERSONS

- **Mr. Remegio A. Alquitrán**, National Project Officer, UNESCO Multisectoral Regional Office in Jakarta, [r.alquitrán@unesco.org](mailto:r.alquitrán@unesco.org)
- **Ms. Ade Ayu Kurnia**, Project Assistant, UNESCO Multisectoral Regional Office in Jakarta, [aa.kurnia@unesco.org](mailto:aa.kurnia@unesco.org)

—END—



# Vendor form Physical person

General information - PLEASE USE CAPITAL LETTERS	
Vendor type* :	Individual
Title* :	Mr.
Family Name* :	
Given Name* :	
Date of birth* : (DDMM/YYYY)	
Country of Birth* :	
Nationality* :	
Profession* :	
House Number :	
Street name* : (or PO box)	
Street name 2 :	
Street name 3 :	
Postal Code* : (*0000* if postal code inapplicable in your country)	
City* :	
Country of residence* :	
Telephone : (without country prefix)	
Mobile phone : (without country prefix)	
Fax : (without country prefix)	
Contact Email* :	
Email for payment advice : (if different from contact email)	
Contract	
Language of correspondence* :	Select contract language
Tax Code 1 / Tax Code 2 :	/
Payment currency* :	
Bank information	
Bank country* :	
Bank name* :	
Bank agency name* :	
Agency address* :	
Bank City and Postal code* :	
SWIFT code* :	
Bank account Number* :	
Bank number :	
Branch code :	
IBAN : (if applicable in your country)	
Control Key : (if applicable in your country)	
Account holder name* :	
Account currency* :	
Additional banking information : (ACH for Bank in USA, Correspondent and Intermediary Bank)	
Please attach the following documents :	
<input type="checkbox"/>	Copy of the identification document (e.g.: ID card or Company Certification)
<input type="checkbox"/>	Copy of a bank document
<input type="checkbox"/>	I confirm that the information given in this form is true, complete and accurate.

\*Mandatory information



# How to fill up the vendor form

*\*Use the Latin Alphabet\**

## VENDOR INFORMATION

**Company name:** The legal name of the company/organization. Acronyms can be included in the name.

**Family name/ Given name:** Name and first name must be complete and the same as the Identification document.

**Address:** The complete physical and postal address or PO box depending on the practice in the country.

**⚠ PO box is not accepted for vendors in the USA**

**Tax code 1/ Tax code 2:** Only to be provided if required.

**Telephone Numbers :** To be provided without the country prefix.

## BANK INFORMATION

**Bank Name:** The official name of the banking institution and the acronym (e.g. HSBC – Hong Kong & Shanghai Banking Corporation).

**Bank Agency Name:** The name of the bank branch.

**Bank Country:** Country in which the vendor's bank is located.

**Bank Agency Address and city:** Complete address of the bank.

**SWIFT:** SWIFT/BIC code is mandatory irrespective of the bank location.

**IBAN:** For IBAN mandatory countries only.

**Bank number and branch code:** Mandatory for the following countries:

- \*Australia
- \*New Zealand
- \*Canada
- \*South Africa.

**ACH, automatic clearing house:** Mandatory for payments to USA only.

**Account holder name:** Complete name of the account holder must be provided as it appears on the bank document.

**Account currency:** The bank account currency.

**Payment currency:** The currency in which the payment is made.

**Additional banking information:** e.g.:  
\*ACH for the USA  
\*Correspondent and Intermediary bank



# How to fill up the vendor form

## ATTACHED DOCUMENTS

**⚠ An official bank document is mandatory:**

- **For physical person** the following documents are acceptable as proof of identity
  - ID
  - Passport
  - Driver license
  - Municipal Identity Card

**⚠ An Identification Document is mandatory:**

Bank document should indicate the following information:

- Bank name
- Account holder name
- Account number

*e.g.: cancelled crossed cheque, a RIB, a bank statement...*

\*These documents should be either in French or in English. If the document is in a different language, the original document should be with its translation should be provided.\*





Alfredo Cafe &lt;alfredo.cafe@deped.gov.ph&gt;

## External Project Evaluation of the Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines Project, September 2023

ALQUITRAN, Remegio &lt;r.alquitran@unesco.org&gt;

Fri, Aug 25, 2023 at 4:04 PM

To: EVELYN FETALVERO &lt;evelyn.fetalvero@deped.gov.ph&gt;, Region VIII Eastern Visayas &lt;region8@deped.gov.ph&gt;, "oard.region8@deped.gov.ph" &lt;oard.region8@deped.gov.ph&gt;

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Dear RD Evelyn R. Fetalvero,

Greetings from UNESCO!

Within the framework of UNESCO's Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines Project, an external evaluation of the project will be undertaken prior final completion of the project. The external project evaluation aims to: (a) assess the efficiency of output delivery and related achievements and challenges in the implementation of the project; (b) assess the effectiveness in achieving the defined objectives; (c) review the project's strategies and identify opportunities, challenges, good practices, and lessons learnt; and (d) provide recommendations for improving the programme's working methods and processes.

UNESCO engaged the technical expertise of Universiti Kebangsaan Malaysia Pakarunding as external evaluation team to undertake the project evaluation from July until September 2023. The evaluation team, led by Dr. Kamisah Osman, will carry desk review and field activities of data collection in Manila and Tacloban City. As part of the data collection, the team will conduct in-person and online interview as well as focused group discussions with project stakeholders and selected ALS teachers and learners. Questionnaires shall be provided to selected ALS teachers and learners for quantitative data gathering in the pilot area of the project.

The External Evaluation Team will arrive in Tacloban City on the 13<sup>th</sup> of September and will carry out their evaluation activities for two days and will return to Manila on 16<sup>th</sup> September 2023.

In this regard, we respectfully request for DepEd Region VIII's kind support for the Evaluation Team to gather the following participants for the evaluation on the following dates:

No	Date	Activity	Target Participants/ Respondents	Venue
1	14 Sept. 2023	Attend the Opening Ceremony of the GEC (9:00am -12:00nn)	Evaluation Team will attend the opening ceremony of the GEC in the morning	DepEd Region VIII Gymnasium
		Focused Group Discussion/Interview (2:30pm- 5:00pm)	-With ALS Teachers of Tacloban & Palo, Leyte  -DepEd-Region VIII Relevant Staff to UNESCO project	GEC Building  (Two separate groups in one schedule)
2	15 Sept. 2023	Focused Group Discussion/Interview (08:30am – 12:00nn)	Selected ALS Trainers/Regional Training Team	GEC Building
		Observation of Students' Learning/Focus Group	ALS Learners of Tacloban	GEC Building