



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

November 23, 2023

REGIONAL MEMORANDUM

No. **1315** s.2023

**CONDUCT OF LEARNING VISIT CUM CONSULTATIVE CONFERENCE
 WITH THE DIVISION ALTERNATIVE LEARNING SYSTEM (ALS)
 FOCAL PERSONS, SELECT OFFICIALS, AND PERSONNEL**

To: Schools Division Superintendents
 All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), shall conduct a **Learning Visit cum Consultative Conference with the Division Alternative Learning System (ALS) Focal Persons, select Officials, and Personnel** on December 4-7, 2023 in Catbalogan City and Eastern Samar Divisions.
2. This activity aims to:
 - a) provide the participants with the opportunity to benchmark the best practices showcased by the ALS Senior High Schools (SHS) and ALS-in-SBM pilot school;
 - b) provide comprehensive understanding on the dynamics of the programs;
 - c) enhance their knowledge and skills on how the ALS SHS and ALS-in-SBM programs are managed; and
 - d) strengthen ties among the Division ALS focal persons and all other ALS implementers.
3. The participants, identified in the enclosure, shall confirm their attendance for the activity through https://docs.google.com/spreadsheets/d/1YzZ31ZXbWFhynaXhu25znG_WkKwbwlo3mJjuI11ql4I/edit#gid=0.
4. To ensure mobility, efficient time management, and maximize the use of government funds, the use of DepEd vehicles is further advised.
5. The participants are grouped into four (4) to avoid overcrowding during the ALS class session observations and in the conduct of Focus Group Discussions (FGD) with the target learners, teachers, and school leaders.



6. A consultative conference with all the participants shall be conducted in Catbalogan City Division, which is slated on the last day of the activity and at a venue to be arranged by the Division ALS focal person.

7. Further, a staff from the health section of the Education Support Services Division (ESSD) may be invited to chair the Committee on Health and Safety.

8. The travel and other incidental expenses of the participants relative to the above-mentioned activity, including the host divisions' and schools' logistical requirements, shall be charged against the downloaded **ALS Program Support/Local Funds** at the respective offices, subject to the usual accounting and auditing rules and regulations.

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

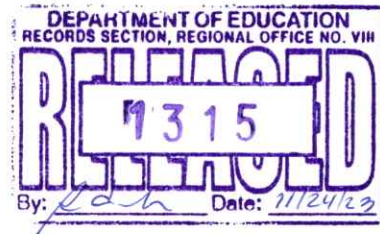

EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: 1. List of Official Participants
2. Program Management Committee (PMC) Composition
3. Terms of Reference of the PMC
4. Activity Matrix

References: RA 11510
DO 28, s. 2022

To be indicated in the Perpetual Index under the following subjects:
ALS CURRICULUM CONFERENCES

CLMD-APC



Enclosure 1 to RM No. **1315** dated November 23, 2023, re: **Conduct of Learning Visit cum Consultative Conference with the Division Alternative Learning System (ALS) Focal Persons, select Officials, and Personnel on December 4-7, 2023 in Catbalogan City and Eastern Samar Divisions.**

List of Official Participants

	Division	ALS Focal Person	PSDS	ALS SHS School Heads	ALS SHS Trainers	Total
1	Baybay City	1	1	2	0	4
2	Biliran	1	1	1	1	4
3	Borongan City	1	1	2	3	7
4	Calbayog City	1	1	5	3	10
5	Catbalogan City	1	1	2	1	5
6	Eastern Samar	1	1	2	4	8
7	Leyte	1	1	3	7	12
8	Maasin City	1	1	2	SHs	4
9	Northern Samar	1	1	2	3	7
10	Ormoc City	1	1	8	2	12
11	Samar	1	1	2	2	6
12	Southern Leyte	1	1	5	7	14
13	Tacloban City	1	1	2	4	8
14	TWG					9
	Total	13	13	38	37	110

NOTE: The slot for the PSDS shall be given to those assigned to a district with a school having the highest enrollment in the ALS SHS Program for the school year 2023-2024.



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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 OIC-Chief</i>	DR. GERTRUDES C. MABUTIN
<i>Chairperson</i>	DR. ALFREDO P. CAFÉ, EPS, CLMD, DepEd RO8

Technical Working Committees

Accommodation & Venue Preparations

<i>Chairperson:</i>	Division ALS Focal Persons from the Host Divisions
<i>Vice-Chairperson:</i>	Select school heads from the Host Divisions
<i>Member:</i>	GRACE K. VELARDE, ALS staff, CLMD, DepEd RO8

Program & Invitation

<i>Chairperson:</i>	RASSEL ESCOLANO, ALS Staff, CLMD, DepEd RO8
<i>Vice-Chairperson:</i>	Select EPSA from the Host Divisions
<i>Members:</i>	Select ALS teachers from the Host Divisions

Documentation, Report Generation, & Publication (Print and Digital/ Video)

<i>Chairperson:</i>	RAY SANDY V. ABAYAN, Eastern Samar Division
<i>Vice-Chairperson:</i>	CRISTINA B. BASAS, ALS SHS Teacher, So. Leyte Div.
<i>Member:</i>	Select school heads from the Host Schools

Health & Safety

<i>Chairperson:</i>	DR. ERNANI S. FERNANDEZ, EPS, CLMD, DepEd RO8
<i>Vice-Chairperson:</i>	JAN VAUGHN E. ATILLO, ALS Staff, CLMD, DepEd RO8
<i>Member:</i>	Select medical staff from the host schools/districts/SDOs

Registration & Attendance

<i>Chairperson:</i>	Select EPSA from the Host Divisions
<i>Vice-Chairperson:</i>	MARIA CRISTINA PENDEJITO, ALS PPAs, CLMD, DepEd RO8
<i>Members:</i>	LUDY T. ALBOLERAS, ALS Teacher, Southern Leyte Division



Enclosure 3 to RM No. **1315** dated November 23, 2023, re: **Conduct of Learning Visit cum Consultative Conference with the Division Alternative Learning System (ALS) Focal Persons, select Officials, and Personnel on December 4-7, 2023 in Catbalogan City and Eastern Samar Divisions.**

TERMS OF REFERENCE (TOR) OF THE PMC

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

ACCOMMODATION AND VENUE PREPARATIONS COMMITTEE (AVPC)

- 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 HSC, 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 AND INVITATION COMMITTEE (PIC)

- 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.
- Do other related tasks as instructed by the PSC.



- Do other related tasks as instructed by the PSC.

DOCUMENTATION, REPORT GENERATION, & PUBLICATION COMMITTEE (DRGPC)

- 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.
- Do other related tasks as instructed by the PSC.

HEALTH & SAFETY COMMITTEE (HSC)

- Ensure availability of medical personnel throughout the activity.
- Administer emergency/ first aid medicines whenever necessary.
- Work closely with the Emergency Response Committee in case of emergencies.
- Check nutritional values and safety of food under procurement.
- Ensure that the food being served is proper food handling.
- Advise the caterers on trends and best practices in terms of food services.
- Ensure safety of the participants throughout the activity
- Coordinate with the PNP and other local safety units
- Take charge of the security of the participants during the motorcade/ civic parade
- Do other related tasks as instructed by the PSC.

REGISTRATION AND ATTENDANCE COMMITTEE (RAC)

- Prepare and ensure accomplishment of the Registration and Attendance Sheets.
- Submit to the PSC through the DRGPC the accomplished Registration and Attendance Sheets.
- Take charge of ushering the guests.
- Coordinate with the hotel management in ensuring accuracy and consistency with the information in the rooming assignment.
- Do other related tasks as instructed by the PSC.





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ACTIVITY MATRIX

Time	Day 0 (December 4, 2023)	Day 1 (December 5, 2023)	Day 2 (December 6, 2023)	Day 3 (December 7, 2023)			
06:00 AM – 06:59 AM	TRAVEL TIME TO LAWAAN NATIONAL SCHOOL OF CRAFTSMANSHIP AND HOME INDUSTRIES, EASTERN SAMAR DIVISION	TRAVEL TIME TO CAN- AVID NHS, EASTERN SAMAR	BREAKFAST	HOMeward BOUND			
07:00 AM – 07:59 AM					TRAVEL TIME TO GUINSORONGAN NHS & CATBALOGAN NCHS, CATBALOGAN CITY DIVISION		
08:00 AM – 08:59 AM						ARRIVAL & REGISTRATION	
09:00 AM – 09:59 AM							ALS CLASS SESSION VISIT AND FGD WITH THE SELECT LEARNERS, TEACHERS, AND SCHOOL LEADERS (Simultaneously by all groups)
10:00 AM – 10:59 AM							
11:00 AM – 11:59 AM							



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

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

12:00 PM – 12:59 PM	LUNCH BREAK	
01:00 PM – 01:59 PM	ARRIVAL & REGISTRATION	REPORT GENERATION (Simultaneously by all groups)
02:00 PM – 02:59 PM	OPENING PROGRAM	TRAVEL TIME BACK TO LAWAAN NATIONAL SCHOOL OF CRAFTSMANSHIP AND HOME INDUSTRIES, EASTERN SAMAR DIVISION
03:00 PM – 03:59 PM	ALS CLASS SESSION VISIT AND FGD WITH THE SELECT LEARNERS, TEACHERS, AND SCHOOL LEADERS (Simultaneously by all groups)	CONSULTATIVE CONFERENCE WITH THE PARTICIPANTS
04:00 PM – 04:59 PM		TEAM BUILDING ACTIVITIES
05:00 PM – 05:59 PM	REPORT GENERATION (Simultaneously by all groups)	SHORT CLOSING PROGRAM
06:00 PM – 06:59 PM	DINNER	
07:00 PM	END OF DAY 1 ACTIVITY	END OF DAY 2 ACTIVITY
Officer of the Day	RASSEL P. ESCOLANO	MARIA CRISTINA B. PENDEJITO
		JAN VAUGHN E. ATILLO



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