



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

May 2, 2024

REGIONAL MEMORANDUM

No. **516** s. 2024

**PLANNING CONFERENCE OF THE REGION VIII ALTERNATIVE DELIVERY
MODES (ADM) COORDINATORS**

To: Schools Division Superintendents
CID Chiefs
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), in its continued implementation of Project *Padayon*, shall conduct a Planning Conference of the Region VIII ADM Coordinators on June 6 – 7, 2024, with June 5, 2024 as Day 0, hosted by Borongan City Division. The venue shall be announced on a later issuance.
2. The activity aims to:
 - a) discuss the regional and division ADM-based activities for 2024;
 - b) develop and upload the Work and Financial Plan to the Program Management Information System;
 - c) discuss the requirements and activities for the conduct of the ADM Summit and Program Implementation Review; and
 - d) share the issues and concerns and provide technical assistance on the implementation of the ADM in schools.
3. The participants are the regional and division ADM coordinators or alternate focal persons, the regional Planning Officer, and one host staff. There will be no proxy or representative allowed for the coordinators/focal person.
4. The participants are to bring their laptops, a copy of the approved division WFP, if any, and other relevant data or information with regards to the ADM implementation in the division. Moreover, prior to the activity, the participants must coordinate with the division Budget Officer for the allotment of ADM PSF to the PMIS for WFP development.
5. The expenses relative to this activity such as board and lodging shall be charged to the ADM Program Support Fund (PSF), which shall be downloaded to the SDO Borongan City with an amount of Sixty Four Thousand Pesos (Php 64,000.00), while the travel and incidental expenses of the participants to the respective ADM PSF and/or local funds 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: ADM WFP 2024

To be indicated in the Perpetual Index under the following subjects:

ADM CONFERENCE PLANNING

CLMD-RRT



Enclosure to the Regional Memorandum No. **516**, s. 2024**ACTIVITY MATRIX**

Schedule	Activity	Responsible Office / Person
Day 0 (June 5, 2024) 2:00 – 3:00 pm 3:01 – 5:00 pm	Arrival and Registration Opening Program National Anthem Prayer DepEd V,M, CV, QP DepEd R8 Hymn Welcome Remarks Acknowledgment of Participants Activity Objectives, Matix, and Outputs <i>(Meals: Dinner)</i>	ADM Coordinators – RO and SDO Borongan City
Day 1 (June 6, 2024) 8:00 – 8:30 am 8:31 – 9:00 am 9:01– 11:59 am 12:00 – 1:00 pm 1:01 – 3:00 pm 3:01 – 5:00 pm	Management of Learning 2023 ADM Accomplishments and 2024 ADM PSF Allocation and activities Development to Uploading of WFP in the PMIS and Tagging in LIS Lunch Break Presentation of the Division WFP ADM Summit and PIR requirements and mechanics <i>(Meals: Breakfast, Lunch, Dinner, and 2 snacks)</i>	ADM Coordinator Borongan City RO ADM Coordinator RO Planning Officer SDO ADM Coordinators RO ADM Coordinator
Day 2 (June 7, 2024) 8:00 – 8:30 am 8:31 – 11:59 am 12:00 – 1:00 pm 1:01 – 5:00 pm	Management of Learning Issues and Concerns of the ADM implementation Lunch Break Closing Program <i>(Meals: Breakfast, Lunch, and 2 snacks)</i>	ADM Coordinator Borongan City ADM Coordinators – RO and SDOs ADM Coordinators – RO and SDO Borongan City