



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

August 7, 2024

REGIONAL MEMORANDUM

No. **896** .2024

**CONSULTATIVE CONFERENCE WITH THE DIVISION ALTERNATIVE
LEARNING SYSTEM (ALS) FOCAL PERSONS AND
SELECT DEPED OFFICIALS**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), shall conduct a **Consultative Conference with the Division Alternative Learning System (ALS) Focal Persons and select DepEd Officials** on August 22-23, 2024 at the Dayang's Inn, Mahayahay, Maasin City, with morning snacks as the first meal on August 22, 2024, and breakfast as the last meal on August 23, 2024.

2. The activity aims to:

- a) present the status of enrollment and current personnel profiling for SY 2024-2025;
- b) revisit the utilization of the newly delivered ALS Modules funded by the DepEd CO and international partners;
- c) trace the causes of and provide interventions to address the low utilization of the downloaded Program Support Funds;
- d) finalize the schedules and participants in the regional learning visits of good practices in the pilot implementation of the ALS Senior High School (SHS) program in schools and in jails; and
- e) disclose and address the challenges experienced by the schools during the full ALS SHS pilot implementation for the SY 2023-2024.

3. The identified participants must bring laptops, extension cords, and copies of the data to facilitate expeditious report-generation.



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4. To help facilitate the documentation, reporting, and publication of the event, the concerned Schools Division Superintendents are requested to allow the following experts, namely: Mr. Ronnie Paloma of Baybay City, Mr. Rey Sandy Abayan of Eastern Samar, and Ms. Glorinor M. Silleza of Tacloban City, to serve as members of the Technical Working Group. The Division of Southern Leyte may also invite its select personnel to augment the workforce hosting the activity.
5. Each Division ALS Focal Person shall present a five-slide report for a maximum of 10 minutes using the template which shall be shared later through the Facebook Group Chat of the ALS Focal Persons.
6. The Schools Division Superintendents, through their respective Curriculum Implementation Division Chiefs, shall ensure full attendance of the participants throughout the conference.
7. 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 host Division of Southern Leyte, 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.
8. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director



- Enclosures: 1. Allotment of Pax per SDO and RO
 2. Activity Matrix
 3. Technical Working Group
 4. Terms of Reference of the TWG
- References: 1. IPCR
 2. BAE Issuance on Program Management
- To be indicated in the Perpetual Index under the following subjects:
ALS CONFERENCES FUNDS

CLMD-APC



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Enclosure No. 1 to RM 896, s. 2024 dated August 7, 2024.

Allotment of Participants per Schools Division Office

Division		Div ALS Focal Person	Div ALS SHS Coor	Division Budget Officer	Total Pax per SDO
1	Baybay City	1	1	1	3
2	Biliran	1	1	1	3
3	Borongan 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
Total Participants		13	13	13	39

Participants from the Regional Office

Office	No. of Pax
Office of the Regional Director/Assistant Regional Director	1
RO Budget Officer	1
CLMD (OIC-Chief, RO ALS Focal, 3 ALS Staff)	5
TWG Members from Baybay City, Eastern Samar, and Tacloban City SDOs	3
Driver	1

Total Number of Participants	50
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Enclosure No. 2 to RM 896 / 1713 s. 2024 dated August 7, 2024.

ACTIVITY MATRIX

Consultative Conference with the Division Alternative Learning System Focal Persons and select DepEd Officials
 Dayang's Inn, Mahayahay, Maasin City
 August 22-23, 2024

TIME	ACTIVITIES	
	August 22, 2024	August 23, 2024
07:00 AM – 08:00 AM	ARRIVAL, REGISTRATION, AND BILETTING OF PARTICIPANTS	MANAGEMENT OF LEARNING
08:01 AM – 09:00 AM		Continuation of the Conference
09:01 AM – 10:00 AM		SHORT CLOSING PROGRAM <i>(Separate copy of the Program will be provided later)</i>
10:01 AM – 10:10 AM	SHORT OPENING PROGRAM <i>(Separate copy of the Program will be provided later)</i>	HOMEWARD BOUND
10:11 AM – 11:00 AM		
11:01 AM – 12:00 NN	Presentation of the Agenda and additional items for Discussion	
12:01 PM – 12:59 PM	NOON BREAK	
01:00 PM – 02:00 PM	Discussion: 1. Enrollment 2. Current Personnel Profile 3. Utilization of the newly delivered ALS modules (inventory)	
02:01 PM – 03:00 PM		
03:01 PM – 03:10 PM	HEALTH BREAK	
03:11 PM – 05:30 PM	Discussion: 4. Updates on the utilization of the ALS PSF downloaded to SDOs 5. Regional learning visits on the ALS SHS pilot implementation in schools and in Jails 6. Presentation by SDO on the Strategies in addressing the challenges met during the Pilot Implementation of the ALS SHS Grades 11 and 12 and the technical assistance needed on the unresolved issues 7. Other Matters Alfredo P. Café <i>RO ALS Focal Person</i> <i>Presider</i>	
05:31 PM – 06:00 PM	Facilitating Announcements	
06:01 PM	Dinner	
Officer of the Day	Secretariat	

Enclosure No. 3 to RM _____, s. 2024 dated August 7, 2024.



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TECHNICAL WORKING GROUP (TWG)

PROGRAM STEERING COMMITTEE (PSC)

Chairperson: RD EVELYN R. FETALVERO, CESO IV, DepEd RO8
Alternate Chairperson: ARD RONELO AL K. FIRMO, CESO IV, DepEd RO8
Vice-Chairperson : DR. GERTRUDES C. MABUTIN, CLMD OIC-Chief, DepEd RO8
Alternate Vice-Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, DepEd RO8
Members: DR. VICTOR D. DUMAGUIT, EPS, Southern Leyte Division
DR. BETELINO V. AMIGO, EPSA, Southern Leyte Division
MR. LLOYD C. CARBONILLA, EPSA, Southern Leyte Division
3 ALS Staff from DepEd RO8

TECHNICAL WORKING COMMITTEES (TWC)

FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson: DR. VICTOR D. DUMAGUIT, EPS, Southern Leyte Division
Vice-Chair: DR. BETELINO V. AMIGO, EPSA, Southern Leyte Division
Member: MS. MARGELIN S. COLANA, ALS Staff, CLMD-ALS, RO8

MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHpsc)

Chairperson: DR. BETELINO V. AMIGO, EPSA, Southern Leyte Division
Vice-Chair: Invited Division Nurse from Southern Leyte Division
Member: MR. JEFFERSON T. BINONGO, ALS Staff, CLMD-ALS, RO8

VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)

Chairperson: MR. LLOYD C. CARBONILLA, EPSA, Southern Leyte Division
Vice-Chair: Invited M and E Coordinator from Southern Leyte Division
Members: MR. JHUN MERDIE C. CREDO, ALS Staff, CLMD-ALS, RO8

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

Chairperson: MR. REY SANDY ABAYAN, Eastern Samar Division
Vice-Chairs: MR. RONNIE PALOMA, Baybay City Division
Members: MS. GLORINOR M. SILLEZA, Tacloban City Division

Enclosure No. 4 to RM _____, s. 2024 dated August 7, 2024.



**TERMS OF REFERENCE (TOR) OF THE DIFFERENT WORKING COMMITTEES
FOR THE CONSULTATIVE CONFERENCE WITH THE DIVISION
ALTERNATIVE LEARNING SYSTEM FOCAL PERSONS
AND SELECT DEPED OFFICIALS**

PROGRAM STEERING COMMITTEE (PSC)

- Initiate the planning process for the initial utilization of the Girls Education Center 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 (FPC)

- In coordination with the other partners, ensure the authorized provision of funds and in 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.
- Ensure the procurement activity is in accordance with procurement guidelines from the international partners, in case the procurement is lodged at the international partners.
- Coordinate with the Venue, Accommodation, and Monitoring Committee (VAMC) 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.

MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHSPC)

- 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.

VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)



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- In coordination with the FC, prepare the seats and tables for the learners and teachers with labels.
- Coordinate with the FPC for the availability of free-flowing coffee which shall start at 7:00 AM.
- Coordinate with the FPC for the availability of supplies and materials needed for the venue preparation, including the 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 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.
- 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
- Monitor the daily progress of the activities
- Take charge in the registration and attendance of the participants using DepEd RO8 approved template.
- Prepare and submit a weekly progress report to the PSC using the DepEd RO8 approved template.
- Prepare and submit to the PSC the Activity Documentation Report (ADR) using the DepEd RO8 approved template.
- Do other tasks as instructed by the PSC.

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

- Following the protocol of publication, make an immediate press release, newsletter, and video clips 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.