



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

October 01, 2024

**REGIONAL MEMORANDUM**

No. **1122** s.2024

**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 October 22-25, 2024 in Leyte and Southern Leyte Divisions at the venues indicated in Enclosure 4.
2. This activity aims to:
  - a) benchmark the best practices showcased by the pilot ALS Senior High Schools (SHS) at the jail facilities in Leyte and in Southern Leyte Divisions;
  - b) enhance the participants' knowledge and skills on how the ALS SHS program are managed inside the jails; and
  - c) strengthen ties among the DepEd Region VIII, Bureau of Corrections - Leyte Regional Prison (LRP), and Bureau of Jail Management and Penology (BJMP) Region VIII.
3. To ensure mobility, efficient time management, and maximize the use of government funds, the use of DepEd vehicles is further advised.
4. 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.
5. To ensure the effective and efficient implementation of the ALS Senior High School (SHS) program in jails, the SDOs, through their respective ALS Focal Persons, shall coordinate with their partner BJMP offices of their participation in this activity. The list of participants from the Division and the BJMP Offices, based on the allocation detailed in Enclosure 1 of this issuance,

must be submitted to the Regional Office no later than October 7, 2024 at **clmd.region8@deped.gov.ph** cc **alfredo.cafe@deped.gov.ph** via a google sheet which shall be shared at the Facebook Group Chat of the Division ALS Focal Persons (DAFP).

6. A consultative conference with all the participants shall be conducted in Southern Leyte Division, which is slated in the last part of the activity and at a venue to be arranged by the concerned DAFP.
7. A staff member 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 aforementioned activity, including the host divisions' and schools' logistical requirements and the costs of fuel for each of the government vehicles used, 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. Allocation of Official Participants per Office  
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. 1122 dated October 01, 2024.**Allocation of Official Participants per Office**

	Division	ALS Focal/EPISA	ALS SHS Head (See List)	ALS SHS Trainer (See List)	ALS SHS Teacher	BJMP Personnel	Driver	TWG	Total
1	Baybay City	1	1	0	1	1	1	1	<b>6</b>
2	Biliran	1	1	1	1	1	1	0	<b>6</b>
3	Borongan City	1	1	1	1	1	1	0	<b>6</b>
4	Calbayog City	1	1	1	1	1	1	0	<b>6</b>
5	Catbalogan City	1	1	1	1	1	1	0	<b>6</b>
6	Eastern Samar	1	1	2	1	1	1	1	<b>8</b>
7	Leyte	1	1	2	2	1	1	4	<b>12</b>
8	Maasin City	1	1	1	1	1	1	0	<b>6</b>
9	Northern Samar	1	1	1	1	1	1	0	<b>6</b>
10	Ormoc City	1	1	1	1	1	1	0	<b>6</b>
11	Samar	1	1	1	1	1	1	0	<b>6</b>
12	Southern Leyte	1	1	2	2	1	1	5	<b>13</b>
13	Tacloban City	1	1	1	1	1	1	1	<b>7</b>
14	Regional Office							13	<b>13</b>
	<b>Total</b>	<b>13</b>	<b>13</b>	<b>15</b>	<b>15</b>	<b>13</b>	<b>13</b>	<b>25</b>	<b>107</b>

**A. Detailed List of ALS SHS Head Participants**

1. Roger O. Lingatong, Baybay City Division
2. Zaea D. Villamor, Biliran Division
3. Noime A. Villarino, Borongan City Division
4. Maria Luz C. Murillo, Calbayog City Division
5. Antoinette D. Napoles, Catbalogan City Division
6. Danilo Y. Tanqui-on, Eastern Samar Division
7. Richard Gabison, Leyte Division
8. Jocelyn L. Salas, Maasin City Division
9. Ryan D. Catucod, Northern Samar Division
10. Maribel Bandejo, Ormoc City Division
11. Melinda G. Tabucan, Samar Division
12. Erwin T. Bulabog, Southern Leyte Division
13. Jeanelyn L. Andrade, Tacloban City Division

**B. Detailed List of ALS SHS Trainer Participants**

1. Michael Aguilos, Biliran Division
2. Niña Janelle S. Yu, Borongan City Division
3. Joel Monteron, Calbayog City Division
4. Melvin M. Señal, Catbalogan City Division
5. Kissarane Mathy Pabilona, Eastern Samar Division
6. Jose Linen R. Eder, Eastern Samar Division
7. Ronald Nacion, Leyte Division
8. Jessica C. Garbo, Leyte Division
9. Dennis Almosa, Maasin City Division
10. Lilian Castillo, Northern Samar Division
11. Charisse M. Jaron, Ormoc City Division
12. Mary Joy Dela Rama, Samar Division
13. Nancy N. Tolibas, Southern Leyte Division
14. Maria Losita B. Lubong, Southern Leyte Division
15. Corweilla Y. Serrano, Tacloban City Division

**NOTE: NO PROXY IS ALLOWED.**

Enclosure 2 to RM No. 1122 October 01, 2024.**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 OIC-Chief</i>	<b>DR. GERTRUDES C. MABUTIN</b>
<i>Chairperson</i>	<b>DR. ALFREDO P. CAFÉ</b> , EPS, CLMD, DepEd RO8
<i>Vice-Chairperson</i>	<b>DR. ERNANI S. FERNANDEZ</b> , EPS, CLMD, DepEd RO8

**Technical Working Committees***Accommodation & Venue Preparations*

Chairperson:	Division ALS Focal Persons from the Host Divisions
Vice-Chairperson:	Select school heads from the Host Divisions
Member:	GRACE K. VELARDE, ALS staff, RO8 2 Host School Heads 2 Jail Commanders

*Program & Invitation*

Chairperson:	MARIA CRISTINA PENDEJITO, ALS Staff, RO8
Vice-Chairperson:	Select EPSA from the Host Divisions
Members:	Select ALS SHS Heads from the Host Divisions

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

Chairperson:	RAY SANDY V. ABAYAN, Eastern Samar Division
Vice-Chairperson:	MR. RONNIE PALOMA, Baybay City Division
Member:	MS. GLORINOR M. SILLEZA, Tacloban City Division

*Health & Safety*

Chairperson:	DR. ANGELA RODRIQUEZ, Regional Medical Officer
Vice-Chairperson:	MS. MARGELYN C. COLANA, Staff, RO8
Member:	Select medical staff from the host schools/districts/SDOs

*Registration & Attendance*

Chairperson:	RHEA M. MAE BAA, ALS, Staff, RO8
Vice-Chairperson:	Select EPSAs from the Host Divisions
Members:	JOHN CHRISTOPHER NAYRE, ALS, Staff, RO8 Ivy L. Ampoloquio, Southern Leyte Division Cagbolo Stand Alone SHS teacher (TBI)

*Transportation and Security*

Chairperson:	JEFFERSON T. BINONGO, ALS, Staff, RO8
Vice-Chairperson:	Select EPSAs from the Host Divisions (2)
Members:	JHUN MERDIE C. CREDO, Staff, RO8 Divine Grace C. Isaga, Southern Leyte Division

Enclosure 3 to RM No. 1122 October 01, 2024.

## **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 participants, following the approved layout.
- Assist in the 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.
- 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 prepared 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.
- Assist the SDOs in the invitation letters to the identified guests outside of DepEd.
- 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 information 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.
- Ensure safety of the participants throughout the activity
- Works with the TSC in the security of the participants during the travels
- 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.
- Do other related tasks as instructed by the PSC.

#### **TRANSPORTATION AND SECURITY (TSC)**

- Ensure safe, efficient, and secure movement of personnel, goods, and equipment during events or activities. This includes the coordination of transportation logistics and the implementation of security measures to protect all participants and assets.
- Organize and manage transportation for participants and guests.
- Coordinate with the SDOs, through the Div ALS Focal Persons, for availability, schedules, and routes.
- Ensure the safe loading and unloading of passengers.
- Monitor transportation schedules to ensure punctuality and smooth transitions.
- Address transportation-related emergencies or unforeseen situations.
- Develop and implement a security plan.
- Coordinate with local security agencies (police, private security, etc.) for possible personnel deployment.
- Secure all entry and exit points at venues, ensuring the proper management of crowd flow.
- Monitor any potential threats or security breaches and respond promptly.
- Ensure proper coordination between transportation and security teams to manage both safety and traffic flow.



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Enclosure 4 to RM No. **9122** October 01, 2024.

**ACTIVITY MATRIX**

Time	Day 0 (October 22, 2024)	Day 1 (October 23, 2024)	Day 2 (October 24, 2024)	Day 3 (October 25, 2024)	
06:00 AM – 06:59 AM	<b>TRAVEL TIME TO LEYTE REGIONAL PRISON, LEYTE DIVISION</b>	<b>ARRIVAL &amp; REGISTRATION</b>	<b>TEAM BUILDING ACTIVITIES</b> <i>(Venue shall be arranged by Southern Leyte Division)</i>	<b>HOMeward BOUND</b>	
07:00 AM – 07:59 AM					<b>TRAVEL TIME TO BUMP - SOGOD, SOUTHERN LEYTE DIVISION</b>
08:00 AM – 08:59 AM					<b>ALS CLASS SESSION VISIT AND FGD WITH THE SELECT LEARNERS, TEACHERS, AND SCHOOL LEADERS CUM REPORT GENERATION</b> <i>(Simultaneously by all groups)</i>
09:00 AM – 09:59 AM		<b>CONSULTATIVE CONFERENCE WITH THE PARTICIPANTS</b> <i>(Venue shall be arranged by Southern Leyte Division)</i>			
10:00 AM – 11:59 AM		<b>LUNCH BREAK</b>			
12:00 PM – 12:59 PM					





01:00 PM – 01:59 PM	<b>ARRIVAL &amp; REGISTRATION</b>	<b>TRAVEL TO SOGOD NHS, SOUTHERN LEYTE</b>	<b>CONSULTATIVE CONFERENCE WITH THE PARTICIPANTS</b>  <i>(Continuation)</i>
02:00 PM – 02:59 PM	<b>SHORT OPENING PROGRAM</b>	<b>REPORT FINALIZATION</b> <i>(Simultaneously by all groups)</i>	
03:00 PM – 03:59 PM	<b>ALS CLASS SESSION VISIT AND FGD WITH THE SELECT LEARNERS, TEACHERS, AND SCHOOL LEADERS/ LRP PERSONNEL CUM REPORT GENERATION</b> <i>(Simultaneously by all groups)</i>	<b>TEAM SHARING OF INSIGHTS AND ACTION PLAN PRESENTATION VIA AVP</b>	
04:00 PM – 04:59 PM	<b>TRAVEL TIME TO BILLETING AREA</b>		<b>SHORT CLOSING PROGRAM</b>
05:00 PM – 05:59 PM	<b>DINNER</b>		
06:00 PM – 06:59 PM	<b>END OF DAY 1 ACTIVITY</b>	<b>END OF DAY 2 ACTIVITY</b>	<b>END OF DAY 3 ACTIVITY</b>
07:00 PM	<b>RHEA MAE M. BAA</b>  Officer of the Day	<b>MARIA CRISTINA B. PENDEJITO</b>	<b>JEFFERSON T. BINONGO</b>



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