



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

November 25, 2024

**REGIONAL MEMORANDUM**

No. **1515** s.2024

**CONDUCT OF REGIONAL JOURNALISM TRAINING WITH SELECT ALTERNATIVE LEARNING SYSTEM (ALS) IMPLEMENTERS**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), shall conduct a **Regional Journalism Training with Select Alternative Learning System (ALS) Implementers** on November 28-30, 2024 at a venue in Borongan City which will be announced in a separate issuance.
2. The activity aims to:
  - a) equip participants with the skills needed to document and publish significant events related to the implementation of the ALS Program in Eastern Visayas;
  - b) improve advocacy materials for the ALS Program across all schools division offices;
  - c) establish an official name and organize an editorial staff for the Region VIII ALS Press, ensuring proper recognition;
  - d) establish ALS Program Information Officers and Writers for Journalism in ALS at both the schools division and regional levels; and
  - e) contribute to DepEd Region VIII's regular print and online publications.
3. The Schools Division Offices (SDOs) shall ensure full attendance of their respective participants identified in the enclosure.
4. There is **no registration fee**. The board and lodging expenses of the participants and other related logistical requirements shall be charged against the **downloaded ALS Program Support Funds** at the host Division of Borongan City, with morning snacks as the first meal on Day 1 and breakfast as the last meal on Day 3, while the travel and other incidental

relative to the activity, to the downloaded funds at the respective offices, subject to the usual accounting and auditing rules and regulations.

5. The Regional ALS Focal Person, with the support of one Contract of Service staff for ALS, shall conduct coordination meetings and provision of technical assistance with the host division relative to the preparation of the aforementioned activity of which expenses are chargeable against the downloaded ALS Funds at the Regional Office.

6. The host schools division shall take charge of all the necessary arrangements in the procurement of the needed goods and services as well as in the liquidation and reporting on the utilization of funds.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.

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

Enclosures: 1. Program Management Committee (PMC)  
2. Terms of Reference of the PMC  
3. Allotment of Participants per Office

Reference: DO 28, s. 2022 dtd June 20, 2022

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

ALS      JOURNALISM      TRAININGS

CLMD-APC



Enclosure 1 to RM No. 1515 dated November 25, 2024

**PROGRAM MANAGEMENT COMMITTEE (PMC)**



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



**Program Steering Committee (PSC)**

*Regional Director* **DR. EVELYN R. FETALVERO, CESO III**  
*Asst. Regional Director* **DR. RONELO AL K. FIRMO, CESO IV**  
*OIC-CLMD Chief* **DR. GERTRUDES C. MABUTIN**  
*Chairperson* **DR. ALFREDO P. CAFÉ, EPS, CLMD, DepEd RO8**

**Technical Working Committees**

*Accommodation & Venue Preparations*

Chairperson: SHIRLEY B. BACAL, EPS, Borongan City Division  
Vice-Chairperson: JEFFERSON T. BINONGO, ALS Staff, RO8  
Member: 1 ALS Teacher, Borongan City Division

*Program & Invitation*

Chairperson: DR. ALLAN C. ARMA, EPSA, Borongan City Division  
Vice-Chairperson: MS. MARGELYN C. COLANA, ALS Staff, RO8  
Members: JOSE LENIN EDER, Eastern Samar Division

*Procurement*

Chairperson: DR. ALFREDO P. CAFÉ, EPS, CLMD, DepEd RO8  
Vice-Chairperson: SHIRLEY B. BACAL, EPS, Borongan City Division  
Member: DR. ALLAN C. ARMA, EPSA, Borongan City Division

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

Chairperson: REY SANDY V. ABAYAN, Eastern Samar Division  
Vice-Chairperson: RONNIE PALOMA, Baybay City Division  
Member: JOSE LENIN EDER, Eastern Samar Division

*Health & Safety*

Chairperson: DIVISION PHYSICIAN  
Vice-Chairperson: DIVISION NURSE (Borongan City)  
Members: GLORIA T. GERNA, ALS Teacher, Borongan City Div.

*Hosting and Recording*

Chairperson: GLORIA T. GERNA, ALS Teacher, Borongan City Div.  
Vice-Chairperson: REY SANDY V. ABAYAN, Eastern Samar Division  
Member: RONNIE PALOMA, Baybay City Division

*Registration, Attendance & Certification*

Chairperson: MARIA CRISTINA B. PENDIJITO, ALS Staff, RO8  
Vice-Chairperson: DR. ALLAN C. ARMA, EPSA, Borongan City Division  
Members: 1 ALS Teacher from Borongan City

Enclosure 2 to RM No. **1515** dated November 25, 2024

**TERMS OF REFERENCE (TOR) OF THE PMC**



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### **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 Health and Safety Committee (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.
- Coordinate with the Division ALS focal persons in putting up the gallery of wins.
- 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.
- Coordinate with the Registration, Attendance & Certification Committee (RACC) in getting the names of the VIPs, basis for the distribution of the approved Programme.
- Do other related tasks as instructed by the PSC.

#### **PROCUREMENT COMMITTEE (PC)**

- Ensure the authorized provision of funds for the procurement of 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.
- Coordinate with the Documentation, Report Generation & Publication Committee (DRGPC) in the preparation of documentary evidence as required in the reporting, liquidation, and payment to the suppliers.
- Coordinate with the Division ALS focal persons in securing the narratives with photos making these available for printing and in putting up the gallery of wins.
- Coordinate with the Registration, Attendance & Certification Committee (RACC) in getting the names of the VIPs, basis for the production/procurement of leis.
- 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 Verification necessary for the payment of the procured goods and 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.

#### **HOSTING AND RECORDING COMMITTEE (HRC)**

- Act as the master of the ceremonies.
- Prepare and present to the PSC the script of the flow of the program and the list of the VIPs for proper recognition.
- Check the functionality of the sound system and ensure its high-fidelity which shall connect at least two (2) speakers and (2) microphones.
- Ensure smooth flow of the transition following the approved program.
- In coordination with the Documentation and Report Generation Committee (DRGC), prepare and present to the PSC the daily record of the important events occurring within the activity for information, review, and storage.

- Provide copies of the recorded events to the PSC through the DRGC.
- In coordination with the DRGC, post in the Facebook Walls and other online platforms the approved data for public knowledge, information, and monitoring.
- Do other related tasks as instructed by the PSC.

**REGISTRATION, ATTENDANCE & CERTIFICATION COMMITTEE (RACC)**

- Prepare and ensure accomplishment of the Registration and Attendance Sheets.
- Submit to the PSC through the DRGPC the accomplished Registration and Attendance Sheets.
- Assist the PC in taking pictures of Food delivered by the supplier and to ensure the availability of photos as needed.
- Prepare Certificates of Appearance, Participation and Recognition for distribution/awarding to the official participants and facilitators/resource speakers.
- 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.

Enclosure 3 to RM No. \_\_\_\_\_ dated November 24, 2024



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**ALLOTMENT OF PARTICIPANTS PER OFFICE**

Division		EPSA	ALS SHS Teachers	Total Pax
1	Baybay City	1	1	2
2	Biliran	1	1	2
3	Borongan City	1	1	2
4	Calbayog City	1	1	2
5	Catbalogan City	1	1	2
6	Eastern Samar	1	1	2
7	Leyte	1	1	2
8	Maasin City	1	1	2
9	Northern Samar	1	1	2
10	Ormoc City	1	1	2
11	Samar	1	1	2
12	Southern Leyte	1	1	2
13	Tacloban City	1	1	2
14	Resource Persons			3
15	TWG			11
<b>Total Pax</b>		<b>13</b>	<b>13</b>	<b>40</b>

- NOTE:**
1. ALS Senior High School teacher participants should preferably be English majors or have a subject load in English.
  2. The Activity Matrix will be sent later.