

5. Furthermore, the Regional Office will transport learner participants from designated pick-up points to LNU and back to the drop-off points using ALS coasters on December 26-27, 2024, only.
6. For further information, Dr. Alfredo P. Cafe, EPS, CLMD, can be reached at clmd.region8@deped.gov.ph and _alfredo.cafe@deped.gov.ph.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director

- Enclosures: 1. List of TWG Members
 2. Allotment of Participants per Pilot Division
- References: As stated
- To be indicated in the Perpetual Index under the following subjects:
- ALS PARTNERSHIP TRAINING**

CLMD-APC



Enclosure No. 1 to RM _____, s. 2024 dated December 23, 2024.

TECHNICAL WORKING GROUP (TWG) MEMBERS

A. DepEd Region VIII Team

Team Head: DR. EVELYN R. FETALVERO, CESO III
Regional Director

Alternate Team Head: DR. RONELO AL K. FIRMO, CESO IV
Assistant Regional Director

Training Chairperson: DR. GERTRUDES C. MABUTIN, OIC-Chief, CLMD

Training Co-Chairperson: DR. ALFREDO P. CAFÉ, EPS, CLMD

Coordinator for Leyte: DR. MARIE JOY A. ARIAS, EPS, Leyte Division

Coordinator for Tacloban: RANULFO I. BAAY, EPS, Tacloban City Division

Members: 2 - Select EPSAs from Leyte Division
2 - Select EPSAs from Tacloban City Division
5 - Select Teachers from Leyte Division
5 - Select Teachers from Tacloban City Division

B. Leyte Normal University Team

Team Head: DR. EVELYN B. AGUIRRE, LNU President

Members: DR. LINA G. FABIAN
DR. GIL NICETAS B. VILLARINO
DR. GENEROSO N. MAZO
DR. CLEOFE L. LAJARA
DR. JACQUELINE I. ESPINA
PROF. ORESTE ORTEGA, JR
MS. JOSISA C. CHATO

C. UNESCO Team

Team Head: REMEGIO A. ALQUITRAN, NPO, UNESCO Jakarta

Members: ADE AYU KURNIA, UNESCO Jakarta
MR. ALDI SURYA

Enclosure No. 2 to RM _____, s. 2024 dated December 23, 2024.

ALLOTMENT OF PARTICIPANTS PER PILOT DIVISION

Division	EPS/ ALS Focal	EPSAs	Teachers	Junior HS Learners	Senior HS Learners	Total
Leyte	1	2	5	32	18	58
Tacloban City	1	2	5	32	18	58
Total	2	4	10	64	36	116

The participation of Junior High School and Senior High School learners may fluctuate based on their availability and other relevant factors.



Alfredo Cafe <alfredo.cafe@deped.gov.ph>

[26-30 December 2024]: Final Schedule of ALS Training on ICT and Computer Skills for ALS Girl-Learners of Tacloban City and Leyte Divisions

ALQUITRAN, Remegio <r.alquitrان@unesco.org>

Wed, Dec 18, 2024 at 9:28 AM

To: "alfredo.cafe@deped.gov.ph" <alfredo.cafe@deped.gov.ph>, Marie Joy Arias <mariejoyaarias@gmail.com>, "ranulfo.baay001@deped.gov.ph" <ranulfo.baay001@deped.gov.ph>, "mariacristinapendejito21@gmail.com" <mariacristinapendejito21@gmail.com>, jefferson binongo <jeffersonbinongo@gmail.com>, Jacqueline Espina <jacqueline.espina@lnu.edu.ph>

Cc: "Kurnia, Ade Ayu" <aa.kurnia@unesco.org>, "Surya, Aldi" <a.surya@unesco.org>, "Mae Loreto, Nikka" <n.mae-loreto@unesco.org>

Dear Sir Fred, Dr. Jacqueline, ALS Focals and Colleagues,

Greetings from UNESCO!

With series of consultations and coordination meetings on finalizing the schedule of organizing our ALS training on ICT and computer skills for ALS girl-learners of Tacloban City and Leyte and with the flexibility and understanding particularly of Sir Fred Café and Dr. Jacqueline Espina of LNU given the current situation and circumstances with no other option to choose, we are setting the final dates of the ALS lifeskills training to be on **26-30 December 2024 (5 days)**.

In this regard, we would like to kindly request particularly from DepEd Region VIII side through Sir Fred Café to initiate the following:

1. Draft and issue a memo as invitation from DepEd Region VIII that will serve as official invitation to the ALS learner-participants and ALS teacher-chaperones to attend the lifeskills training
2. Provide the list of 100 participants (50 from Tacloban City and 50 from Leyte Division) as participants of the training on ICT and computer skills. It would be preferred to provide the lists of participants within this week (**19-23 Dec 2024**).
3. Provide specific guidance and instructions as part of the memo/invitation to both schools division offices (Tacloban and Leyte)

As reference again, we are providing you the training programme agenda/workplan for the training implementation and the ToR of the training for your copy. We will continue the communication and coordination through our **Group Chat in the messenger**. You can drop messages in our GC from time to time to convey concerns and messages.

Once again, UNESCO conveys its sincere appreciation to DepEd Region VIII through our ALS Regional Focal Person, Sir Fred Café, to Dr. Jacqueline Espina of LNU, to our Schools Division Focal Persons, Ma'am Joy Arias and Sir Rani Baay and the DepEd Regional ALS team/staff.

Looking forward for your continuous collaboration and cooperation. Hopefully, we can accomplish this task of organizing the training in a successful way.

Sincerely yours,

Redj

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Remegio "Redj" A. Alquitran

National Project Officer

Education Unit

UNESCO Jakarta

Better Life for Out-of-School Girls to Fight Against Poverty and Injustice Project

c/o Department of Education Regional Office VIII

Brgy. Candahug, Palo, Leyte, Philippines

Email: ralquitran@unesco.org

Mobile: +63-9952500834



From: ALQUITRAN, Remegio

Sent: 13 December 2024 15:18

To: 'alfredo.cafe@deped.gov.ph' <alfredo.cafe@deped.gov.ph>; 'Marie Joy Arias' <mariejoyaarias@gmail.com>; 'ranulfo.baay001@deped.gov.ph' <ranulfo.baay001@deped.gov.ph>; 'mariacristinapendejito21@gmail.com' <mariacristinapendejito21@gmail.com>; 'jefferson binongo' <jeffersonbinongo@gmail.com>

Cc: Kurnia, Ade Ayu <aa.kurnia@unesco.org>; Surya, Aldi <a.surya@unesco.org>; 'Jacqueline Espina' <jacqueline.espina@lnu.edu.ph>; Mae Loreto, Nikka <n.mae-loreto@unesco.org>

Subject: Finalized Scheduled of ALS Training on ICT and Computer Skills for ALS Girl-Learners of Tacloban City and Leyte Divisions for Month of December 2024

Dear Sir Fred, Ma'am Joy and Sir Rani,

Greetings!

With great appreciation and responsiveness of DepEd Region VIII through Sir Fred Café and to Dr. Jacqueline Espina of LNU, our training contractor for the ALS Training on ICT and Computer Skills intended for ALS girl-learners of Tacloban City Division and Leyte Division, we would like to provide you quick update on our brief coordination and consultation to both partners relative to the finalization of our skills training slated for this month of December 2024:

1. We had a quick catch-up meeting yesterday afternoon at 6PM via online meeting with Sir Fred Café together with UNESCO colleague, Ms Ade Kurnia and myself. DepEd Region 8 through Sir Fred Café has committed to support the plan to carry out the skills training with the proposed dates such as the following: **17-21 Dec 2024 (Tuesday to Saturday)** for a 5-day period with the idea that the training will be completed prior to Christmas Day such that schedules after Christmas

are not preferable due to vacation time of learners including DepEd personnel such as the teachers.

2. Today this morning, we have also initiated a consultation/coordination meeting with LNU through Dr. Jacqueline Espina via online (with my colleagues, Ms Ade Kurnia and Mr. Aldi Surya) seeking LNU's preferable schedule as to the dates of the training after sharing of contexts and situations from the last meeting and the current conditions. With this, Dr. Jacqueline Espina has indicated the following important activities that would interfere with the proposed schedules/dates as conveyed such as:

-Dec 17-18, 2024 (exams of LNU, university-wide exams prior to Christmas break)

-Dec 20, 2024 (university-wide Christmas party, involving all university professors and personnel)

Thus, the proposed schedule considering all these interfering activities and will be considered as our **finalized schedule** would be:

* **December 19, 21, 22 and 23 (4 days only)**. The original workplan/training programme will be adjusted based on this 4-day training schedule.

In this regard, we would like to respectfully request the kind support of Sir Fred Café for the **issuance of a memo as invitation to our ALS learners** of both divisions, Tacloban City and Leyte. While it was suggested earlier to have the start of the training on **17 December 2024** having to hold it on **19 December 2024** as the start date of the training would give also ample time for LNU training team to fully work out their preparation and be ready for the 1st day of the training.

Further, LNU as already agreed has noted and will ensure that the expected support to ALS learners and to their chaperones such as the ALS teacher(s) will be provided with transportation allowances on a daily basis to also ensure of their daily attendance to the training activity. Adjustments and flexibility in the conduct of the training in consideration of these schedules are expected when the training has already started and it will be at the management and responsibility of LNU as training organizer in close collaboration with UNESCO and DepEd Region VIII.

So, we will pursue these finalized dates and we will work together to conduct the training activity with the help and support of each one. Once again, we convey our sincere appreciation to Sir Fred Café for his all-out support always and for his leadership together with our SDO ALS Focal Persons and of course to LNU as the training contractor. We greatly appreciate your cooperation and collaboration always. Let us keep in touch always should there be any matter to clarify regarding this training activity.

Sincerely yours,

Redj

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Remegio "Redj" A. Alquitran

National Project Officer

Education Unit

UNESCO Jakarta

Better Life for Out-of-School Girls to Fight Against Poverty and Injustice Project

c/o Department of Education Regional Office VIII

Brgy. Candahug, Palo, Leyte, Philippines

Email: r.alquitran@unesco.org

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From: ALQUITRAN, Remegio

Sent: 09 December 2024 10:20

To: alfredo.cafe@deped.gov.ph; Marie Joy Arias <mariejoyaarias@gmail.com>; ranulfo.baay001@deped.gov.ph; mariacristinapendejito21@gmail.com; jefferson binongo <jeffersonbinongo@gmail.com>

Cc: Zakki, Gunawan <g.zakki@unesco.org>; EVELYN FETALVERO <evelyn.fetalvero@deped.gov.ph>; Region VIII Eastern Visayas <region8@deped.gov.ph>; Kurnia, Ade Ayu <aa.kurnia@unesco.org>; Surya, Aldi <a.surya@unesco.org>; Jacqueline Espina <jacqueline.espina@lnu.edu.ph>

Subject: Training on ICT and Computer Skills for ALS Girl-Learners of Tacloban City and Leyte Divisions this December 2024 with LNU as Contractor

Dear Sir Fred and DepEd Region VIII Colleagues,

Greetings from UNESCO!

This is to respectfully inform you that under the workplan of our Better Life for Out-of-School Girls to Fight Against Poverty and Injustice in the Philippines Project, that a **Training on ICT and Computer Skills** which is part of our life-skills training intended for ALS girl-learners of Tacloban City and Leyte Schools Divisions as our continuing capacity building inputs to our learners. With this capacity building training for ALS girl-learners, UNESCO has selected once again, Leyte Normal University (LNU) in Region VIII to be our contractor. As a contractor, they are tasked to organize and facilitate this Training on ICT and Computer Skills working closely with UNESCO and DepEd Region VIII as the recipient of this capacity building training for our ALS girl-learners. The role of our training organizer/facilitator will be to carry out the training based on the developed training design, methodologies and all inputs to be provided to learners including all the logistical and administrative requirements of the training activity.

With this, we are respectfully requesting once again for the full support and cooperation of DepEd Region VIII with the expected tasks/responsibilities to carry out the training activity such as:

1. Provide the list of 100 ALS girl-learners (total target participants) coming from Tacloban City Division (50 learners) and Leyte Division (50 learners) as our participants to the training
2. Issuance of a regional memo as official communication, information and guidance to the 2 school divisions participating in the training
3. Establish a TWG for the training composing of DepEd Regional Office ALS team, LNU representatives and UNESCO representative to the TWG
4. Monitor the training activity

The target dates of the trainings will be carried out within this month of December 2024. This could be done only for 1 batch of 100 learners within a 4-day period depending on the agreed and finalized

arrangement with the training contractor, LNU. This will be further discussed and finalized in our coordination meetings. We aim to undertake the life-skills training before Christmas time. The venue of the training will be the campus of Leyte Normal University since they have the facility and logistical requirements to organize the ICT and computer skills training.

In this regard, we would like to propose for an initial coordination meeting (UNESCO, LNU and DepEd Region 8 Team) this week and get your availability to have a catch-up meeting. We would appreciate if you can provide or suggest a date from tomorrow onward this week. For your reference, we are providing the copy of the Terms of Reference (ToR) of the training activity. Looking forward to have your response and feedback and your suggested time to undertake the first coordination meeting. Thank you for your kind support always to UNESCO.

Sincerely yours,

Redj

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Remegio "Redj" A. Alquitran

National Project Officer

Education Unit

UNESCO Jakarta

Better Life for Out-of-School Girls to Fight Against Poverty and Injustice Project

c/o Department of Education Regional Office VIII


Brgy. Candahug, Palo, Leyte, Philippines


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2 attachments

 **Updated Work Plan and Training Agenda (ICT Training).docx**
163K

 **Terms of Reference_Lifeskills Capacity Building Trainings for ALS Learners in DepEd Region VIII.pdf**
102K



**ICT and Computer Training Program for ALS Girl-Learners
 in Tacloban City and Palo, Leyte**

Presented below are the Updated Workplan, Training Agenda, Technical Working Group, and the Pool of Trainers.

a. Updated Workplan

In this workplan, the schedule of the training is consistent with what is reflected in the proposed project plan submitted to UNESCO. The other deliverables shall be accomplished on the dates indicated below:

Deliverable	Last Date of Accomplishment/Submission
Updated Timeline, Training Agenda, Workplan, Names of Trainers	December 12, 2024
Schedule of Trainings	December 26-30, 2024
Final Training Report	December 31, 2024
End of Contract	December 31, 2024

The university aims at smooth and efficient delivery of the trainings; hence, necessary preparations shall be undertaken. LNU shall deliver the training for ALS girl learners December 26-30, 2024.

Activities	December			
	Week 1	Week 2	Week 3	Week 4
PREPARATION PHASE				
Meetings with UNESCO, DepEd and Training Personnel				
Procurement of Needed Supplies				
Preparation of Programs, Training Materials, modules, and other collaterals				
IMPLEMENTATION PHASE				
Actual Conduct of Trainings				
POST IMPLEMENTATION PHASE				
Preparation of Final Training Report				

Meanwhile, we will perform the preliminary activities, such as conducting meetings with UNESCO, DepEd and other people involved, procuring needed supplies, and preparing training materials on the third week of December 2024. The training is expected to have been completed by December 30, 2024 and the final training report by December 31, 2024.

b. Training Agenda

The training for ALS Teachers and Girl Learners of Region VIII shall be adherent to the prescriptions and demands of UNESCO.

This is a five-day training on practical computer literacy, which is aimed at providing an alternative learning system to graduating ALS senior high school and junior high school students. Anchored on pragmatism, it concentrates on the more practical aspects of computer education and less on the highly technical areas. It further aims to help the participants translate the knowledge that they will learn within five days into something that is directly usable in their future jobs or careers, such as creating resumes, updating online job application profiles, encoding, and many other important life skills.

- Module 1 - Introduction to Computers
- Module 2 - Essential Software Applications
- Module 3 - Internet and Email Know-How
- Module 4 - Oneline Safety and Security

The training shall be conducted for five days on December 26-30, 2024. The activities of the training shall range from plenary sessions on the first day (morning) for the opening program and orientation and the closing program on the last day, to parallel sessions all throughout the duration of the training. The participants shall be organized into four (4) smaller groups to effect optimum learning. Each group shall be exposed to the four (4) modules. The daily schedule will be 8:00 AM – 12 NN and 1:00 PM – 5:00 PM. Hence, there will be forty (40) training hours all in all.

Topics shall be organized as follows:

Day	Time	Venue	Activity
1	8:00 AM – 9:30 AM	LNU Ballroom	Registration
	9:30 AM – 11:00 AM		Opening Program / Orientation
	11:00 AM – 12:00 NN		Pretest for the first module (Each training session or activity will begin with a pretest and end with a post test.)
	Lunch		
	Breakout Sessions		

	1:00 PM – 5:00 PM	Computer Laboratories	Introduction to Computers <ul style="list-style-type: none"> • Computer Defined • Hardware vs. Software • Parts of a Computer • Understanding Computer Specifications • Using a Computer (Proper Boot and Shutdown) • Introduction to Operating System (LINUX, MAC, PC) and Software-Condensed Discussion • Computer maintenance • Basic Keyboard Functions
2	8:00 AM – 12:00 NN; 1:00 PM – 5:00 PM	Computer Laboratories	Essential Software Applications <ul style="list-style-type: none"> • MS Word • MS PowerPoint • MS Excel
3	8:00 AM – 12:00 NN 1:00 PM – 5:00 PM		Internet and Email Know-how <ul style="list-style-type: none"> • What is the Internet? • Browser Basics • Internet-based Communication Tools • Introduction to Basic Google Tools • Identifying Fake News • SEO Basics • Social Media • Basic Online Opportunities and e-Commerce • What is Email?
4	8:00 AM – 12:00 NN 1:00 PM – 3:00 PM	Admin Ballroom	Online Safety and Security <ul style="list-style-type: none"> • Definition of Cybersecurity • Importance of Knowing Cybersecurity • Hacking • What are Phishing and Spam? • Steps and Practices in Cybersecurity • Safety on Social Media
5	8:00 AM – 12:00 NN 1:00 PM – 2:00 PM 2:00 PM – 4:00 PM		Evaluation Closing Program

c. Technical Working Group

The following comprise the Technical Working Group from UNESCO, DepEd and LNU.

UNESCO	DepEd	LNU
1. Mr. Aldi Surya	1. Dr. Evelyn R. Fetalvero	1. Dr. Evelyn B. Aguirre
2. Ms. Adi Kurnia	2. Dr. Alfredo P. Café	2. Dr. Lina G. Fabian
3. Mr. Remegio A. Alquitran	3. Dr. Mariza S. Magan	3. Dr. Gil Nicetas B. Villarino
	4. Dr. Sherlita A. Palma	4. Dr. Generoso N. Mazo
	5. Mr. Ranulfo I. Baay	4. Dr. Cleofe L. Lajara
	6. Dr. Marie Joy A. Arias	5. Dr. Jacqueline I. Espina
		6. Prof. Oreste Ortega, Jr.
		7. Ms. Josisa C. Chato

d. Pool of Trainers

Following are the names of LNU trainers for the four modules.

Group	Module 1 Introduction to Computers (4 hrs.)	Module 2 Essential Software Applications (12 hrs.)	Module 3 Internet and Email (8 hrs.)	Module 4 Online Safety and Security (8 hrs.)
1	Ms. Richelle S. Esporas	Engr. Edwin A. Murillo	Dr. Rommel L. Verecio	Dr. Las Johansen B. Caluza
2	Mr. Debby P. Turco	Mr. Jeffrey C. Cinco	Engr. Dennis Tibe	Dr. Mark Lester P. Laurente
3	Mr. Ed Tiquen	Prof. Devine Grace D. Funcion	Ms. Louvesa Ida B. Galban	Dr. Lowell A. Quisumbing
4	Mr. Gilbert Franz Anthony Ormeneta	Dr. Michelline A. Gotardo	Mr. Raphy A. Dalan	Ms. Aiko L. Amago