



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

February 26, 2025

**REGIONAL MEMORANDUM**

No. **206** s. 2025

**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 April 2 – 4, 2025, with April 2, 2025 as Day 0, hosted by Biliran Division. The venue shall be announced in a later issuance.
2. The activity aims to:
  - a) discuss the regional and division ADM-based activities for 2025;
  - 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 shall be the designated regional and division ADM coordinators or alternate focal persons, together with one (1) host staff member. No proxy or substitute shall be permitted on behalf of the designated coordinators or alternate focal person.
4. Participants shall bring their respective laptops, a copy of the approved division WFP (if any), and any other pertinent data or information regarding ADM implementation in their respective divisions. Furthermore, prior to the commencement of the activity, participants shall coordinate with the division Budget Officer to facilitate the allotment of the ADM PSF in 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 Biliran with an amount of Sixty Thousand Pesos (P60,000.00), 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 and compliance of this Memorandum are desired.

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

Enclosure: None

Reference: ADM WFP 2025

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

ADM                      CONFERENCE                      PLANNING

CLMD-RRT



Enclosure to the Regional Memorandum No. **206**, s. 2025**ACTIVITY MATRIX**

Schedule	Activity	Responsible Office / Person
Day 0 (April 2, 2025) 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  (Meals: Dinner)	ADM Coordinators – RO and SDO Biliran
Day 1 (April 3, 2025) 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  2024 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  (Meals: Breakfast, Lunch, Dinner, and 2 snacks)	ADM Coordinator Biliran  RO ADM Coordinator  SDO ADM Coordinators  SDO ADM Coordinators  RO ADM Coordinator
Day 2 (April 4, 2025) 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  (Meals: Breakfast, Lunch, and 2 snacks)	ADM Coordinator Biliran  ADM Coordinators – RO and SDOs  ADM Coordinators – RO and SDO Biliran