



CLMD-2025- 807

3. There is **no registration fee**. The CLMD, through the GEC, shall handle the logistical requirements, including the transportation and accommodation of the Central Office guests, provision of two snacks and one lunch for the participants, fuel for the ALS coasters, stage decoration, medals, plaques, and other supplies and materials, all of which shall be charged to the **ALS funds** at the Regional Office, while transportation and other related expenses of Division personnel shall be charged to the **downloaded ALS/local funds** at the respective offices, subject to existing accounting and auditing rules and regulations.

4. The Schools Division Superintendent of Leyte, through the Division ALS Focal Person, shall ensure the full attendance of their participants throughout the activity. Meanwhile, as the Schools Division of Tacloban City has opted to hold a division-wide ALS graduation, only the presence of the Schools Division Superintendent, Curriculum and Instruction Division Chief, Division ALS Focal Person, and the two Education Program Specialists II for ALS (EPSAs), is requested.
5. Furthermore, members of the Technical Working Committees (TWC) shall carry out their respective duties as stipulated in the Terms of Reference (ToR) provided in the enclosures.
6. For any inquiries, **Dr. Alfredo P. Cafe**, Education Program Supervisor, CLMD, may be contacted at **clmd.region8@deped.gov.ph** cc **alfredo.cafe@deped.gov.ph**.
7. All other provisions of the previous issuance concerning the operations of the GEC and consistent with this Memorandum shall remain in force and effect.
8. Immediate dissemination of and compliance with this Memorandum are desired.



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

- Enclosure: 1. Participants per Concerned Office  
2. Technical Working Committees  
3. Terms of Reference of TWC members
- References: RM 832, s. 2024 dtd July 24, 2024

To be indicated in the Perpetual Index under the following subjects:  
ALS  
AWARDS AND RECOGNITION  
GIRLS EDUCATION

CLMD-GEC-APC



Enclosure No. 1 to RM \_\_\_\_\_, s. 2025 dated July 11, 2025.

### Alotment of Participants per Concerned Office

July 30, 2025 @9:30 A.M.

Gymnasium, DepEd Regional Office VIII compound, Candahug, Palo, Leyte

Participants		Leyte SDO	Tacloban City SDO	Regional Office
1	Elem Graduates & JHS Completers	43	0	
2	Parents/ Guardians	43	0	
3	Teachers (16)	(TWG members)	0	
4	EPSAs (7)	TWG	2	
5	ALS Focal Person	TWG	1	
6	Schools Division Superintendent/ Representative	1	1	
7	CID Chief	1	1	
8	Guest Speaker	1	0	
9	CO Guests	2	0	
10	Boy Scouts (for the Flag raising)	5	0	
11	Priest & Assistants (for the thanksgiving mass)	3	0	
12	Palo NHS Head & SHS Coordinator	2	0	
13	Pawing NHS Head & SHS Coordinator	2	0	
14	Mayor Remedios "Matin" V. Loreto-Petilla & Staff	5	0	
15	Gov. Carlos Jericho "Icot" L. Petilla & Staff	5	0	
16	District Supervisors (Feeder Districts)	9	0	
17	Drivers	6	1	1
18	Staff/Assistants for SDS, CID Chief, & Guest Speaker	3	1	1
19	TWG members	24	0	26
<b>Total Pax per Office</b>		<b>155</b>	<b>7</b>	<b>28</b>
<b>Over all Participants</b>		<b>190</b>		

Enclosure No. 2 to RM \_\_\_\_\_, s. 2025 dated July 11, 2025.

### **THE COMMITTEES**

#### **PROGRAM STEERING COMMITTEE (PSC)**

Chairperson: RD EVELYN R. FETALVERO, CESO III  
Alternate Chairperson: ARD RONELO AL K. FIRMO, CESO IV  
  
Vice-Chairpersons : DR. GERTRUDES C. MABUTIN, CLMD OIC-Chief  
Alternate Vice-Chair/Coor: DR. ALFREDO P. CAFE, EPS, CLMD  
  
Members: ALL FUNCTIONAL DIVISION CHIEFS  
  
Support Personnel: SUBJECT AREA EPSs, CLMD

#### **TECHNICAL WORKING COMMITTEES (TWC)**

##### **FINANCE AND PROCUREMENT COMMITTEE (FPC)**

Chairperson: MS. FE M. GERONA, Accountant III  
Vice-Chair: MS. JULIET G. SABINO, ALS Staff, GEC  
Member: MS. MARGELYN R. COLANA, ALS Staff, GEC  
2 Teachers from Leyte SDO

##### **SUPPLIES AND MATERIALS COMMITTEE (SMC)**

Chairperson: MS. MA. LAURA F. PAGLINAWAN, AOV, AMS  
Vice-Chairs: MS. JAYMARIE C. SANITA, ALS Staff, GEC  
Members: 2 Teachers from Leyte SDO

##### **MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHPSC)**

Chairperson: DR. ANGELA RODRIQUEZ, Regional Medical Officer  
Vice-Chair: DR. ELMER ALBERT E. CUEVAS, Dentist III  
Member: MS. MARGELYN R. COLANA, ALS Staff, GEC  
1 EPSA & 2 Teachers from Leyte SDO

##### **SAFETY AND SECURITY COMMITTEE (SSC)**

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD--GEC-ALS  
Vice-Chair: MR. JOSE R. PALLONES, ALS Staff, GEC  
Members: MS. GRACE K. VELARDE, ALS Staff, GEC  
ALS Focal, 2 EPSAs, & 3 Teachers from Leyte SDO

**FOOD COMMITTEE (FC)**

Chairperson: DR. ELMER ALBERT E. CUEVAS, Dentist III, ESSD  
Vice-Chair: MS. ADARA LOURDES S. LUATON, RN, Nutritionist, ESSD  
Members: DR. ROWENA T. VACAL, EPS, HRDD  
MR. SULPICIO M. GERNALE, ALS Staff, GEC  
2 EPSAs, & 3 Teachers from Leyte Division

**VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)**

Chairperson: DR. MARIE JOY A. ARIAS, EPS, Leyte Division  
Vice-Chair: DR. GERALDINE MANGALIMAN, EPS-FTAD  
Member: MR. SONNY S. TAYUM, EPS, QAD  
1 EPSAs, & 2 Teachers from Leyte Division

**TRANSPORTATION COMMITTEE (TC)**

Chairperson: DR. ROSEMARIE M. GUINO, Chief, Admin  
Vice-Chair: MS. APPLE REYES, AOIV, GSU, AD  
Members: MR. SULPICIO M. GERNALE, MS, GEC-ALS  
MR. MARCIAL D. LABACLADO, ALS Coaster Driver  
1 EPSA & 2 Teachers from Leyte Division



Enclosure No. 3 to RM \_\_\_\_\_, s. 2025 dated July 11, 2025.

***Terms of Reference (ToR) of the Different Working Committees for the First Graduation and Moving-Up Ceremonies for Leyte Division Alternative Learning System (ALS) Elementary and Junior High School Completers at the Girls' Education Center (GEC)***

**PROGRAM STEERING COMMITTEE (PSC)**

- Initiate the planning process for the First Graduation and Moving-Up Ceremonies for Leyte Division Alternative Learning System (ALS) Elementary and Junior High School Completers at the Girls' Education Center (GEC), DepEd Regional Office VIII compound, Candahug, Palo, Leyte;
- Ensure 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 activity and monitor progress of the outlined activities;
- Guarantee provision of all necessary resources;
- Warrant the safety and security of the participants; and
- 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;
- 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; and
- Do other related tasks as instructed by the PSC.

**SUPPLIES AND MATERIALS COMMITTEE (SMC)**

- Determine the needed supplies, materials, equipment, and other items needed for the activity;
- Accept the delivery of the procured supplies, materials, and other items needed for the activity;
- Check completeness and compliance to specifications of the delivered items based from the approved procurement documents;
- Take charge of the distribution of supplies, materials, and other items to where /whom these are intended to;

- Take charge in the reproduction of the copies of the requested documents and other print resources; and
- Do other related tasks as instructed by the PSC.

#### **MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHPSC)**

- 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 and delivery;
- 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; and
- Do other related tasks as instructed by the PSC.

#### **SAFETY AND SECURITY COMMITTEE (SSC)**

- Ensure safety of all the participants throughout the activity;
- Coordinate with the guards on duty for the security of the visiting guests;
- Post in conspicuous areas hotline numbers for public safety and evacuation routes;
- Check regularly the incoming guests based on the approved list of authorized participants to be involved throughout the activity;
- Report to the PSC any case of irregularity or any sign of security risks that may arise during everyday classes; and
- Do other related tasks as instructed by the PSC.

#### **FOOD COMMITTEE (FC)**

- Coordinate with the catering service (supplier) in the putting up the cloth for the tables and chairs in the mess hall which shall be ready not later than 7:00 AM;
- Ensure that food and the availability of water dispensers with water are enough to serve the prescribed number of participants;
- Coordinate with the Finance and Procurement Committee (FPC) for the availability of free-flowing coffee which shall start at 7:00 AM;
- Coordinate with the FPC for the availability of food for the lunch of the participants which shall be not later than 11:30 AM; and
- Do other related tasks as instructed by the PSC.

#### **VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)**

- In coordination with the FC, prepare the seats and tables for the participants 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 surroundings, toilets, and other areas and shall be free from any disruptions;
- Post the signages 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;
- Take charge in the registration and attendance of all the participants using DepEd RO8 approved template;
- Prepare and submit to the PSC the Activity Documentation Report (ADR) using the DepEd RO8 approved template; and
- Do other tasks as instructed by the PSC.

#### **TRANSPORTATION COMMITTEE (TC)**

- Oversee the transportation of learners from designated pick-up points, ensuring their arrival at the GEC before 8:00 AM;
- Manage the transportation of learners back to their respective pick-up points according to the schedule;
- Ensure the coaster remains fully functional and well-maintained, in excellent condition, and free from unpleasant odors;
- Check the validity of the coaster's registration and insurance policy; and
- Do other tasks as instructed by the PSC.