

6. Immediate dissemination of and compliance with this Memorandum are desired.



RONEL AL K. FIRMO CESO IV
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Enclosures: 1. List of TWC Members
2. Terms of Reference (ToR)

References: As stated

To be indicated in the Perpetual Index under the following subjects:
ALS MAPPING MONITORING TRACKING

CLMD-GEC-APC

Enclosure No. 1 to RM _____, s. 2025 dated September 18, 2025.



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



THE COMMITTEES

PROJECT STEERING COMMITTEE (PSC)

Chairperson:	ARD, OIC-RD RONELO AL K. FIRMO, CESO IV
Alternate Chairperson:	DR. GERTRUDES C. MABUTIN, OIC-Chief, CLMD
Vice-Chairpersons/Coor:	DR. ALFREDO P. CAFE, EPS, CLMD (Project Proponent)
Members:	ALL FD Chiefs ALL CLMD EPSs CID Chiefs of Leyte and Southern Leyte SDOs Division ALS Focals of Leyte and Southern Leyte SDOs School Heads of the Host/Pilot Schools
Support Personnel:	PSDSs of Leyte and Southern Leyte SDOs (Pilot Schools) EPSAs of Leyte and Southern Leyte SDOs GEC Staff

TECHNICAL WORKING COMMITTEES (TWC)

FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson:	MS. FE M. GERONA, Accountant III, FD
Vice-Chair:	MS. MARGELYN R. COLANA, FS, GEC-ALS
Members:	School Heads from the Pilot Schools

SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson:	MS. MA. LAURA F. PAGLINAWAN, AOV, AMS
Vice-Chair:	MS. JAYMARIE C. SANITA, SS, GEC-ALS
Members:	Supply Officers from the SDOs and Pilot Schools

MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHPSC)

Chairperson:	DR. ANGELA RODRIQUEZ, Regional Medical Officer
Vice-Chair:	MS. JULIET M. SABINO, AS, CLMD-ALS
Members:	Medical Personnel from the SDOs and Pilot Schools

SAFETY AND SECURITY COMMITTEE (SSC)



Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD--GEC-ALS
Vice-Chair: MR. JOSE R. PALLONES, TS, FS, GEC-ALS
Members: MS. GRACE K. VELARDE, SS, CLMD-ALS
Security Officers from the Districts and Pilot Schools

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

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD--GEC-ALSDR.
Vice-Chair: QAD Representative
Members: FTAD Representative
PPRD Representative
ESSD Representative
AD Representative
FD Representative
HRDD Representative
CLMD Representative
DR. MARIE JOY A. ARIAS, EPS, Leyte Division
DR. BETELINO V. AMIGO, EPSA, Southern Leyte Div.

**PUBLIC INFORMATION, MEDIA ASSISTANCE, & EVENT
DOCUMENTATION COMMITTEE (PIMAEDC)**

Chairperson: MS. JASMIN F. CALZITA, AOV, PAU
Vice-Chair: MS. JAYMARIE SANITA, SS, GEC-ALS
Members: RO ICT Officer
Division ICT Officers of Leyte and Southern Leyte
School Paper Advisers, Pilot Schools
ALS Journalism Technical Team:
1. Mr. Ronnie Paloma, Baybay City Division
2. Mr. Jose Lenin Eder, Eastern Samar Division
3. Mr. Rey Sandy Abayan, Eastern Samar Division

Enclosure No. 2 to RM _____, s. 2025 dated September 18, 2025.

***Terms of Reference (ToR) of the Different Working Committees for
the Implementation of the Alternative Learning System (ALS)
Pilot Enumeration Project "FREEDOM" at the select
ALS Implementing Schools***

PROGRAM STEERING COMMITTEE (PSC)

- Initiate the planning process for the successful implementation of the Project FREEDOM;
- Make sure 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 Project 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 committees and partners, ensure the authorized provision of funds and in the procurement of food, supplies, materials, and other necessary items deemed necessary for the successful implementation of the Program;
- 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 any activity related to the Project FREEDOM;
- Accept the delivery of the procured supplies, materials, and other items needed for the activity (ies);
- 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 (MHPS)

- Ensure availability at the venue of the medical personnel throughout any organized activities;
- 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 servicing;
- 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 the learners, implementers, guests, and the general public attending any related activities;
- Coordinate with the nearest government agencies in-charge with public safety 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 activity; and
- Do other related tasks as instructed by the PSC.

VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)

- Prepare the seats and tables for the learners, teachers, and other participants with labels in every related activity;
- 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 everyday of the sound system before 7:00 AM;

- Prepare and check functionality everyday of the LCD Projector and Operational Laptop before 7:00 AM;
- Ensure the cleanliness of the venues (if training), classrooms, toilets, and other venues 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;
- Monitor the daily progress of the activities;
- Take charge in the registration and attendance of all the participants using DepEd RO8 approved template;
- Prepare and submit a weekly progress report to the PSC using the 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.

PUBLIC INFORMATION, MEDIA ASSISTANCE, & EVENT DOCUMENTATION COMMITTEE (PIMAEDC)

- Make an immediate press release or newsletter covering the activity;
- Provide important information to the PSC;
- Prepare complete documentation of the activity in coordination with the different committees;
- Provide photos and video clips to the PSC and to the other requesting committees;
- Address media inquiries regarding the activity or, when necessary, request the PSC to provide the appropriate responses; and
- Do other related tasks as instructed by the PSC.