



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

October 23, 2025

**REGIONAL MEMORANDUM**

CLMD-2025- **1392**

**PARTICIPATION IN THE WORKSHOP ON THE FINALIZATION OF THE  
PROPOSED POLICY GUIDELINES ON THE ESTABLISHMENT  
OF LEARNING ENVIRONMENT IN ALTERNATIVE  
LEARNING SYSTEM (ALS)**

To: Schools Division Superintendent } Biliran Division  
Chief, CLMD, Region VIII  
All Others Concerned

1. Pursuant to DepEd Memorandum DM-LS-2025-103, dated September 29, 2025, this Office requires the concerned divisions to send their respective participants to the **Workshop on the Finalization of the Proposed Policy Guidelines on the Establishment of Learning Environment in Alternative Learning System (ALS)** on **November 5-7, 2025**, exclusive of travel time, at the Tanza Oasis Hotel and Resort, Tanza, Cavite, to wit:

- a) DR. ALFREDO P. CAFE, EPS, DepEd Regional Office VIII; and
- b) AMER L. SANTOLORIN, Biliran Division.

2. The participants' travel and other expenses related to this activity shall be charged against the **downloaded ALS Funds** at their respective division offices, subject to the usual accounting and auditing rules and regulations. The reimbursement of the aforementioned expenses shall only be granted upon submission of the complete requirements.

3. Signed itinerary and a travel report shall be sent to **clmd.region8@deped.gov.ph** cc **alfredo.cafe@deped.gov.ph** within a week after the last day of travel.

4. All other details are stipulated in the Memorandum cited.

5. 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: None  
References: As stated

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

ALS      PAPs      TRAININGS  
CLMD-APC



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM  
DM-LS-2025- 103

TO : REGIONAL DIRECTORS  
REGIONAL ALS FOCAL PERSONS

FROM : *Carmela C. Oracion*  
**CARMELA C. ORACION**  
Assistant Secretary  
Officer-in-Charge  
Office of the Undersecretary for Learning Systems ✓

SUBJECT : ATTENDANCE AT THE WORKSHOP ON THE FINALIZATION  
OF PROPOSED POLICY GUIDELINES ON THE  
ESTABLISHMENT OF LEARNING ENVIRONMENT IN  
ALTERNATIVE LEARNING SYSTEM

DATE : September 29, 2025

The Bureau of Alternative Education – Policy and Quality Assurance Division (BAE- PQAD) will conduct the *Workshop on the Finalization of Proposed Policy Guidelines on the Establishment of Learning Environment in Alternative Learning System* on **November 05-07, 2025** within Region IV-A (CALABARZON). The exact venue will be announced through an administrative note.

The activity aims to finalize the aforementioned draft policy through consultation.

For confirmation of attendance and administrative preparation, participants to be identified by the Regional Office (*see Attachment No. 1 for allocation per region*) are requested to **accomplish the online registration form on or before October 30, 2025**, through this link <https://tinyurl.com/BAEclc2>. All participants are also requested to bring their laptops and extension cords. Please refer to Attachment No. 2 for a copy of the Indicative Program of Activities.

The travel expenses, airfare, per diem, and other miscellaneous expenses of participants shall be charged against the funds directly released to the Regional Offices subject to the usual accounting and auditing rules and regulations.

Should there be clarifications and/or queries, you may contact Michelle C. Mejia, Senior Education Program Specialist of BAE-PQAD, via email at [michelle.mejia01@deped.gov.ph](mailto:michelle.mejia01@deped.gov.ph).

Thank you very much.

*Copy furnished*

**MALCOLM S. GARMA**  
Undersecretary for Operations



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Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)





Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Attachment No. 1 to DM-LS-2025-103

**LIST OF PARTICIPANTS**

**Workshop on the Finalization of the Proposed Policy Guidelines on the  
Establishment of Alternative Learning System (ALS) Learning Environment**  
*November 05-07, 2025, Region IV-A (CALABARZON)*

Region	Regional ALS Focal Person	Division ALS Focal Person	Education Program Specialist II for ALS (EPS II for ALS)
I	1		1
II	1		1
III	1		1
IV-A	1		1
IV-B	1		1
V	1		1
NCR	1		1
CAR	1		1
VI	1	1	
NIR	1	1	
VII	1	1	
VIII	1	1	
IX	1	1	
X	1	1	
XI	1	1	
XII	1	1	
CARAGA	1	1	





Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Attachment No. 2 to DM-LS-2025- 103

### INDICATIVE PROGRAM OF ACTIVITIES

#### Workshop on the Finalization of the Proposed Policy Guidelines on the Establishment of Alternative Learning System (ALS) Learning Environment

November 05-07, 2025, Region IV-A (CALABARZON)


Time	Day 1	Day 2	Day 3
08:00-08:30 am	Arrival and Registration	MOL	MOL
08:30-09:00 am		Cont. Provision of inputs to the draft policy	Cont. Revision of the draft policy based on the presentation
09:00-10:00 am			Presentation of the revised draft
10:00-11:00 am			
11:00-12:00 am	Opening Program/ Groupings		
12:00-01:00 pm	Lunch	Lunch	Lunch
01:00-02:00 pm	Presentation of problem tree and overview of the draft policy	Presentation of outputs	Closing Program
02:00-03:00 pm	Provision of inputs to the draft policy		
03:00-03:15 pm	Break	Break	
03:00-04:00 pm	Cont. Provision of inputs to the draft policy	Revision of the draft policy based on the presentation	
04:00-04:45 pm	Wrap-up	Wrap-up	
04:45-05:00 pm			
Officer of the Day	Michelle Bautista	Michelle Mejia	Judy Mendoza

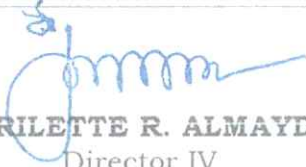


Republic of the Philippines  
**Department of Education**  
BUREAU OF ALTERNATIVE EDUCATION

**DM-LS-2025-103 | Attendance at the Workshop on the Finalization of  
Proposed Policy Guidelines on the Establishment of Learning Environment  
in Alternative Learning System**

**ADMINISTRATIVE NOTE**

<b>Venue</b>	Tanza Oasis Hotel and Resort, Antero Soriano Highway, Capipisa E, Km 41, Tanza, Cavite																											
<b>Date of Conduct</b>	November 05-07, 2025																											
<b>Registration and Accommodation</b>	<div>1. Registration will start at 08:00 am on November 05, 2025.</div> <div>2. Opening Program will start at 11:00 a.m on November 05, 2025.</div> <div>3. The standard hotel check-in time is at 02:00 p.m. on November 05, 2025, and the standard check-out time is at 12:00 noon on November 07, 2025.</div> <div>4. Participants will only be accommodated on the duration of the activity.</div>																											
<b>Dress Code</b>	Smart Casual Attire																											
<b>Meals</b>	<table><tr><th>Meals</th><th>Nov. 05</th><th>Nov. 06</th><th>Nov. 07</th></tr><tr><td>Breakfast</td><td></td><td>/</td><td>/</td></tr><tr><td>AM Snacks</td><td>/</td><td>/</td><td>/</td></tr><tr><td>Lunch</td><td>/</td><td>/</td><td>/</td></tr><tr><td>PM Snacks</td><td>/</td><td>/</td><td>/</td></tr><tr><td>Dinner</td><td>/</td><td>/</td><td></td></tr></table>				Meals	Nov. 05	Nov. 06	Nov. 07	Breakfast		/	/	AM Snacks	/	/	/	Lunch	/	/	/	PM Snacks	/	/	/	Dinner	/	/	
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Dinner	/	/																										
<b>Other Reminders</b>	<div>1. For confirmation of attendance and administrative preparation, identified participants are requested to accomplish the <b>online registration form</b> on or before <b>October 27, 2025</b> through this link/QR code: <a href="https://tinyurl.com/BAEcic2">https://tinyurl.com/BAEcic2</a> </div> <div>2. In the event that the identified participants are unable to attend the workshop, a replacement may be sent, provided that it is supported by an official endorsement letter.</div> <div>3. All participants are also requested to bring laptops and extension cords.</div>																											

  
**MARILETTE R. ALMAYDA**  
Director IV  
Bureau of Alternative Education

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