



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

November 18, 2025

**REGIONAL MEMORANDUM**

No. **1536** s.2025

**UPDATES ON THE ORIENTATION WITH ALTERNATIVE LEARNING  
SYSTEM (ALS) SUPERVISORS AND TEACHERS ON THE  
IDENTIFICATION AND REFERRAL OF LEARNERS  
WITH DISABILITIES - VISAYAS CLUSTER**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), announces the **Updates on the Orientation with Alternative Learning System (ALS) Supervisors and Teachers on the Identification and Referral of Learners With Disabilities - Visayas Cluster** at the Milka Hotel, Brgy. Abucay, Tacloban City, as detailed below:

	<b>Title of Activities</b>	<b>Date</b>	<b>Day 1</b>
1	Conduct of Pre-Training Conference with PMT members for the Orientation with Alternative Learning System (ALS) Supervisors and Teachers on the Identification and Referral of Learners With Disabilities - Visayas Cluster	November 20-21, 2025	November 20, 2025
2	Conduct of an Orientation with Alternative Learning System (ALS) Supervisors and Teachers on the Identification and Referral of Learners With Disabilities - Visayas Cluster	November 25-28, 2025	November 25, 2025
3	Conduct of Post-Training Conference with PMT members of the Orientation with Alternative Learning System (ALS) Supervisors and Teachers on the Identification and Referral of Learners With Disabilities - Visayas Cluster	November 30 - December 1, 2025	November 30, 2025

2. For guidance, the allotted number of Region VIII participants, list of committee members, and terms of reference are provided in the enclosures. The trainers/resource persons will be identified by the DepEd Central Office through the Bureau of Alternative Education (BAE).
3. The Regional ALS Focal Person, with the assistance of at least two ALS staff, shall conduct an ocular inspection and venue preparations on November 22, 2025 to ensure readiness for hosting this national event. Final polishing and adjustments may still be undertaken on November 24, 2025.
4. Furthermore, the Schools Division Superintendents are requested to send their respective ALS Focal Persons to the venue on November 27-28, 2025 for a consultative conference with the BAE Director and personnel. This activity aims to present the 2024 A&E Test results and identify the necessary interventions to address observed performance gaps. It also seeks to validate the current number of ALS teachers, the enrollment per teacher, and the programs handled. In addition, this engagement will serve as a learning visit focused on the management of learning for learners with disabilities (LWDs).
5. Should there be inquiries, **Dr. Alfredo P. Cafe**, EPS, Regional ALS Focal Person, can be reached at **clmd.region8@deped.gov.ph** cc **alfredo.cafe@deped.gov.ph**.
6. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosures: 1. Allocation of Participants for Region VIII  
2. List of Committee Members  
3. Terms of Reference  
Reference: Issuance from the Central Office  
To be indicated in the Perpetual Index under the following subjects:  
ALS PWD TRAININGS

CLMD-GEC-APC



Enclosure 1 to RM No. 1536 dated November 18, 2025.

**Allocation of Participants for Region VIII**

No.	Office	ALS Focal	ALS Teachers	ALS Staff	Total
1	Regional Office VIII	1		3	4
2	Maasin City SDO	1	13		14
5	PMT	(See. List in Enclosure 2)			14
<b>TOTAL</b>		<b>2</b>	<b>13</b>	<b>3</b>	<b>32</b>



Enclosure 2 to RM No. 1536 - dated November 18, 2025.

## THE COMMITTEES

### PROGRAM STEERING COMMITTEE (PSC)

Program Head: RD RONELO AL K. FIRMO, CESO IV  
Assistant Regional Director  
Officer-in-Charge  
Office of the Regional Director

Program Asst. Head: DR. GERTRUDES C. MABUTIN, CLMD Chief

TWG/Activity Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD

Support Personnel/  
Members: ALL CLMD EPSs  
1 - PAU 1 - ESSD  
1 - QAD 1 - AD  
1 - ICTO

### TECHNICAL WORKING COMMITTEES (TWC)

#### FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, RO8  
Vice-Chair: MS. MARGELYN R. COLANA, FS, GEC-ALS  
Member: MR. JOSE R. PALLONES, TS, FS, GEC-ALS

#### SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson: MS. JAYMARIE C. SANITA, SS, GEC-ALS  
Vice-Chairs: MR. LLOYD C. CARBONILLA, EPSA, Southern Leyte Division  
Members: MS. CHARIZZ GRACE P. EUCOGCO, Maasin City Division

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

Chairperson: DR. ANGELA RODRIQUEZ, Regional Medical Officer  
Vice-Chair: MR. DIONISIO H. VERGARA, EPSA, Ormoc City Division  
Member: MS. RINA A. ABOGANDA, EPSA, Calbayog City Division

#### SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson: MR. JOSE R. PALLONES, TS, FS, GEC-ALS  
Vice-Chair: MR. ERWIN T. BULABOG, HT, Southern Leyte Division  
Members: MS. MARY JOY D. DELA RAMA

**FOOD COMMITTEE (FC)**

Chairperson: MR. OLIVER M. CAGARA, EPSA, Leyte Division  
Vice-Chair: MS. JAYMARIE C. SANITA, SS, GEC-ALS  
Members: MR. ALFER MADREDIJO, Southern Leyte Division

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

Chairperson: QAD Representative  
Vice-Chair: DR. ALFREDO P. CAFE, EPS, CLMD, RO8  
Members: ICT Office, RO8 Representative  
MR. JOSE R. PALLONES, TS, FS, GEC-ALS

**TRANSPORTATION COMMITTEE (TC)**

Chairperson: AD Representative  
Vice-Chair: MR. JOSE R. PALLONES, TS, FS, GEC-ALS  
Members: MR. SULPICIO M. GERNALE, MS, GEC-ALS  
MR. MARCIAL LABACLADO, SS, GEC-ALS

**HOSTING AND RECORDING COMMITTEE (HRC)**

Chairperson: MS. JASMIN F. CALZITA, Head, PAU, RO8  
Vice-Chairperson: MR. RONNIE PALOMA, Baybay City Division  
Members: MR. JOSE LENIN EDER, Eastern Samar Division  
MS. ROSEMARIE G. REY, Maasin City Division

Enclosure 3 to RM No. 536 dated November 18, 2025.

***Terms of Reference (ToR) of the Different Working Committees for an Orientation with Alternative Learning System (ALS) Supervisors and Teachers on the Identification and Referral of Learners With Disabilities - Visayas Cluster***

**PROGRAM STEERING COMMITTEE (PSC)**

- Initiate the planning process for the activities.
- 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 training/conference and monitor progress of the outlined activities.
- Guarantee provision of all necessary resources.
- Warrant the safety and security of the participants.
- 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 activities.
- 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.
- Do other related tasks as instructed by the PSC.

**SUPPLIES AND MATERIALS COMMITTEE (SMC)**

- Determine the needed supplies, materials, equipment, and other items needed in the activities.
- Accept the delivery of the procured supplies, materials, and other items needed.
- 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.
- 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.
- 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.
- Do other related tasks as instructed by the PSC.

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

- Ensure safety of the learners, implementers, guests, and the general participants throughout the activity.
- 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 classes.
- 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.
- 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 learners and teachers 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 rooms, 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 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.
- Do other tasks as instructed by the PSC.

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

- Oversee the transportation of all guests and participants, ensuring their arrival at the venue earlier as expected.
- Ensure the functionality and upkeep of the government vehicles used, maintaining it in excellent condition.
- Verify the validity of the registration and insurance policy.
- Ensure drivers and government vehicles are available during the entire duration of the activities.

#### **HOSTING AND RECORDING COMMITTEE (HRC)**

- Make an immediate press release or newsletter covering the activity;
- Provide important information updates 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;
- Refer to the PSC answers to queries from the Media relative to the activity; and
- Do other related tasks as instructed by the PSC.





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


**DM-LS-2025-142 | Orientation for Alternative Learning System (ALS)  
 Supervisors (Regional and Division ALS Focal Persons) and ALS Teachers on  
 Identification and Referral of Learners with Disabilities (Visayas Cluster)**

**ADMINISTRATIVE NOTE**

<b>Date/s</b>	<b>November 25-28, 2025</b>				
<b>Venue</b>	<b>Milka Hotel, Brgy. Abucay</b> Tacloban City, Leyte				
<b>Registration and Accommodation</b>	1. Registration will start at 7:00 AM 2. Opening Program will start at 9:00 am on November 25, 2025. 3. Check-in time: 2:00 P.M (November 25, 2025); and Check-out time: 12:00 N.N (November 28, 2025)				
<b>Dress Code</b>	Smart Casual Attire				
<b>Meals</b>	<b>Meals</b>	<b>Nov. 25</b>	<b>Nov. 26</b>	<b>Nov. 27</b>	<b>Nov. 28</b>
	Breakfast		/	/	/
	AM Snacks	/	/	/	/
	Lunch	/	/	/	/
	PM Snacks	/	/	/	/
	Dinner	/	/	/	
<b>Pre-work</b>	<p>As part of the preparation for the upcoming orientation, <b>participants are required to complete The Teacher's Gallery (TTG) Online Course on Inclusive Education.</b></p> <p><b>Steps:</b></p> <ol style="list-style-type: none"> <li>1. Go to <a href="https://learn-dev.theteachersgallery.com/">https://learn-dev.theteachersgallery.com/</a></li> <li>2. <b>Create an account.</b></li> <li>3. <b>Log in</b> to your account.</li> <li>4. On the homepage, go to the <b>Courses</b> section.</li> <li>5. Select the course titled <b>"All Means All: Core Principles of Inclusive Education."</b></li> <li>6. Enter the <b>Enrollment Code: DepEdBAE-2025</b> to access the program.</li> <li>7. <b>Complete the course.</b></li> <li>8. Happy learning!</li> </ol>				



Republic of the Philippines  
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BUREAU OF ALTERNATIVE EDUCATION

<p><b>Other Reminders</b></p>	<ol style="list-style-type: none"><li>1. For confirmation of attendance and administrative preparation, identified participants are requested to accomplish the <b>online registration form</b> on or before November 7, 2025 through this link/QR code:  <a href="https://tinyurl.com/OrientationMappingALS">https://tinyurl.com/OrientationMappingALS</a></li><li>2. Bring endorsement letter for replacement.</li><li>3. All participants are also requested to bring laptops and extension cords.</li></ol>
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**MARILETTE R. ALMAYDA**  
Director IV  
Bureau of Alternative Education



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

**MEMORANDUM**  
**DM-LS-2025-** <sup>43</sup>

TO : **CRISTITO A. ECO**  
Officer-in-Charge  
Office of the Regional Director, Region VI

**RAMIR B. UYTICO**  
Regional Director, Negros Island Region

**SALUSTIANO T. JIMENEZ**  
Regional Director, DepEd Region VII

**RONELO AL K. FIRMO**  
Officer-in-Charge  
Office of the Regional Director, Region VIII

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

SUBJECT : **CONDUCT OF ORIENTATION FOR ALTERNATIVE LEARNING SYSTEM (ALS) SUPERVISORS (REGIONAL AND DIVISION ALS FOCAL PERSONS) AND ALS TEACHERS ON IDENTIFICATION AND REFERRAL OF LEARNERS WITH DISABILITIES**

DATE : October 20, 2025

The Department of Education (DepEd), through the Bureau of Alternative Education (BAE), will conduct the Orientation for Alternative Learning System (ALS) Supervisors (Regional and Division ALS Focal Persons) and ALS Teachers on Identification and Referral of Learners with Disabilities on November 25-28, 2025, somewhere in Region VIII. This activity aims at enhancing the capacity of DepEd field personnel in identifying and referring Learners with Disabilities in the Alternative Learning System.

Participants in this activity are the Regional and Division ALS Focal Persons from your region. They are also requested to identify ALS Teachers who will participate in the activity, based on the attached participant allocation.

Kindly submit the names of the identified participants **on or before November 3, 2025**, via email at [bae.pqad@deped.gov.ph](mailto:bae.pqad@deped.gov.ph). For reference, a copy of the Indicative Program Matrix is attached.

Board and lodging shall be charged against Alternative Learning System Program Support Funds of DepEd Region VIII. Travel expenses and other allowable costs of the participants shall be charged to the Program Support Fund (PSF) downloaded to their respective regions or available *local funds*, subject to the usual government accounting and auditing rules and regulations.



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
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

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For inquiries, you may contact **Ms. Annalyn A. Aquino**, Senior Education Program Specialist, at (02)8636-3603 or through email at [annalyn.aquino@deped.gov.ph](mailto:annalyn.aquino@deped.gov.ph) or [bae.pqad@deped.gov.ph](mailto:bae.pqad@deped.gov.ph).

*Copy furnished:*

**MALCOLM S. GARMA**  
Undersecretary for Operations



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
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

### Orientation for Alternative Learning System (ALS) Supervisors (Regional and Division ALS Focal Persons) and ALS Teachers on Identification and Referral of Learners with Disabilities

November 25 – 28, 2025, Region VIII

#### Allocation of Participants per Region/Division

Region		Division		
	Regional ALS Focal Person		Division ALS Focal Person	ALS Teachers
VI	1	Capiz	1	13
NIR	1	LA Carlota City	1	13
VII	1	Bohol	1	13
VIII	1	Maasin City	1	13
<b>Total</b>	<b>4</b>		<b>4</b>	<b>52</b>

**Orientation for Alternative Learning System (ALS) Supervisors (Regional and Division ALS Focal Persons) and ALS Teachers on Identification and Referral of Learners with Disabilities in ALS**  
(Luzon-Visayas-Mindanao)  
**October • November**

**Indicative Program of Activities**

TIME	Day 1 (Tuesday)	Day 2 (Wednesday)	Day 3 (Thursday)	Day 4 (Friday)
7:00-8:00	<b>Registration</b>  <b>I. OPENING PROGRAM</b> *National Anthem *Prayer *DepEd Quality Policy *Acknowledgment of Participants: *Welcome Remarks: *Message: *Statement of Purpose and *Presentation of Mechanics Photo Opportunity  <b>II. Plenary Session</b> <b>Session 1:</b> Background of the Project: Inclusion of Learners with Disabilities in the Alternative Learning System (SNED in ALS)	<b>Breakfast/Preliminaries</b>		
8:01-8:30		<b>Preliminaries</b>		
8:30-9:00				
9:01-10:00				
10:01-10:10				
10:11-11:00		<b>Session 4:</b> Reach Every Child Project  <b>Session 5:</b> Understanding the Child Functioning Survey: Background, Purpose and Scope	<b>Session 6:</b> Practical Utilization of the Child Functioning Module	<b>Draft Referral Mechanism for            the ALS Learners</b>  <b>Session 7:</b> Building Inclusive Systems: Exploring Multi-Disciplinary Team Roles and Referral Mechanisms/Pathways
11:01-12:00				
12:01-1:00				
1:01-2:00	<b>II. Plenary Session</b> <b>Session 2: Disability Sensitivity and            Awareness</b> - Definition of Disability - Disability "thinking-hats": Medical, Charity, Social, and Rights-based	<b>Session 5:</b> Understanding the Child Functioning Survey: Background, Purpose and Scope	<b>Session 6:</b> Practical Utilization of the Child Functioning Module	Clearing House
2:01-3:00				
3:01-3:10	<b>Session 3: Disability Sensitivity and            Awareness</b> - Discussion on relevant laws; what inclusive education is; barriers to inclusion; achieving			
3:01-4:00		<b>Session 6:</b> Integrating the Child Functioning Survey in the ALS Form (AF) 1	<b>Health Break</b>  <b>Session 6:</b> Practical Utilization of the Child Functioning Module	<b>Closing Program</b>
4:01-5:00				