



REGIONAL MEMORANDUM
CLMD-2025- 1583

To: Schools Division Superintendents } Calbayog City Division
 } Leyte Division
 } Samar Division
 } Southern Leyte Division
 Chief, CLMD, Region VIII
 All Others Concerned

- a) ALFREDO P. CAFE, EPS, DepEd Regional Office VIII;
- b) FAUSTINO M. TOBES, EPS, Samar Division;
- c) MARIA KRISTINA E. TABERNERO, EPSA, Leyte Division;
- d) MILANER R. OYO-A, P4, Calbayog City Division;
- e) ANNABELLE A. GESULGA, P1, Southern Leyte Division; and
- f) BRIAN JENSSEN M. DIGNOS, Leyte Division.

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



5. All other details are stipulated in the Memorandum cited.
6. Immediate dissemination of and compliance with this Memorandum are desired.

RONALO 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 CURRICULUM TRAININGS

CLMD-APC





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-LS-2025-152

TO : REGIONAL DIRECTORS

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

SUBJECT : **NATIONAL TRAINING OF TRAINERS (NTOT) FOR LIMITED SCALE-UP ON THE IMPLEMENTATION OF FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP)-FINANCIAL EDUCATION COURSE**

DATE : October 24, 2025

The Bureau of Alternative Education - Program Management and System Development Division (BAE-PMSDD) will conduct the **National Training of Trainers (NTOT) for Limited Scale-up on the Implementation of Functional Education and Literacy Program (FELP)-Financial Education Course** on **December 9-11, 2025 in Baguio City**.

In this regard, this Office requests the participation of the identified personnel in this activity. Please see *Attachment 1* for the list of participants and *Attachment 2* for the Indicative Program of Activities.

Board and lodging and expenses for supplies and materials will be charged to the Fiscal Year (FY) **2025 FLO-ALS Fund (AC-25-BAE-PMSDD-FLO-2-039)** while travel and other incidental expenses will be charged to the funds comprehensively released to the Regional Offices per DM-CT-2025-039 titled "*Fiscal Year 2025 Alternative Learning System Funds Directly Released to the Regional Offices*," and will be paid in full upon submission of the travel documents, subject to the usual accounting and auditing rules and regulations.

Downloading of funds to the participants' respective Schools Division Offices is highly encouraged when deemed necessary and applicable. In case the downloaded funds are not sufficient to cover the actual expenses incurred, the Program Support Fund (PSF) FY 2025 or local funds will be utilized to augment the reimbursement of the said expenses.

For queries or clarifications, please contact **Mr. Michael Angelo V. Infante**, Senior Education Program Specialist of BAE - PMSDD at the telephone number (02) 8636-9347 or through email at bae.pmsdd@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

Copy furnished:

MALCOLM S. GARMA

Undersecretary for Operations
Office of the 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





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Attachment No. 1 to DM-LS-2025 152

National Training of Trainers (NTOT) for Limited Scale-up on the Implementation of Functional Education and Literacy Program (FELP)-Financial Education Course

LIST OF PARTICIPANTS

Region I

No.	Name	SDO	Position/Designation
1	Representative	SDO La Union	(Position/Designation of the representative)
2	Mario Paneda	SDO La Union	Division Focal
3	Representative	SDO Pangasinan II	(Position/Designation of the representative)
4	Jupiter Petilla	SDO Pangasinan II	(Position/Designation of the representative)
5	Antonio V. Laceste Jr	Region I	Regional ALS Focal

Region II

No.	Name	SDO	Position/Designation
1	Noli B. Abrigo Jr.	SDO Tuguegarao	Division ALS Focal Person
2	Rocky T. Banatao	SDO Tuguegarao	PSDS
3	Representative	SDO Cagayan	(Position/Designation of the representative)
4	Representative	SDO Cagayan	(Position/Designation of the representative)
5	Roderick Guinucay	Region II	Regional ALS Focal

Region III

No.	Name	SDO	Position/Designation
1	Ruel S. Bondoc	SDO Pampanga	Division Focal Person
2	Patricia Samantha M. Albania	SDO Pampanga	EPS II
3	Agnes R. Bernardo	SDO Bulacan	Division Focal Person
4	Shiela Marie F. Castillo	SDO Bulacan	EPS II
5	Engelbert B. Agunday	Region III	Regional ALS Focal

Region IV A - CALABARZON

No.	Name	SDO	Position/Designation
1	Elma P. Aure	SDO Cavite	EPS II- SDO ALS Focal
2	Al Jerald V. Leyson	SDO Cavite	EPS II
3	Sherly H. Cruz	SDO Rizal	EPS II- SDO ALS Focal
4	Israel M. Anzado	SDO Rizal	EPS II
5	Philips T. Monterola	Region IV A	Regional ALS Focal

Region IV B - MIMAROPA

No.	Name	SDO	Position/Designation
1	Marnel Balderas	SDO Occ. Mindoro	EPS II
2	Marilu A. Federi	SDO Occ. Mindoro	EPS II
3	Rodgie S. Demaliniao	SDO Palawan	EPS II
4	Victor Renante E. Vargas	SDO Palawan	EPS II
5	Jean S. Lasquite	Region IV B	Regional ALS Focal



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Region V

No.	Name	SDO	Position/Designation
1	Representative	SDO Albay	(Position/Designation of the representative)
2	Representative	SDO Albay	(Position/Designation of the representative)
3	Representative	SDO Cam. Sur	(Position/Designation of the representative)
4	Jay Oliquino	Region V	Regional ALS Focal

*The region has pilot sites with representatives who have already participated the conducted FELP training and are currently cascading the pilot implementation. Accordingly, the number of participants has been adjusted.

Cordillera Administrative Region (CAR)

No.	Name	SDO	Position/Designation
1	Remy N. Dum-ao	SDO Benguet	EPS
2	Rodriguez L. Belino	SDO Benguet	EPS II ALS
3	Narciso B. Cannaoay	SDO Abra	EPS
4	Noe B. Magayam	SDO Abra	EPS II ALS
5	Alfredo B. Lanas	CAR	Regional ALS Focal

NATIONAL CAPITAL REGION (NCR)

No.	Name	SDO	Position/Designation
1	Lea V. Faa	SDO Manila	EPSA, Division ALS Focal Person
2	Leah Amor E. Antonio	SDO Manila	EPSA
3	Dennis G. Maño	SDO Quezon City	EPSA
4	Gemma P. Abanilla	SDO Quezon City	EPSA
5	Charito A. Villanueva	NCR	Regional ALS Focal

Region VI

No.	Name	SDO	Position/Designation
1	Representative	SDO Iloilo	(Position/Designation of the representative)
2	Representative	SDO Aklan	(Position/Designation of the representative)
3	Representative	SDO Aklan	(Position/Designation of the representative)
4	April Calimoso Velez	Region VI	Regional ALS Focal

*The region has pilot sites with representatives who have already participated the conducted FELP training and are currently cascading the pilot implementation. Accordingly, the number of participants has been adjusted.

Negros Island Region (NIR)

No.	Name	SDO	Position/Designation
1	Donre Mira	SDO Negros Occidental	EPS II/Division ALS Focal
2	Yolly Salem	SDO Negros Occidental	EPS II/Division ALS Focal
3	Carlito U. Braña	SDO Bacolod	EPS II/Division ALS Focal
4	Mark Philip Claridad	SDO Bacolod	EPS II/Division ALS Focal
5	Dr. Nonito T. Guanzon	NIR	Regional ALS Focal



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Region VII

No.	Name	SDO	Position/Designation
1	Representative	SDO Bohol	(Position/Designation of the representative)
2	Dr. Jeanylette C. Ayson	SDO Bohol	EPS/Division ALS Focal
3	Dr. Luis R. Arioja	SDO Cebu	PSDS/Division ALS Focal
4	Dr. Earl Edian Cejas	SDO Cebu	Division ALS Focal
5	Dr. Melona A. Lumantao	Region VII	Regional ALS Focal

Region VIII

No.	Name	SDO	Position/Designation
1	Maria Kristina E. Tabernero	SDO Leyte	EPS II for ALS
2	Brian Dessen M. Dignos	SDO Leyte	(Position/Designation of the representative)
3	Representative	SDO Calbayog	(Position/Designation of the representative)
4	Representative	SDO Calbayog	(Position/Designation of the representative)
5	Dr. Alfredo P. Cafe	Region VIII	Regional ALS Focal

Region IX

No.	Name	SDO	Position/Designation
1	Elga Z. Jarlega	SDO Zamboanga City	PSDS- SDO ALS FOCAL
2	Nonito B. Onnagan Jr.	SDO Zamboanga City	EPS FOR ALS
3	Leynie Boy G. Bellino	SDO Zamboanga del Norte	EPS, SDO ALS FOCAL
4	Grace Kim	SDO Zamboanga del Norte	EPS FOR ALS
5	Ramel P. Cael	Region IX	Regional ALS Focal

Region X

No.	Name	SDO	Position/Designation
1	Sharyl A. Ermac	SDO Bukidnon	Division ALS Focal
2	Emmie S. Maniego	SDO Bukidnon	EPSA
3	Ronjie Rosete	SDO Misamis Oriental	Division ALS Focal
4	Eden F. Bacarra	SDO Misamis Oriental	EPSA
5	John Franklin Dresser		Regional ALS Focal

Region XI

No.	Name	SDO	Position/Designation
1	Representative	SDO Davao City	(Position/Designation of the representative)
2	Representative	SDO Davao City	(Position/Designation of the representative)
3	Representative	SDO Davao de Oro	(Position/Designation of the representative)
4	Maricel Langahid	Region XI	Regional ALS Focal

*The region has pilot sites with representatives who have already participated the conducted FELP training and are currently cascading the pilot implementation. Accordingly, the number of participants has been adjusted.



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Region XII

No.	Name	SDO	Position/Designation
1	Representative	SDO General Santos City	(Position/Designation of the representative)
2	Jennalyn Sison	SDO General Santos City	EPSA
3	Baibie Ambalgan	SDO Sultan Kudarat	EPSA
4	Ronamie Lumawag	SDO Sultan Kudarat	EPSA
5	Cynthia Diaz	Region XII	Regional ALS Focal

CARAGA

No.	Name	SDO	Position/Designation
1	Menerba M. Dapar	SDO Surigao del Sur	EPS/Div. ALS Focal Person
2	Jonalyn C. Medrano	SDO Surigao del Sur	Principal II
3	Anamarie L. Ceniza	SDO Butuan City	EPS/ EPS/Div. ALS Focal Person
4	Deborah C. Madamba	SDO Butuan City	Principal III
5	Josephine Chonie M. Obsenares	CARAGA	Regional ALS Focal

CORE TRAINERS

No.	Name	SDO	Position/Designation
1	Diana Marie B. Dagli	SDO Pasig City	PSDS
2	Bernadeth C. Lugtu	SDO Pasig City	Education Program Specialist II
3	Ma. Wendyrica G. Bañares	SDO Quezon City	PSDS
4	John Carl P. Cabarles	SDO Las Pinas City	Education Program Specialist II
5	Ralph Anthony Timbol	SDO Mabalacat Pampanga	ALS Teacher
6	Vilma Marquez	SDO Bulacan	Education Program Specialist II
7	April Claire P. Manlangit-Banaag	SDO San Pedro	Education Program Specialist II - ALS
8	Rhod Paulo G. Rey	SDO Oriental Mindoro	Head Teacher II
9	Danreb Bernabe	SDO Occidental Mindoro	ALS SHS Teacher
10	Jomar S. Guray	SDO Oriental Mindoro	School Head/ School-In-Charge
11	Catherine P. Alarzar	SDO Camarines Sur	Education Program Specialist II
12	Elizabeth R. Escolano	SDO Tagbilaran	Education Program Specialist II
13	Braian B. Mahinay	SDO Davao City	SEPS
14	Milaner Oyo-a	SDO Calbayog City	Principal/ NEAP Representative



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Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Attachment No. 2 to DM-LS-2025 152

**National Training of Trainers (NTOT) for Limited Scale-up on the Implementation of
Functional Education and Literacy Program (FELP)-Financial Education Course
November 5 to 7, 2025**

Indicative Program of Activities

TIME	Day 1 (Wednesday)	Day 2 (Thursday)	Day 3 (Friday)
7:00-7:30	Registration of Participants	Breakfast and Registration	
7:31-8:00		Management of Learning	
8:01-9:00	I. OPENING PROGRAM <i>*National Anthem *Prayer *DepEd Quality Policy *Acknowledgment of Participants: *Welcome Remarks: *Message: *Statement of Purpose and *Presentation of Mechanics Photo Opportunity</i>	Session 7 FELP Financial Education Course Kit 4: Spending and Budgeting	Session 14 Implementation Planning Prepare an implementation plan/contextualized class program for piloting the FELP- Financial Education Course
9:01-10:00	II. Plenary Session Session 1: Discussion on the Functional Education and Literacy Program (FELP) (Rationale and Framework)	Session 8 FELP Financial Education Course Kit 5: Borrowing	
10:01-10:10		Session 9 FELP Financial Education Course Kit 6: Investing	
10:11-11:00			
11:01-12:00			
12:01-1:00		LUNCH	
1:01-2:00	Session 2: Orientation on the FELP Course Elements - FELP Course Design - FELP Course Kits (Facilitator's Guide and Learner's Course Kits)	Session 10 FELP Financial Education Course Kit 7: Protecting Your Finances	Workplace Application Plan (WAP) - Discussion on the process of preparing workplace application plan - Drafting of workplace application plan
2:01-3:00	Session 3: FELP-Financial Education Course 1. Overview and Rationale 2. Course Requirements 3. Target Learners 4. Walkthrough of the Course Contents 5. Course Outcomes 6. Performance-based Assessment 7. Micro-certification	Session 11 FELP Financial Education Course Kit 8: Financial Planning Finances Session 12 The 4As Approach in Teaching ALS Learners	Submission of Final Outputs



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3:01-3:10	HEALTH BREAK		
3:01-4:00	Session 4 FELP Financial Education Course Kit 1: Introduction to Personal Finance	Session 13: Instructional Strategies	CLOSING PROGRAM <i>*Prayer and Nationalistic Song</i> <i>*Insights and Impressions</i> <i>*Message of the Director</i> <i>*Awarding of Certificates</i> <i>*Challenge & Acceptance of Challenge</i> <i>*Closing Remarks</i>
4:01-5:00	Session 5 FELP Financial Education Course Kit 2: Managing Income Session 6 FELP Financial Education Course Kit 3: Saving	Session 14 Lesson Planning and Contextualization - Recall the parts of Lesson Plan for ALS and its corresponding contents and use - Prepare a contextualized Lesson Plan based on the Facilitator's Guide	
Expected Outputs	<ul style="list-style-type: none"> Participants were given orientation on the Guidelines and Mechanics of the Training Participants developed understanding on 4As Approach in Teaching ALS Learners Participants developed understanding on the FELP – Financial Education Course Workshop Outputs for FinEd Course Kits 1, 2, and 3 	<ul style="list-style-type: none"> Workshop Outputs for FinEd Course Kits 4, 5, 6, 7, and 8. Sample Contextualized Lesson Plan based on the Facilitator's Guide 	<ul style="list-style-type: none"> Implementation Plan Finalized Contextualized Lesson Plan based on the Facilitator's Guide, and Draft Implementation Plan
Officer of the Day	Michael Angelo V. Infante	Iza A. Rubiales	Jeffrey Florendo



Republic of the Philippines
Department of Education
BUREAU OF ALTERNATIVE EDUCATION

**DM-LS-2025-152-NATIONAL TRAINING OF TRAINERS (NTOT) FOR LIMITED
SCALE-UP ON THE IMPLEMENTATION OF FUNCTIONAL EDUCATION AND
LITERACY PROGRAM (FELP)-FINANCIAL EDUCATION COURSE**

ADMINISTRATIVE NOTE
November 6, 2025

	Reminders
VENUE	Baguio Teachers Camp, Baguio City
DATES	December 9-11, 2025
Transportation	<ol style="list-style-type: none">1. In view of the confirmation of the new schedule and venue, participants may proceed with processing the necessary documents to facilitate the booking their plane tickets and make the necessary travel arrangements.2. Participants are advised to book the earliest available flight and land transportation to ensure arrival at the venue prior to the opening program, and to schedule their return flight late in the afternoon or evening of the final day of the training.3. Participants arriving via plane are advised to take a taxi going to a bus terminal with routes to Baguio City.
REGISTRATION AND HOTEL ACCOMMODATION	<ol style="list-style-type: none">1. Upon arrival at the venue, participants shall proceed to the Quirino Conference Hall.2. The Opening Program shall start at 10:00 AM. Thus, participants are expected to be at the venue before the stated time.3. Check-in for room accommodation will start on December 9, 2025, at 2:00 PM (Standard Check-in Time). Please be advised that the Bureau will not cover accommodation and other costs for participants arriving prior to December 9, 2025.4. Check-out time is on December 11, 2025, at 12:00 noon. No attendees will be permitted to leave the venue prior to the stated check-out time; therefore, participants travelling by air are advised to verify and reserve the available flights considering the travel time from the venue to specific terminal, taking into account the Closing Program schedule.
DRESS CODE	Smart Casual Attire
MATERIALS	Bring a laptop and an extension cord.



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MEALS	MEALS	December 9, 2025	December 10, 2025	December 11, 2025
	<i>Breakfast</i>	✓	✓	✓
	<i>AM Snacks</i>	✓	✓	✓
	<i>Lunch</i>	✓	✓	✓
	<i>PM Snacks</i>	✓	✓	✓
	<i>Dinner</i>	✓	✓	✓
	As agreed upon with Baguio Teachers Camp, the first meal to be provided will be breakfast, and the last meal will be a packed dinner.			


MARILETTE R. ALMAYDA
 Director IV