



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

December 3, 2025

**REGIONAL MEMORANDUM**

No. **164** s.2025

**CONSULTATIVE CONFERENCE -CUM- PROGRAM IMPLEMENTATION  
REVIEW WITH DIVISION ALS FOCAL PERSONS, EDUCATION  
PROGRAM SPECIALISTS II FOR ALS, ALS SENIOR HIGH  
SCHOOL PILOT HEADS, AND SELECT  
DEPED OFFICIALS**

To: Schools Division Superintendents  
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), shall conduct a **Consultative Conference -cum- Program Implementation Review with Division ALS Focal Persons, Education Program Specialists II for ALS, ALS Senior High School Pilot Heads, and select DepEd Officials** on a date and at a venue to be identified by the host Hilongos National Vocational School, Leyte Division, with morning snacks as the first meal on the first day and afternoon snacks as the last meal on the last day.

2. The activity aims to:

- a) present the status of enrollment and current personnel profiling for School Years 2024-2025 & 2025-2026;
- b) revisit the utilization of funds for the past two years and identify causes and interventions to address the low utilization rate;
- c) disclose and address the challenges encountered by schools during the full ALS SHS Pilot Implementation beginning School Year 2023-2024; and
- d) present the results of the 2025 A&E Test Registration, highlighting key statistics and underlying analyses.

3. The identified participants must bring laptops, extension cords, and copies of the data to facilitate expeditious report-generation and presentation.

4. Each Division ALS Focal Person shall present a five-slide report for a maximum of 10 minutes using the template which shall be shared later through the Facebook Group Chat of the ALS Focal Persons.



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|----------------|------------|------|--------|
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5. To facilitate documentation, reporting, publication, and other essential tasks, concerned Schools Division Offices are requested to send their respective Program Management Team members, identified in Enclosure No. 3, on the indicated dates and venues.

6. There is **no registration fee**. The board and lodging expenses of the participants shall be arranged by the host school chargeable against the **downloaded ALS Program Support funds/local funds**, while the travel and other incidental expenses relative to the activity to the downloaded ALS/local funds at the respective offices, subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of and strict compliance with this Memorandum are desired.

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



Enclosures: 1. Allotment of Pax per Office  
2. Activity Matrix  
3. Program Management Team  
4. Terms of Reference of the TWG

References: 1. IPCR  
2. BAE Issuance on Program Management

To be indicated in the Perpetual Index under the following subjects:  
ALS CONFERENCES FUNDS

CLMD-APC

Enclosure No. 1 to RM 1647; 2025 dated December 3, 2025.

### Allotment of Participants per Office

|                           | Division        | ALS Focal Person | EPSAs     | ALS SHS Pilot Heads | TWG Members | Total Pax per Office |
|---------------------------|-----------------|------------------|-----------|---------------------|-------------|----------------------|
| 1                         | Baybay City     | 1                | 1         | 3                   | 0           | 5                    |
| 2                         | Biliran         | 1                | 2         | 1                   | 0           | 4                    |
| 3                         | Borongan City   | 1                | 1         | 2                   | 1           | 5                    |
| 4                         | Calbayog City   | 1                | 2         | 8                   | 1           | 12                   |
| 5                         | Catbalogan City | 1                | 2         | 2                   | 0           | 5                    |
| 6                         | Eastern Samar   | 1                | 2         | 4                   | 1           | 8                    |
| 7                         | Leyte           | 1                | 7         | 23                  | 1           | 32                   |
| 8                         | Maasin City     | 1                | 1         | 5                   | 2           | 9                    |
| 9                         | Northern Samar  | 1                | 2         | 16                  | 0           | 19                   |
| 10                        | Ormoc City      | 1                | 2         | 12                  | 1           | 16                   |
| 11                        | Samar           | 1                | 2         | 4                   | 1           | 8                    |
| 12                        | Southern Leyte  | 1                | 2         | 14                  | 2           | 19                   |
| 13                        | Tacloban City   | 1                | 2         | 2                   | 0           | 5                    |
| 14                        | Regional Office | 1                | 0         | 0                   | 6           | 7                    |
| 15                        | Hilongos NVS    | 0                | 0         | 0                   | 6           | 6                    |
| <b>Total Participants</b> |                 | <b>14</b>        | <b>28</b> | <b>96</b>           | <b>22</b>   | <b>160</b>           |



Enclosure No. 2 to RM 1647, s. 2025 dated December 3, 2025.

### ACTIVITY MATRIX

**Consultative Conference -cum- Program Implementation Review with  
Division ALS Focal Persons, Education Program Specialists II  
for ALS, ALS Senior High School Pilot Heads,  
and select DepEd Officials**

Venue: within Leyte

Date: TBA in December 2025

| TIME                | ACTIVITIES  |   |
|---------------------|---|---|
|                     | Day 1   | Day 2   |
| 07:00 AM – 08:00 AM | ARRIVAL,<br>REGISTRATION, AND<br>BILETTING OF PARTICIPANTS  | MANAGEMENT OF LEARNING  |
| 08:01 AM – 09:00 AM |   | Continuation of the Conference<br><br>&<br><br>Next Steps                             |
| 09:01 AM – 10:00 AM |   |   |
| 10:01 AM – 10:10 AM |   |   |
| 10:11 AM – 11:00 AM |   |   |
| 11:01 AM – 12:00 NN | SHORT OPENING PROGRAM<br><i>(Separate copy of the Program will be provided later)</i>   | NOON BREAK  |
| 12:01 PM – 12:59 PM | Presentation of the Agenda and additional items for Discussion  |   |
| 12:01 PM – 12:59 PM | NOON BREAK  |   |
| 01:00 PM – 02:00 PM | Discussion:<br>1. Enrollment<br>2. Current Personnel Profile<br>3. Utilization of funds   |   |
| 02:01 PM – 03:00 PM |   | SHORT CLOSING PROGRAM<br><i>(Separate copy of the Program will be provided later)</i> |
| 03:01 PM – 03:10 PM | HEALTH BREAK  | HOMEWARD BOUND  |
| 03:11 PM – 05:30 PM | Presentation by SDO:<br><br>4. Results of the 2025 A&E Test Registration<br>5. ALS SHS Pilot Implementation for the past 3 years<br>6.. Other Matters<br><br>Open Forum<br><br>Alfredo P. Café<br>RO ALS Focal Person<br>Presider |   |
| 05:31 PM – 06:00 PM | Facilitating Announcements  |   |
| 06:01 PM            | Dinner  |   |
| Officer of the Day  | Secretariat with Hilongos NVS TWG   |   |

Enclosure No. 3 to RM 16471, s. 2025 dated December 3, 2025.

## **THE PROGRAM MANAGEMENT TEAM**

### **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: Hilongos NVS Admin and Staff  
(To be identified by the Principal of the School)

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

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

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, RO8  
Vice-Chair: DR. RICHARD GABISON, P4, Hilongos NVS, Leyte SDO  
Member: MS. MARGELYN R. COLANA, FS, GEC-ALS  
Staff from Hilongos NVS

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

Chairperson: Staff from Hilongos NVS, Leyte SDO  
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: District Nurse in Hilongos/ School Nurse of Hilongos NVS  
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  
Staff from Hilongos NVS

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

Chairperson: MR. OLIVER M. CAGARA, EPSA, Leyte Division  
Vice-Chair: MS. JAYMARIE C. SANITA, SS, GEC-ALS  
Members: Staff from Hilongos NVS

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

Chairperson: DR. RICHARD GABISON, P4, Hilongos NVS, Leyte SDO  
Vice-Chair: DR. ALFREDO P. CAFE, EPS, CLMD, RO8  
Members: Staff from Hilongos NVS  
MR. JOSE R. PALLONES, TS, FS, GEC-ALS

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

Chairperson: Department Head, Hilongos NVS  
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. RINA A. ABOGANDA, EPSA, Calbayog City Division  
Vice-Chairperson: MS. ROSEMARIE G. REY, Maasin City Division  
Members: MR. JOSE LENIN EDER, Eastern Samar Division  
DR. ALLAN C. ARMA, EPSA, Borongan City Division



Enclosure 4 to RM No. 16471 dated December 3, 2025.

**Terms of Reference (ToR) of the Different Working Committees for a  
Consultative Conference -cum- Program Implementation Review  
with Division ALS Focal Persons, Education Program  
Specialists II for ALS, ALS Senior High School  
Pilot Heads, and select DepEd Officials**

**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.