



CLMD-2025-1690

By: [Signature] 12/6/20

Office of the Regional Director

Enclosures: 1. Allotment of Pax per Office
2. Activity Matrix (Pre-Training Conference)
3. Program Management Team
4. Terms of Reference of each Committee

References: IPCR
As stated

To be indicated in the Perpetual Index under the following subjects:
ALS LITERACY TRAININGS

CLMD-APC

Enclosure No. 1 to RM 1690, s. 2025 dated December 16, 2025.

Allotment of Participants per Office

A. Pre-Training Conference with TWC Members for the RMTOT on the WBL-BYOB Programs, Cluster 2

Venue: Three J's Hotel & Restaurant, Hilongos, Leyte

Date: December 19-20, 2025

Division		ALS Focal Person	EPSAs	Trainers	TWC Members	Total Pax per Office
1	Leyte	1	7	5	ALS Focal & EPSAs	13
2	Ormoc City	1	2	5	10	18
3	Support Staff from Ormoc City					4
4	Regional Office	1	0	0	4	5
5	Baybay City				1	1
6	Eastern Samar				1	1
7	Maasin City				1	1
Total Participants		3	9	10	17	43

B. Conduct of RMTOT on the WBL-BYOB Programs, Cluster 2

Venue: Three J's Hotel & Restaurant, Hilongos, Leyte

Date: January 20-23, 2026

Division		ALS Focal Person	EPSAs	Teachers	TWC Members	Total Pax per Office
1	Leyte	1	7	136	ALS Focal & EPSAs	144
2	Ormoc City	1	2	26	10	39
3	Support Staff from Ormoc City					4
4	Regional Office	1	0	0	4	5
5	Baybay City				1	1
6	Eastern Samar				1	1
7	Maasin City				1	1
Total Participants		3	9	162	17	195

Enclosure No. 2 to RM 1690, s. 2025 dated December 16, 2025.

ACTIVITY MATRIX

Pre-Training Conference with TWC Members for the RMTOT
on the WBL-BYOB Programs, Cluster 2

Venue: Three J's Hotel & Restaurant, Hilongos, Leyte
Date: December 19-20, 2025

TIME	ACTIVITIES	
	Day 1	Day 2
07:00 AM – 08:00 AM	ARRIVAL, REGISTRATION, AND BILETTING OF PARTICIPANTS	MANAGEMENT OF LEARNING
08:01 AM – 09:00 AM		Synthesis & Next Steps (Host)
09:01 AM – 10:00 AM		SHORT CLOSING PROGRAM
10:01 AM – 10:10 AM	SHORT OPENING PROGRAM (Separate copy of the Program will be provided later)	HOMEWARD BOUND
10:11 AM – 11:00 AM		
11:01 AM – 12:00 NN	Presentation of the Agenda and additional items for Discussion	
12:01 PM – 12:59 PM	NOON BREAK	
01:00 PM – 02:00 PM	Goal Setting and Discussion of the Terms of Reference	
02:01 PM – 03:00 PM	(Dr. Alfredo P. Cafe, EPS, CLMD)	
03:01 PM – 03:10 PM	HEALTH BREAK	
03:11 PM – 04:30 PM	Assignment of topics to each trainer 1. Dr. Maria Cristina N. Pameniano, EPS, Ormoc City SDO 2. Dr. Marie Joy A. Arias, EPS, Leyte SDO	
04:31 PM – 05:30 PM	Dry-run of Topics (TWC)	
05:31 PM – 06:00 PM	Facilitating Announcements	
06:01 PM	Dinner	
Officer of the Day	TWC	

Enclosure No. 3 to RM 1690, s. 2025 dated December 16, 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

TWC/Activity Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD
TWC/Activity Vice-Chairs: DR. MARIA CRISTINA N. PAMENIANO
DR. MARIE JOY A. ARIAS

Support Personnel/
Members: Leyte SDO EPSAs & Trainers
Ormoc City SDO EPSA, Trainers, & select ALS Staff
(To be identified by the Division ALS Focal Person)

TECHNICAL WORKING COMMITTEES (TWC)

FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson: DR. MARIA CRISTINA N. PAMENIANO
Vice-Chair: MR. SANTE O. CABAÑA, EPSA, Ormoc City SDO
Members: MR. DIONISIO H. VERGARA, EPSA, Ormoc City Division
MS. MARGELYN R. COLANA, FS, GEC-ALS, RO8
5 Staff from Ormoc City

SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson: MR. DIONISIO H. VERGARA, EPSA, Ormoc City Division
Vice-Chair: MS. JAYMARIE C. SANITA, SS, GEC-ALS
Members: 1 EPSA from Leyte Division
3 Staff from Ormoc City

MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHPSC)

Chairperson: Division Nurse/Medical Office, Ormoc City Division
Vice-Chair: MR. DIONISIO H. VERGARA, EPSA, Ormoc City Division
Member: MS. RINA A. ABOGANDA, EPSA, Calbayog City Division
5 Staff from Ormoc City

SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson: MR. DIONISIO H. VERGARA, EPSA, Ormoc City Division
Vice-Chair: MR. JOSE R. PALLONES, TS, FS, GEC-ALS
Members: 5 Staff from Ormoc City

FOOD COMMITTEE (FC)

Chairperson: MR. SANTE O. CABAÑA, EPSA, Ormoc City SDO
Vice-Chair: MS. JAYMARIE C. SANITA, SS, GEC-ALS
Members: 2 EPSAs from Leyte Division
5 Staff from Ormoc City

VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, DepEd RO8
Vice-Chairs: DR. MARIA CRISTINA N. PAMENIANO, EPS, Ormoc City Div
Members: MS. MILDRED C. GOFREDO, EPSA, Baybay City Division
MR. OLIVER M. CAGARA, EPSA, Leyte Division
5 Staff from Ormoc City

TRANSPORTATION COMMITTEE (TC)

Chairperson: MR. SANTE O. CABAÑA, EPSA, Ormoc City SDO
Vice-Chair: MR. JOSE R. PALLONES, TS, FS, GEC-ALS
Members: MR. SULPICIO M. GERNALE, MS, GEC-ALS
1 EPSA from Leyte Division
3 Staff from Ormoc City

HOSTING AND RECORDING COMMITTEE (HRC)

Chairperson: DR. MARIE JOY A. ARIAS, EPS, Leyte Division
Vice-Chairperson: MS. ROSEMARIE G. REY, Maasin City Division
Members: MR. JOSE LENIN EDER, Eastern Samar Division
2 EPSAs from Leyte Division
3 Staff from Ormoc City

Enclosure 4 to RM No. _____ dated December 16, 2025.

***Terms of Reference (ToR) of the Different Working Committees for a
Regional Mass Training of Teachers (RMTOT) on the Work-Based
Learning and Be-Your-Own-Boss (WBL-BYOB) Programs,
Cluster 2***

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.