



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

May 18, 2026

REGIONAL MEMORANDUM

No. **611** s. 2026

**REGIONAL MASS TRAINING OF TEACHERS (RMTOT) ON THE REVISED
ALTERNATIVE LEARNING SYSTEM (ALS) K TO 10 CURRICULUM
-CUM- ORIENTATION ON DEPED ORDER NO. 001, S. 2026,
CLUSTER 2**

To: Schools Division Superintendents
Chief, CLMD, Regional Office VIII
All Others Concerned

1. Pursuant to Regional Memorandum No. 407, s. 2026, dated April 6, 2026, the **Regional Mass Training of Teachers (RMTOT) on the Revised Alternative Learning System (ALS) K to 10 Curriculum -Cum- Orientation on DepEd Order No. 001, s. 2026, Cluster 2**, shall be conducted on May 26-29, 2026, at the Milka Hotel, Barangay Abucay, Tacloban City.
2. To ensure preparedness for the activity, a Pre-Training Conference with the Program Management Team (PMT) members, identified in Enclosures 1 and 3, shall be held on **May 25-26, 2026**, at the same venue. The host Schools Division Office (SDO) may augment additional support staff, if deemed necessary.
3. The identified participants must bring laptops and extension cords to facilitate expeditious report generation and presentation.
4. The detailed allotment of participants per office, activity matrix for the pre-training conference, PMT, and terms of reference are provided in the enclosures for the guidance of all concerned. The training matrix for the RMTOT will be shared with the concerned SDOs after the conference.
5. All other provisions in the previous issuance consistent with this Memorandum shall remain in force and effect.

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

SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Regional Director

For 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

MARILYN B. SIAO, PhD, CESO IV
Director III
Assistant Regional Director

Date: 20 MAY 2026

References: IPCR, as stated

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

CLMD-APC



Enclosure No. 1 to RM _____, s. 2026 dated May 18, 2026.

Allotment of Participants per Office

A. Pre-Training Conference with PMT Members for the RMTOT on the Revised ALS K to 10 Curriculum -Cum- Orientation on DepEd Order No. 001, s. 2026, Cluster 2

Venue: Milka Hotel, Barangay Abucay, Tacloban City
Date: May 25-26, 2026

Division		ALS Focal Person	EPSAs	Trainers	Other TWC Members	Total Pax per Office
1	Leyte	1	6	1	0	8
2	Ormoc City	1	2		0	3
3	Baybay City			1		1
4	Biliran			1		1
5	Borongan City			1		1
6	Calbayog City			1		1
7	Catbalogan City			1		1
8	Eastern Samar				2	2
9	Maasin City			1	1	2
10	Northern Samar			1		1
11	Samar			1		1
12	Southern Leyte			1	1	2
13	Tacloban City			1		1
14	Support Staff from Leyte					3
15	Regional Office	0	0	1	6	7
Total Participants		2	8	12	10	35

B. Conduct of RMTOT on the Revised ALS K to 10 Curriculum -Cum-Orientation on DepEd Order No. 001, s. 2026, Cluster 2

Venue: Milka Hotel, Barangay Abucay, Tacloban City

Date: May 26-29, 2026

	Division	Teachers	TWC Members	Total Pax per Office
1	Leyte	136		136
2	Ormoc City	36		36
3	Composite (<i>refer from Enclosure 1, Part A</i>)		35	35
	Total Participants	172	35	207

Enclosure No. 2 to RM _____, s. 2026 dated May 18, 2026.

ACTIVITY MATRIX

Pre-Training Conference with PMT Members for the RMTOT on the Revised ALS K to 10 Curriculum -Cum- Orientation on DepEd Order No. 001, s. 2026, Cluster 2

Venue: Milka Hotel, Barangay Abucay, Tacloban City
Date: May 25-26, 2026

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 – 11:00 AM	SHORT OPENING PROGRAM <i>(Separate copy of the Program will be provided later)</i>	HOMEWARD BOUND
11:01 AM – 12:00 NN	Call to Order, Presentation of the Agenda and additional items for Discussion Presider	
12:01 PM – 01:00 PM	NOON BREAK	
01:01 PM – 02:00 PM	Goal Setting and Discussion of the Terms of Reference Dr. Alfredo P. Cafe, EPS, CLMD	
02:01 PM – 02:10 PM	HEALTH BREAK	
02:11 PM – 04:30 PM	Assignment of topics to each trainer 1. Atty. Maria Cristina N. Pameniano EdD, EPS, Ormoc City SDO 2. Dr. Marie Joy A. Arias, EPS, Leyte SDO	

04:31 PM – 05:30 PM	Dry-run of Topics (PMT)	
05:31 PM – 06:00 PM	Facilitating Announcements	
06:01 PM	Dinner	
Officer of the Day	PMT	

Enclosure No. 3 to RM _____, s. 2026 dated May 18, 2026.

THE PROGRAM MANAGEMENT TEAM

PROGRAM STEERING COMMITTEE (PSC)

Head: RD SALUSTIANO T. JIMENEZ JD, EdD, CESO III
Co-Head: ARD MARILYN B. SIAO PhD, CESO IV
Program Asst. Head: DR. GERTRUDES C. MABUTIN, CLMD Chief

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

Members/Trainers: MS. MILDRED C. GOFREDO, EPSA, Baybay City
MS. ROWENA S. DE LEON, EPSA, Biliran
DR. ALLAN C. ARMA, EPSA, Borongan City
MS. LEA G. ARNEJO, EPSA, Calbayog City
MS. GRACE L. BAYABAY, EPS, Catbalogan City
DR. MARIA KRISTINA E. TABERNERO, EPSA, Leyte
MR. CHRISTOPHER F. ROA, EPS, Maasin City
DR. ALEX B. REJUSO, EPS, Northern Samar
MS. MARIA LOURDES C. OCIMAN, EPSA, Samar
DR. BETELINO V. AMIGO, EPS, Southern Leyte
MR. EMMANUEL A. GARCIA, EPSA, Tacloban City
MR. JOSE LENIN EDER, ALS Teacher, Eastern
Samar
MS. MA. SELDA C. CAPADA, ALS Teacher, Eastern
Samar
MS. CHARIZZ P. EUCOGCO, ALS Teacher, Maasin
City
MR. ERWIN T. BULABOG, HT4, Southern Leyte
5 ALS Staff, GEC, CLMD, RO8
1 EPS from QAD
1 EPS from FTAD
1 EPS/EPS II from HRDD

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

TECHNICAL WORKING COMMITTEES (TWC)

FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson: DR. MARIE JOY A. ARIAS, EPS, Leyte
Vice-Chair: MICHELLE VENESSA A. MIRO, TS, GEC-ALS
Members: EPSAs, Leyte SDO
MS. MARGELYN R. COLANA, FS, GEC-ALS, RO8
1 Staff from Leyte SDO

SUPPLIES AND MATERIALS COMMITTEE (SMC)

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

MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHPSC)

Chairperson: Division Nurse/Medical Office, Leyte Division
Vice-Chair: EPSA, Leyte Division
Member: EPSA, Ormoc City Division
1 Staff from Ormoc City

SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson: MR. ERWIN T. BULABOG, HT4, Southern Leyte
Vice-Chair: EPSA, Leyte Division
Members: 1 Staff from Ormoc City Division
1 Staff from Leyte Division

FOOD COMMITTEE (FC)

Chairperson: MS. CHARIZZ P. EUCOGCO, ALS Teacher, Maasin City
Vice-Chair: MS. JESEL L. SOLAYAO, SS, GEC-ALS
Members: 1 Staff from Ormoc City Division
1 Staff from Leyte Division

VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, DepEd RO8

Vice-Chairs: ATTY. MARIA CRISTINA N. PAMENIANO, EPS,
Ormoc City Div
Members: DR. MARIE JOY A. ARIAS, EPS, Leyte
1 Staff from Ormoc City Division
1 Staff from Leyte Division
1 EPS from QAD
1 EPS from FTAD
1 EPS/EPS II from HRDD

TRANSPORTATION COMMITTEE (TC)

Chairperson: MR. SANTE O. CABAÑA, EPSA, Ormoc City SDO
Vice-Chair: MR. JOSE R. PALLONES, AS, GEC-ALS
Members: EPSA, Leyte Division
Division Drivers, Leyte & Ormoc City Divisions
1 Staff from Ormoc City Division
1 Staff from Leyte Division

HOSTING AND RECORDING COMMITTEE (HRC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, DepEd RO8
Vice-Chairperson: MS. JAYMARIE C. SANITA, SS, GEC-ALS
Members: MS. MA. SELDA C. CAPADA, ALS Teacher, Eastern
Samar
MR. JOSE LENIN EDER, Eastern Samar Division
MS. CHARIZZ P. EUCOGCO, ALS Teacher, Maasin
City
EPSA, Leyte Division
1 Staff from Leyte Division

Enclosure No. 4 to RM _____, s. 2026 dated May 18, 2026.

**Terms of Reference (ToR) of the Different Working Committees for the
Regional Mass Training of Teachers (RMTOT) on the Revised
ALS K to 10 Curriculum -Cum- Orientation on
DepEd Order No. 001, s. 2026, 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; and
- 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; and
- 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; and
- Do other related tasks as instructed by the PSC.

MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHPS)

- 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; and
- 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; and
- 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; and
- 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; and
- 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;
- Ensure proper parking and recording of all vehicles used; and
- Do other tasks as instructed by the PSC.

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.