



6. Additionally, expenses related to the cost of skills training and certification, conduct of meetings and orientations, internet connectivity subscription fees, fuel for the two ALS coasters in fetching learners and transporting back from the pick-up and to the drop-off points, goods and services for the maintenance and improvement of the GEC grounds and learning park, as well as indoor sanitation supplies and materials, shall be allocated chargeable against **ALS Program Support Funds**, subject to the usual accounting and auditing rules and regulations.
7. Further, in the exigency of the service and for other purposes deemed beneficial to the learners and the organization, all members of the Committees shall render services on holidays, Saturdays, and Sundays.
8. In this connection, the grant of Compensatory Overtime Credit (COC) or Compensatory Time-Off (CTO) shall be awarded as per CSC-DBM Circular No. 2, s. 2004 dated October 4, 2004.
9. For any inquiries, **Dr. Alfredo P. Cafe, Education Program Supervisor, CLMD**, may be contacted through the email addresses provided above.
10. All other provisions of the previous issuance consistent with this Memorandum shall remain in force and effect.
11. Immediate dissemination of and compliance with this Memorandum are desired.

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

For the Regional Director:

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

Enclosures:

1. The Committees
2. Term of Reference
3. Proposed Matrix of Activities

Date: \_\_\_\_\_

References:

RM No. CLMD-2025-632 dtd June 5, 2025

To be indicated in the Perpetual Index under the following subjects:

ALS      GIRLS EDUCATION      CONDUCT OF CLASSES

CLMD-GEC-APC



Enclosure No. 1 to RM **681**, 2026.

## THE COMMITTEES

### PROGRAM STEERING COMMITTEE (PSC)

Chairperson: RD SALUSTIANO T. JIMENEZ JD, EdD, CESO III  
Alternate Chairperson: ARD MARILYN B. SIAO, CESO IV

Vice-Chairperson: DR. GERTRUDES C. MABUTIN, CLMD Chief  
Alternate Vice-Chair/Coor: DR. ALFREDO P. CAFE, EPS, CLMD

Members: ALL FUNCTIONAL DIVISION CHIEFS  
ALL UNIT HEADS

Support Personnel: DR. ELMER ALBERT E. CUEVAS, Dentist III  
DR. ROWENA T. VACAL, EPS, HRDD  
MR. SONNY S. TAYUM, EPS, QAD  
SUBJECT AREA EPSs, CLMD

### TECHNICAL WORKING COMMITTEES (TWC)

#### FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson: MS. ALMA E. SUYOM, Chief, FD  
Vice-Chair: MS. FE M. GERONA, Accountant III  
Member: MS. MICHELLE VENESSA A. MIRO, TS, GEC-ALS

#### SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson: MS. MA. LAURA F. PAGLINAWAN, AOV, AMS  
Vice-Chairs: MS. MERCEDES D. SARMIENTO, Chief, FTAD  
Members: MS. JAYMARIE C. SANITA, SS, GEC-ALS

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

Chairperson: DR. ANGELA RODRIQUEZ, Regional Medical Officer  
Vice-Chair: DR. ELMER ALBERT E. CUEVAS, Dentist III  
Member: MS. JULIET M. SABINO, TA3, CLMD  
MS. JAYMARIE C. SANITA, SS, GEC-ALS

#### SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD--GEC-ALS  
Vice-Chair: MR. JOSE R. PALLONES, AS, GEC-ALS  
Members: MS. JESEL L. SOLAYAO, SS, CLMD-ALS  
ALS Focal, EPSAs, & 5 Teachers from Tacloban City Division

**FOOD COMMITTEE (FC)**

Chairperson: DR. ELMER ALBERT E. CUEVAS, Dentist III  
Vice-Chair: DR. ROWENA T. VACAL, EPS, HRDD  
Members: MR. SULPICIO M. GERNALE, MS, GEC-ALS  
ALS Focal, EPSAs, & 5 Teachers from Leyte Division

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

Chairperson: DR. HARVIE D. VILLAMOR, Chief, CLMD  
Vice-Chair: DR. GERALDINE MANGALIMAN, EPS-FTAD  
Member: DR. ALFREDO P. CAFE, EPS, CLMD  
MR. SONNY S. TAYUM, EPS, QAD  
DR. MARIE JOY A. ARIAS, EPS, Leyte Division  
MR. RANULFO I. BAAY, EPS, Tacloban City Division

**TRANSPORTATION COMMITTEE (TC)**

Chairperson: DR. ROSEMARIE M. GUINO, Chief, Admin  
Vice-Chair: MS. APPLE REYES, AOIV, GSU, AD  
Members: MARGELYN R. COLANA, FS, GEC-ALS  
MR. SULPICIO M. GERNALE, MS, GEC-ALS  
2 Drivers of the Coaster

Enclosure No. 2 to RM 681, s. 2026.

***Term of Reference (ToR) of the Different Working Committees for the Third Batch of Alternative Learning System (ALS) Classes and Skills Training at the Girls' Education Center (GEC)***

**PROGRAM STEERING COMMITTEE (PSC)**

- Initiate the planning process for the second round utilization of the Girls Education Center (GEC) at the DepEd Regional Office VIII compound in Candahug, Palo, Leyte.
- 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 ALS classes and skills training 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 ALS classes and skills training.
- 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 second round utilization of the GEC.
- Accept the delivery of the procured supplies, materials, and other items needed for the activity.
- 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 (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.
- 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 classrooms, 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 weekly 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 learners from designated pick-up points, ensuring their arrival at the GEC by 8:00 AM.
- Manage the transportation of learners back to their respective pick-up points according to the schedule.
- Ensure the functionality and upkeep of the coaster, maintaining it in excellent condition.
- Monitor and adhere to the maintenance schedule for the coaster.
- Verify the validity of the coaster's registration and insurance policy.

Enclosure No. 3 to RM 681, s. 2026.

PROPOSED MATRIX FOR THE THIRD BATCH OF ALS CLASSES AND SKILLS TRAINING AT THE GIRLS' EDUCATION CENTER (GEC)  
School Year 2026-2027

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
06:00 AM - 07:00 AM	Transporting ALS girl learners from pickup points to the GEC using the 2 coasters				
07:00 AM - 08:00 AM	Setting up for the day's sessions				
08:00 AM - 12:00 NN	Learning Session PALO Learners (30)	Learning Session PALO Learners (30)	Learning Session TACLOBAN Learners (30)	Learning Session TACLOBAN Learners (30)	LABORATORY WORK PALO : ICT
	Life Skills Training TACLOBAN Learners (30)	Life Skills Training TACLOBAN Learners (30)	Life Skills Training PALO Learners (30)	Life Skills Training PALO Learners (30)	LABORATORY WORK TACLOBAN : ICT
12:00 NN - 01:00 PM	LUNCH BREAK				
01:00 PM - 05:00 PM	Learning Session TACLOBAN Learners (30)	Learning Session TACLOBAN Learners (30)	Learning Session PALO Learners (30)	Learning Session PALO Learners (30)	LABORATORY WORK PALO : Math/Science
	Life Skills Training PALO Learners (30)	Life Skills Training PALO Learners (30)	Life Skills Training TACLOBAN Learners (30)	Life Skills Training TACLOBAN Learners (30)	LABORATORY WORK TACLOBAN : Math/Science
05:00 PM - 06:00 PM	Transporting learners back to the pickup points using the 2 coasters				
<b>Projected Personnel Daily Attendance</b>					
Other Resources Needed	Teachers	EPSA	EPS	Drivers	FOL (Fuel, Oil, Lubricants)
PALO Area	8	1	1	1	To be arranged
TACLOBAN Area	7	1	1	1	To be arranged
RO Monitoring Team	1 (CLMD)	1 (QAD)	1 (HRDD)	1 (ESSD)	4 (Total)
Support Personnel	7 (CLMD)	1 (AD)	1 (FD)	6 (Other FD)	15
Total Personnel	40				
Total Learners	60				
Total Number of Pax	100				

  
ALFREDO P. CAFE PhD  
EPS, Regional ALS Focal Person



teaching and learning experience for all participants throughout the school year.

6. Additionally, expenses related to the cost of skills training and certification, conduct of meetings and orientations, internet connectivity subscription fees, fuel for the two ALS coasters in fetching learners and transporting back from the pick-up and to the drop-off points, goods and services for the maintenance and improvement of the GEC grounds and learning park, as well as indoor sanitation supplies and materials, shall be allocated chargeable against **ALS Program Support Funds**, subject to the usual accounting and auditing rules and regulations.

7. Further, in the exigency of the service and for other purposes deemed beneficial to the learners and the organization, all members of the Committees shall render services on holidays, Saturdays, and Sundays.

8. In this connection, the grant of Compensatory Overtime Credit (COC) or Compensatory Time-Off (CTO) shall be awarded as per CSC-DBM Circular No. 2, s. 2004 dated October 4, 2004.

9. For any inquiries, **Dr. Alfredo P. Cafe, Education Program Supervisor, CLMD**, may be contacted through the email addresses provided above.

10. All other provisions of the previous issuance consistent with this Memorandum shall remain in force and effect.

11. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO, CESO III**  
Regional Director



Enclosures: 1. List of TWG Members  
2. Matrix of Activities

References: RM 832, s. 2024 dtd July 24, 2024

To be indicated in the Perpetual Index under the following subjects:

ALS      GIRLS EDUCATION      OPENING OF CLASSES

CLMD-GEC-APC

Enclosure No. 1 to RM **632**, s. 2025 dated June 5, 2025.

## THE COMMITTEES

### PROGRAM STEERING COMMITTEE (PSC)

Chairperson: RD EVELYN R. FETALVERO, CESO III  
Alternate Chairperson: ARD RONELO AL K. FIRMO, CESO IV

Vice-Chairpersons : DR. GERTRUDES C. MABUTIN, CLMD OIC-Chief  
Alternate Vice-Chair/Coor: DR. ALFREDO P. CAFE, EPS, CLMD

Members: ALL FUNCTIONAL DIVISION CHIEFS  
ALL UNIT HEADS

Support Personnel: DR. ELMER ALBERT E. CUEVAS, Dentist III  
DR. ROWENA T. VACAL, EPS, HRDD  
MR. SONNY S. TAYUM, EPS, QAD  
SUBJECT AREA EPSs, CLMD

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Vice-Chair: MS. FE M. GERONA, Accountant III  
Member: MS. MARGELYN R. COLANA, FS, GEC-ALS

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Chairperson: MS. MERCEDES D. SARMIENTO, Chief, FTAD  
Vice-Chairs: MS. MA. LAURA F. PAGLINAWAN, AOV, AMS  
Members: MS. JAYMARIE C. SANITA, SS, GEC-ALS

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

Chairperson: DR. ANGELA RODRIQUEZ, Regional Medical Officer  
Vice-Chair: DR. ELMER ALBERT E. CUEVAS, Dentist III  
Member: MS. JULIET M. SABINO, AS, CLMD ALS

#### SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD--GEC-ALS  
Vice-Chair: MR. JOSE R. PALLONES, TS, FS, GEC-ALS  
Members: MS. GRACE K. VELARDE, SS, CLMD-ALS  
ALS Focal, EPSAs, & 5 Teachers from Tacloban City Division

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Chairperson: DR. ELMER ALBERT E. CUEVAS, Dentist III  
Vice-Chair: DR. ROWENA T. VACAL, EPS, HRDD  
Members: MR. SULPICIO M. GERNALE, MS, GEC ALS  
ALS Focal, EPSAs, & 5 Teachers from Leyte Division

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

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Vice-Chair: DR. GERALDINE MANGALIMAN, EPS-FTAD  
Member: MR. SONNY S. TAYUM, EPS, QAD  
DR. MARIE JOY A. ARIAS, EPS, Leyte Division  
MR. RANULFO I. BAAY, EPS, Tacloban City Division

**TRANSPORTATION COMMITTEE (TC)**

Chairperson: DR. ROSEMARIE M. GUINO, Chief, Admin  
Vice-Chair: MS. APPLE REYES, AOIV, GSU, AD  
Members: MR. SULPICIO M. GERNALE, MS, GEC-ALS  
2 Drivers of the Coaster

Enclosure No. 2 to RM 632, s. 2025 dated June 5, 2025.

***Term of Reference (ToR) of the Different Working Committees for the Second Batch of Alternative Learning System (ALS) Classes and Skills Training at the Girls' Education Center (GEC)***

**PROGRAM STEERING COMMITTEE (PSC)**

- Initiate the planning process for the second round utilization of the Girls Education Center (GEC) at the DepEd Regional Office VIII compound in Candahug, Palo, Leyte.
- 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 ALS classes and skills training 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 ALS classes and skills training.
- 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 second round utilization of the GEC.
- Accept the delivery of the procured supplies, materials, and other items needed for the activity.
- 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 (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.
- 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 classrooms, 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 weekly 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 learners from designated pick-up points, ensuring their arrival at the GEC by 8:00 AM.
- Manage the transportation of learners back to their respective pick-up points according to the schedule.
- Ensure the functionality and upkeep of the coaster, maintaining it in excellent condition.
- Monitor and adhere to the maintenance schedule for the coaster.
- Verify the validity of the coaster's registration and insurance policy.

*Enclosure No. 3 to RM \_\_\_\_\_, s. 2025 dated June 5, 2025.*

DEPARTMENT OF EDUCATION REGION VIII - EASTERN VISAYAS

PROPOSED MATRIX FOR THE SECOND BATCH OF ALS CLASSES AND SKILLS TRAINING AT THE GIRLS' EDUCATION CENTER (GEC)  
School Year 2025-2028

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
06:00 AM - 07:00 AM	Transporting ALS girl learners from pickup points to the GEC using the 2 coasters				
07:00 AM - 08:00 AM	Setting up for the day's sessions				
08:00 AM - 12:00 NN	Learning Session PALO Learners (30)	Learning Session PALO Learners (30)	Learning Session TACLOBAN Learners (30)	Learning Session TACLOBAN Learners (30)	LABORATORY WORK PALO - ICT
	Life Skills Training TACLOBAN Learners (30)	Life Skills Training TACLOBAN Learners (30)	Life Skills Training PALO Learners (30)	Life Skills Training PALO Learners (30)	LABORATORY WORK TACLOBAN - ICT
12:00 NN - 01:00 PM	LUNCH BREAK				
01:00 PM - 05:00 PM	Learning Session TACLOBAN Learners (30)	Learning Session TACLOBAN Learners (30)	Learning Session PALO Learners (30)	Learning Session PALO Learners (30)	LABORATORY WORK PALO - Math/Science
	Life Skills Training PALO Learners (30)	Life Skills Training PALO Learners (30)	Life Skills Training TACLOBAN Learners (30)	Life Skills Training TACLOBAN Learners (30)	LABORATORY WORK TACLOBAN - Math/Science
05:00 PM - 06:00 PM	Transporting learners back to the pickup points using the 2 coasters				
<b>Projected Personnel Daily Attendance</b>					
Other Resources Needed	Teachers	EPSA	EPS	Drivers	FOL (Fuel, Oil, Lubricants)
PALO Area	8	1	1	1	To be arranged
TACLOBAN Area	7	1	1	1	To be arranged
RO Monitoring Team	1 (CLMD)	1 (QAQ)	1 (HRDD)	1 (ESSD)	4 (Total)
Support Personnel	7 (CLMD)	1 (AD)	1 (FD)	6 (Other FD)	15
Total Personnel	40				
Total Learners	60				
Total Number of Pax	100				

  
**ALFREDO P. CAFE PhD**  
EPS, Regional ALS Focal Person