



Republic of the Philippines
Department of Education
BUREAU OF ALTERNATIVE EDUCATION

Office of the Director

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ADMINISTRATIVE NOTE

DM-OULS-2026-303 - Conduct of the Workshop on the Conformance Review of Additional Course Kits for Functional Education and Literacy Program (FELP) Courses

ACTIVITY	Workshop on the Conformance Review of Additional Course Kits for Functional Education and Literacy Program (FELP) Courses
DATE	August 10–13, 2026
VENUE	National Educators Academy of the Philippines (NEAP), Malvar, Batangas
TRANSPORTATION	- Participants from the National Capital Region (NCR), CALABARZON, and neighboring provinces are advised to travel directly to the National Educators Academy of the Philippines (NEAP), Malvar, Batangas using the most practical and economical means of transportation available and ensure their arrival prior to the registration schedule on the first day of the activity. - Participants arriving by plane from their respective regions are advised to book the earliest available flights to Ninoy Aquino International Airport (NAIA), Pasay City. From NAIA, participants may proceed to the Parañaque Integrated Terminal Exchange (PITX), Parañaque City or Buendia Bus Terminal in Pasay City and take a bus bound for Batangas City, Lipa City, or Tanauan City. Upon reaching the nearest drop-off point, participants may take a taxi or other local transportation vehicle to NEAP, Malvar, Batangas. - Participants traveling from Luzon regions may opt to travel via provincial buses or other available public transportation routes leading to Batangas Province and thereafter proceed to NEAP, Malvar, Batangas. - To avoid delays in registration and workshop activities, all participants are encouraged to make the necessary travel arrangements in advance and coordinate with their respective offices regarding approved travel authority and itinerary.

	5. Travel expenses and other incidental expenses shall be charged against the available downloaded funds of the respective Regional Offices, subject to existing government budgeting, accounting, and auditing rules and regulations.																														
REGISTRATION AND ACCOMMODATION	1. Registration of participants shall commence at 8:00 a.m. on August 10, 2026 at the designated registration area of the venue. 2. Billeting accommodations shall be provided at NEAP, Malvar, Batangas for all confirmed participants. 3. Participants are encouraged to arrive prior to the opening program to facilitate room assignment, registration, and other administrative requirements. 4. Accommodation shall be provided for participants from 10:00 o'clock in the morning of August 10, 2026 (check-in) to 12:00 o'clock in the afternoon of August 13, 2026 (check-out). Participants are requested to observe the prescribed check-in and check-out schedule. Requests for early arrival or extended stay shall be subject to the venue's policies and room availability, and any corresponding additional expenses shall be borne by the participant.																														
DRESS CODE	Smart Casual Attire																														
MATERIALS	All participants are requested to bring the following: • Laptop computer and charger • Extension cord and/or power strip • Electronic copies of assigned FELP Course Kits and related files																														
MEALS	<table><tr><th>MEALS</th><th>Aug. 10, 2026</th><th>Aug. 11, 2026</th><th>Aug. 12, 2026</th><th>Aug. 13, 2026</th></tr><tr><td>Breakfast</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr><tr><td>AM Snacks</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr><tr><td>Lunch</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr><tr><td>PM Snacks</td><td>✓</td><td>✓</td><td>✓</td><td>✓</td></tr><tr><td>Dinner</td><td>✓</td><td>✓</td><td>✓</td><td></td></tr></table>	MEALS	Aug. 10, 2026	Aug. 11, 2026	Aug. 12, 2026	Aug. 13, 2026	Breakfast	✓	✓	✓	✓	AM Snacks	✓	✓	✓	✓	Lunch	✓	✓	✓	✓	PM Snacks	✓	✓	✓	✓	Dinner	✓	✓	✓	
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PM Snacks	✓	✓	✓	✓																											
Dinner	✓	✓	✓																												
Additional note	1. Participants who will arrive at the venue prior to August 10, 2026 may coordinate with the Front Desk personnel of the National Educators Academy of the Philippines (NEAP) Professional Development Center, Malvar, Batangas upon arrival for accommodation assistance and room assignment, subject to prevailing venue policies and room availability.																														



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2. Participants are encouraged to review their assigned course kits prior to the workshop to facilitate productive technical discussions and efficient completion of outputs.
3. Development Teams and Evaluation Teams are expected to work collaboratively in reviewing content, pedagogy, language, and layout requirements of the assigned course kits.
4. Internet connectivity at the venue may be limited at times. Hence, participants are advised to download and save all necessary files and references before traveling to the venue.
5. Participants shall ensure the submission of all assigned workshop outputs before checkout and departure from the venue.


MARILETTE R. ALMAYDA
Director IV



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM
DM-OULS-2026- 303

TO : Regional Directors
Schools Division Superintendents
Curriculum and Learning Management Division Chiefs
Curriculum Implementation Division Chiefs
Alternative Learning System Focal Persons
All Others Concerned

FROM : *Carmela Oracion*
CARMELA C. ORACION
Undersecretary for Learning Systems

SUBJECT : **CONDUCT OF THE WORKSHOP ON THE CONFORMANCE REVIEW OF ADDITIONAL COURSE KITS FOR FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP) COURSES**

DATE : July 07, 2026

The Bureau of Alternative Education (BAE) will conduct the **Workshop on the Conformance Review of the Additional Course Kits for Functional Education and Literacy Program (FELP) Courses** on **August 10-13, 2026**. A specific venue will be announced in a separate issuance.

The activity aims to ensure the quality, alignment, and readiness of the additional FELP course kits by subjecting them to a comprehensive review using established evaluation tools and standards. Specifically, the workshop intends to review the course materials vis-à-vis the Alternative Learning System (ALS) curriculum standards, incorporate necessary corrections and enhancements based on the recommendations of evaluators and technical experts, and finalize the refined course kits for subsequent validation and implementation. This activity serves as a critical step in ensuring that the developed learning resources are accurate, consistent, and responsive to the needs of facilitators and learners.

In this regard, selected participants from the Regional Offices (ROs), including ALS focal persons and other qualified representatives involved in the development and validation of learning resources, are expected to take part in the said activity. Further details regarding the specific participants and schedule of activities are provided in the enclosed **List of Participants** and **Program Matrix**, which form integral parts of this Memorandum for guidance and compliance.

All participants are likewise requested to bring their respective laptops, available reference materials, and electronic copies of assigned course kits, as these will be essential in the conduct of the workshop activities, particularly during breakout sessions and output finalization.

All expenses relative to the conduct of the activities shall be charged against the FY 2026 FLO Current Funds. Meanwhile, travel and other incidental expenses shall be charged against the downloaded funds to the ROs and will be reimbursed upon submission of complete documents. All are subject to the usual accounting and auditing rules and regulations.

For clarifications and related inquiries, concerned offices may coordinate with **Ms. Iza A. Rubiales**, Senior Education Program Specialist of the Bureau of Alternative Education, at the telephone number (02)8636-9347 or through email at bae.pms@deped.gov.ph.

WT

Immediate dissemination of this Memorandum is directed.

Copy furnished:

MALCOLM S. GARMA

Undersecretary for Governance and Operations

List of Participants for the Workshop on the Conformance Review of Additional Course Kits for Functional Education and Literacy Program (FELP) Courses

August 10-13, 2026

	Course Title	Region	Name	Designation	SDO
Development Team: Writers, Content Editors & Layout Artist					
1	Accessing Government Services	V	Catherine Alarzar	EPS II	SDO Camarines Sur
2		V	Representative	(EPS II, EPS I, SEPS, PSDS)	SDO Masbate Province
3		V	Representative	(EPS II, EPS I, SEPS, PSDS)	SDO Legazpi City
4		NCR	Marival Sapad	EPS II	SDO Caloocan
5		VI	Francis Librando	EPS II	SDO Capiz City
6		V	Representative	(EPS II, EPS I, SEPS, PSDS)	SDO Legazpi City
7		VIII	Faustino Tobes	EPS I	SDO Samar
8		IX	Monina R. Antiquina	EPS I	SDO Dipolog City
9		VIII	Noel E. Sagayap	EPS I	SDO Calbayog City
10		III	Nathaniel E. Cabico	PDO II	Cabanatuan City
11	Business Communication	VI	Nestor Paul M. Pingil	Chief EPS	SDO Iloilo Province
12		VIII	Maria Kristina Tabernero	EPS II	SDO Leyte
13		IV-A	Maria Francesca C. Fadri	EPS II	SDO Dasmariñas
14		XI	Mark Fil L. Tagsip	PDO II	SDO Davao Oriental
15		IV-B	Representative	(EPS II, EPS I, SEPS, PSDS)	SDO Oriental Mindoro
16		IV-A	Ruby P. Castillo	EPS I	SDO Laguna
17		VII	Dino R. Cuyag	ITO	SDO Talisay City
18		VIII	Janssen Louel Dabuet	PDO II	SDO Samar
19		XI	Braian B. Mahinay	SEPS	SDO Davao Del Norte
20		V	Marvin M. Garcia	PSDS	SDO Masbate City
21	Responsible Parenting Education	NCR	Diana Marie Dagli	PSDS	SDO Pasig City
22		X	Anna Lyn F. Yosores	EPSA	Iligan City
23		IV-A	Sherly H. Cruz	EPS II	SDO Rizal
24		NCR	Lovely Rollaine B. Cruz	PSDS	SDO Taguig and Pateros
25		IV-A	Representative	(EPS II, EPS I, SEPS, PSDS)	SDO Laguna
26		IV-B	Representative	(EPS II, EPS I, SEPS, PSDS)	SDO Oriental Mindoro
27		CARAGA	Joshua L. Albia	PDO II	SDO Butuan City
28		IV-B	Chona S. Recto	EPS II	SDO Marinduque
29		V	Aldren C. Libot	EPS II	SDO Masbate Province
30		XI	Silvano M. Camillo Jr.	PSDS	SDO Davao Occidental
31	Introduction to Setting Up a Business	XI	Nilo S. Octura	EPSA	SDO Davao Occidental
32		IV-B	Rialyn M. Go	EPS II	SDO Calapan
33		VI	Mark D. Petran	EPSA	SDO Cadiz City

34		XII	Valentin H. Loable	EPSA	SDO General Santos City
35		NCR	John Carl Cabarles	EPS II	SDO Las Pinas City
36		IV-B	Representative	(EPS II, EPS I, SEPS, PSDS)	Occidental Mindoro
37		NCR	Representative	(EPS II, EPS I, SEPS, PSDS)	SDO Quezon City
38		CAR	Representative	(EPS II, EPS I, SEPS, PSDS)	SDO Apayao
39		R1	Armando S. Vinoya	EPSA	SDO San Carlos
40		VIII	Brian Jessen M. Dignos	EPSA	SDO Leyte
41		III	Jenina Elaine T. Naguit	EPSA	SDO Bataan
	Category	Region	Name	Designation	SDO
Evaluation/Quality Assurance Team					
42		II	Rocky T. Banatao	EPS I	SDO Tuguegarao City
43		I	Jupiter L. Petilla	EPS I	SDO Pangasinan II
44		IV-A	Jeffrey A. Astillero	SrEPS	SDO Cabuyao City
45		VI	Yolly L. Salem	Regional ALS Supervisor	DepEd-Region VI
46		NCR	Bernard R. Balitao	EPS I	SDO Pasig City
47		X	Jonre L. Bone	EPS II	SDO Bukidnon
48		VI	Mariano C. De Pedro	EPS I	SDO Aklan
49		III	Lorna R. Macaday	EPS II	SDO Olongapo
50		IV-B	Romel B. Aniar	EPS II	SDO Palawan
51		CAR	Narciso B. Cannaoay	EPS I	SDO Abra
52		VI	Representative	(EPS II, EPS I, SEPS, PSDS)	SDO Iloilo
53		IV-B	Marben A. Macatangay	EPS II	SDO Oriental Mindoro
54		XII	Jocelyn P. Ordinario	EPS I	SDO Cotabato
55		IX	Armeline M. Seballos	EPS II	SDO Zamboanga Del Sur
56		VIII	Alfredo P. Cafe	Regional ALS Supervisor	DepEd-Region VIII
57		VII	Joel R. Capuyan	PDO II	SDO Danao City
58		XII	Aletha Jane G. Alindo	PDO II	SDO Sarangani
59		X	Michael R. Ramos	PDO II	SDO El Salvador City
60		II	Jaymar B. Prejillana	EPS I	SDO City of Ilagan
61		XI	Ruben Evarretta	PDO II	SDO Digos City
62		VIII	Representative	LR-PDO	SDO Samar
63		III	Billy Ray B. Manuel	EPS I	SDO San Jose del Monte City
64		IV-A	Ma. Leticia Jose C. Basilan	EPS I	SDO Batangas Province
65		NCR	Representative	EPS II, EPS I, SEPS, PSDS)	SDO Makati City
66		CARAGA	Victor A. Odtohan	EPS I	SDO Bislig City
67		V	Eric L. Vibar	EPS II	SDO Tabaco City
68		X	Roselyn A. Faciol	EPS II	SDO Ozamis

**Workshop on the Conformance Review of Additional Course Kits for
Functional Education and Literacy Program (FELP) Courses
August 10-13, 2026**

Indicative Program of Activities

TIME	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)
7:00-7:30	Travel, Arrival & Registration of Participants	Workshop 1: Discussion of the Review/Evaluation Tools and Summary of Findings, Correction, and Review Form (SFCR) for the Facilitator's Guide between the Development Team and Evaluators (5 breakout rooms)	Workshop 3: Discussion of the Review/Evaluation Tools and Summary of Findings, Correction, and Review Form (SFCR) for the Learners' Course Kit between the Development Team and Evaluators (5 breakout rooms)	Finalization of Outputs Finalizing the Conformance Review of Additional Course Kits for Functional Education and Literacy Program (FELP) Courses
7:31-8:00				
8:01-9:00				
9:01-10:00				
10:01-10:10				
10:11-11:00		Workshop 2: Conformance review and incorporating necessary corrections, comments and suggestions to Course Kits (Facilitator's Guide) for Additional Functional Education and Literacy Program (FELP) Courses	Workshop 4: Conformance review and incorporating necessary corrections, comments and suggestions to Course Kits (Learners' Course Kit) for Additional Functional Education and Literacy Program (FELP) Courses	Continuation of Finalization of Outputs Finalizing the Conformance Review of Additional Course Kits for Functional Education and Literacy Program (FELP) Courses
11:01-12:00				
12:01-1:00		LUNCH BREAK		
1:01-2:00	I. OPENING PROGRAM *National Anthem *Prayer *DepEd Quality Policy *Acknowledgment of Participants: *Welcome Remarks: *Message:	Continuation of Workshop 2: Conformance review and incorporating necessary corrections, comments and suggestions to Course Kits (Facilitator's Guide) for Additional Functional Education and Literacy Program (FELP) Courses	Continuation of Workshop 4: Conformance review and incorporating necessary corrections, comments and suggestions to Course Kits (Learners' Course Kit) for Additional Functional Education and Literacy Program (FELP) Courses	Submission of Finalized and Conformance Reviewed Additional Course Kits for Functional Education and Literacy Program (FELP) Courses
2:01-3:00				CLOSING PROGRAM *Prayer and Nationalistic Song *Insights and Impressions *Message of the Director *Awarding of Certificates *Challenge & Acceptance of Challenge *Closing Remarks

	Guidelines and Mechanics of the Workshop on the Conformance Review of Course Kits for Additional FELP Courses.			Education and Literacy Program (FELP) Courses
Officer of the Day	Michael Angelo V. Infante	Brenfel Hajan	Jeffrey Florendo	Iza A. Rubiales