



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

September 9, 2026

REGIONAL MEMORANDUM

No. **1167** 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 4**

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, and in consideration of the importance of ensuring the proper dissemination, orientation, and contextualization of the curriculum, 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 4**, shall be conducted on September 18-20, 2026, exclusive of travel time, at the Melinda's Resort and Restaurant, Songco, Borongan City.
2. To ensure the successful conduct of the activity, all concerned Resource Persons and members of the Program Management Team (PMT) from the Regional Office and the Schools Division Office of Borongan City, are advised to be at the venue on **September 17, 2026**, for the necessary preparations and coordination. This live-out activity shall include the finalization of all logistical, technical, and administrative arrangements, including the inspection and lay-outing of the plenary hall and breakout rooms, verification of guest rooms and room assignments, testing of the sound system and other technical equipment, and preparation of certificates and attendance sheets.
3. The host Schools Division Office (SDO) of Borongan City may augment additional support staff, if deemed necessary.
4. The detailed allotment of participants per office, PMT members, and terms of reference are provided in the enclosures for the guidance of all concerned. A copy of the training matrix for the RMTOT will be issued during the arrival and registration.
5. To reiterate, there is **no registration fee**. The board and lodging of participants during the RMTOT, along with other related preparations, shall be arranged by the host SDO of Borongan City, with expenses charged against the **downloaded ALS Program Support Funds**, while the travel and other incidental



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expenses relative to the activity to the downloaded funds at the respective offices, subject to the usual accounting and auditing rules and regulations.

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

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



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

Enclosures: 1. Allotment of Pax per Office
2. The Program Management Team
3. Terms of Reference of each Committee

References: IPCR
As stated

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

CLMD-GEC-APC



Enclosure No. 1 to RM **1167**, s. 2026 dated September 9, 2026.

Allotment of Participants per Office

PMT Members for the RMTOT on the Revised ALS K to 10 Curriculum -cum- Orientation on DepEd Order No. 001, s. 2026, Cluster 4

	Division	ALS Focal Person	EPSAs	Trainers	Other TWC Members	Total Pax per Office
1	Borongan City	Trainer		1		1
2	Support Staff from Borongan City					7
3	Eastern Samar	1	2		1	4
4	Northern Samar	Trainer	2	1		3
5	Leyte			1		1
6	Ormoc City				1	1
7	Baybay City			1		1
8	Biliran			1		1
9	Calbayog City			1	1	2
10	Catbalogan City			1		1
11	Maasin City			1		1
12	Samar			1		1
13	Southern Leyte			1	1	2
14	Tacloban City			1		1
15	Regional Office	0	0	1	4	5
Total Participants		1	4	12	8	32

Total Participants for the RMTOT on the Revised ALS K to 10 Curriculum -cum- Orientation on DepEd Order No. 001, s. 2026, Cluster 4

Venue: Melinda's Resort and Restaurant, Songco, Borongan City
Date: September 18 - 20, 2026

	Division	Teachers	TWC Members	Total Pax per Office
1	Borongan City	11		11
2	Eastern Samar	61		61
3	Northern Samar	104		104
4	Composite (refer from Enclosure 1, Part A)		32	32
Total Participants		176	32	208

Enclosure No. 2 to RM 1167, s. 2026 dated September 9, 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

TWCs Chair/Proponent: DR. ALFREDO P. CAFE, EPS, CLMD, RO8
TWCs Vice-Chairs: DR. ALLAN C. ARMA, EPSA/ALS Focal, Borongan City SDO
MR. VICENTE R. ANTOFINA, JR., EPS, Eastern Samar SDO
MR. RUDEL C. LUTAO, EPS, Northern Samar SDO

Members/Trainers: MS. MILDRED C. GOFREDO, EPSA, Baybay City SDO
MS. ROWENA S. DE LEON, EPSA, Biliran SDO
DR. ALLAN C. ARMA, EPSA, Borongan City SDO
MS. LEA G. ARNEJO, EPSA, Calbayog City SDO
MS. GRACE L. BAYABAY, EPS, Catbalogan City SDO
DR. MARIA KRISTINA E. TABERNERO, EPSA, Leyte SDO
MR. CHRISTOPHER F. ROA, EPS, Maasin City SDO
DR. ALEX B. REJUSO, EPS, Northern Samar SDO
MS. MARIA LOURDES C. OCIMAN, EPSA, Samar SDO
DR. BETELINO V. AMIGO, EPSA, Southern Leyte SDO
MR. EMMANUEL A. GARCIA, EPSA, Tacloban City SDO
MR. JOSE LENIN EDER, ALS Teacher, Eastern Samar SDO (online)
MR. DIONISIO VERGARA, EPSA, Ormoc City SDO
MS. RINA A. ABOGANDA, EPSA, Calbayog City SDO
MR. ERWIN T. BULABOG, P1, Southern Leyte SDO
3 ALS Staff, GEC, CLMD, RO8
1 EPS from QAD/1 EPS from FTAD/1 EPS from HRDD

Support Personnel: Borongan City SDO Support Personnel & select ALS Staff *(To be identified by the host Division ALS Focal Person)*
Eastern Samar SDO EPSAs & select ALS Staff
Northern Samar SDO EPSAs

TECHNICAL WORKING COMMITTEES (TWCs)

FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson: DR. ALLAN C. ARMA, EPSA/ALS Focal, Borongan City SDO
Vice-Chair: JESEL L. SOLAYAO, SS, FS, GEC-ALS, RO8
Members: 2 Support Staff, Borongan City SDO

SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson: MS. RINA A. ABOGANDA, EPSA, Calbayog City SDO
Vice-Chair: MS. JAYMARIE C. SANITA, SS, GEC-ALS, RO8
Members: 1 Support Staff, Borongan City SDO
1 EPSA from Eastern Samar SDO
1 EPSA from Northern Samar SDO

MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHPSC)

Chairperson: Division Nurse/Medical Officer, Borongan City SDO
Vice-Chair: EPSA, Eastern Samar SDO
Member: EPSA, Northern Samar SDO
1 Support Staff, Borongan City SDO

SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson: MR. ERWIN T. BULABOG, P1, Southern Leyte SDO
Vice-Chair: 1 EPSA from Eastern Samar SDO
1 EPSA from Northern Samar SDO
Members: 1 Support Staff, Borongan City SDO

FOOD COMMITTEE (FC)

Chairperson: MR. DIONISIO VERGARA, EPSA, Ormoc City SDO
Vice-Chair: MS. JESEL L. SOLAYAO, SS, GEC-ALS, RO8
Members: 2 Support Staff, Borongan City SDO

VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, DepEd RO8
Vice-Chairs: DR. ALLAN C. ARMA, EPSA/ALS Focal, Borongan City SDO
Members: MR. VICENTE R. ANTOFINA, JR., EPS, Eastern Samar SDO
MR. RUDEL C. LUTAO, EPS, Northern Samar SDO
2 Support Staff, Borongan City SDO

TRANSPORTATION COMMITTEE (TC)

Chairperson: DR. ALLAN C. ARMA, EPSA/ALS Focal, Borongan City SDO
Vice-Chair: MR. JOSE R. PALLONES, AS, GEC-ALS, RO8
Members: EPSA, Eastern Samar SDO
EPSA, Northern Samar SDO
1 Support Staff, Borongan City SDO

HOSTING AND RECORDING COMMITTEE (HRC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, DepEd RO8
Vice-Chairperson: MS. RINA A. ABOGANDA, EPSA, Calbayog City SDO
Members: MR. JOSE LENIN EDER, Eastern Samar SDO
EPSA, Eastern Samar SDO
EPSA, Northern Samar SDO
1 Support Staff, Borongan City SDO

Enclosure No. 3 to RM _____, s. 2026 dated September 9, 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 4**

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 (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; 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.