



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

September 10, 2026

REGIONAL MEMORANDUM

CLMD-2026- **1179**

**SECOND GRADUATION CEREMONY AND RECOGNITION OF PARTNERS
FOR LEYTE DIVISION ALTERNATIVE LEARNING SYSTEM (ALS)
ELEMENTARY, JUNIOR HIGH SCHOOL, AND SENIOR
HIGH SCHOOL COMPLETERS OF THE
GIRLS' EDUCATION CENTER**

To: Schools Division Superintendent } Leyte Division
Chief, CLMD, Regional Office VIII
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD) and in collaboration with the Leyte Schools Division Office (SDO), shall conduct the **Second Graduation Ceremony and Recognition of Partners for Leyte Division Alternative Learning System (ALS) Elementary, Junior High School, and Senior High School Completers of the Girls' Education Center** on **October 15, 2026 at 9:00 A.M.** at the **DepEd Region VIII Gymnasium, Government Center, Brgy. Candahug, Palo, Leyte.**

2. In this connection, the identified participants listed in the enclosure are expected to arrive at the venue at least **one (1) hour prior to the program** and shall already be wearing the prescribed attire agreed upon for ALS implementers and learners. In addition, ALS coasters shall transport learners from designated pick-up points to the venue and back to their respective drop-off points, including transportation during rehearsals and related meetings. The matrix of activities shall be shared one (1) day before the event.

3. There shall be **no registration fee**. The CLMD, through the GEC, shall provide the necessary logistical support, including the transportation and accommodation of Central Office guests; provision of two (2) snacks and one (1) lunch for participants; fuel for the ALS coasters; stage decorations; rental of LED wall and accessories, medals; plaques; and other necessary supplies and materials. Expenses for these shall be charged against the **ALS funds** of the Regional Office, subject to existing accounting and auditing rules and regulations. Meanwhile, the transportation and other related expenses of division personnel shall be charged against the downloaded **ALS funds and/or local funds** of the Division Office, subject to the same rules and regulations.

4. The Schools Division Superintendent of Leyte, through the Division ALS Focal Person, shall ensure the full attendance and active participation of all identified participants throughout the activity.



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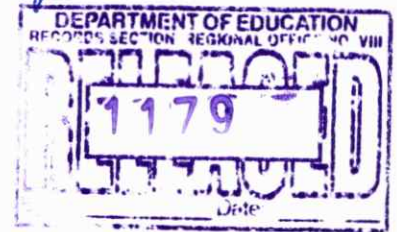


5. The members of the **Technical Working Committees (TWCs)** shall carry out their respective duties and responsibilities as stipulated in the **Terms of Reference (ToR)** provided in the enclosures.
6. For inquiries and other concerns, **Dr. Alfredo P. Cafe**, Education Program Supervisor, CLMD, may be contacted at **clmd.regon8@deped.gov.ph** cc **alfredo.cafe@deped.gov.ph**.
7. All other provisions of the previous issuance pertaining to the operations of the GEC that are consistent with this Memorandum shall remain in force and effect.
8. Immediate dissemination of and compliance with this Memorandum are desired.


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

Enclosure: 1. Participants per Concerned Office
2. Technical Working Committees
3. Terms of Reference of TWC members

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



To be indicated in the Perpetual Index under the following subjects:
ALS
AWARDS AND RECOGNITION
GIRLS EDUCATION

CLMD-GEC-APC

Enclosure No. 1 to RM _____, s. 2026 dated September 10, 2026.

Allotment of Participants per Concerned Office

October 15, 2026 @9:00 A.M.

Gymnasium, DepEd Regional Office VIII compound, Candahug, Palo, Leyte

Participants		Leyte SDO	Regional Office
1	Elem Graduates & JHS Completers (SY 2025-2026)	22	
2	SHS Grade 11 Completers (SY 2025-2026)	17	
3	Parents/ Guardians (only those who confirmed to attend)	2	
4	Teachers (16)	(TWG members)	
5	EPSAs (7)	TWG	
6	ALS Focal Person	TWG	
7	Schools Division Superintendent/ Representative	1	
8	CID Chief	1	
9	Guest Speaker	1	
10	CO Guests	2	
11	Boy Scouts (for the Flag raising)	5	
12	Priest & Assistants (for the thanksgiving mass)	3	
13	Palo NHS Head & SHS Coordinator	2	
14	Pawing NHS Head & SHS Coordinator	2	
15	Mayor Remedios "Matin" V. Loreto-Petilla & Staff	5	
16	Gov. Carlos Jericho "Icot" L. Petilla & Staff	5	
17	District Supervisors (Feeder Districts)	9	
18	Drivers	6	1
19	Staff/Assistants for SDS, CID Chief, & Guest Speaker	3	1
20	TWG members	24	13
Total Pax per Office		110	15
Over all Participants		125	

Enclosure No. 2 to RM _____, s. 2026 dated September 10, 2026.

THE COMMITTEES

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-Chair: DR. MARIE JOY A. ARIAS, EPS, Leyte SDO

Members: ALL FUNCTIONAL DIVISION CHIEFS

Support Personnel: ALL CLMD EPSs
CLMD-GEC Staff

TECHNICAL WORKING COMMITTEES (TWC)

FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, RO8
Vice-Chair: MR. JOSE R. PALLONES, ALS Staff, GEC
Member: MS. JESEL L. SOLAYAO, SS, GEC-ALS, RO8

SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson: MS. JAYMARIE C. SANITA, ALS Staff, GEC
Vice-Chairs: MS. MARGELYN R. COLANA, CLMD Staff
Members: 5 Teachers from Leyte Division

MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHPSC)

Chairperson: DR. ANGELA RODRIQUEZ, Regional Medical Officer
Vice-Chair: RO8 Nurse
Member: MS. JULIET M. SABINO, CLMD Staff
2 GEC ALS SHS Teachers

SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD--GEC-ALS
Vice-Chair: MR. JOSE R. PALLONES, ALS Staff, GEC
Members: 2 GEC ALS SHS Teachers

FOOD COMMITTEE (FC)

Chairperson: DR. MARIE JOY A. ARIAS, EPS, Leyte SDO
Vice-Chair: MS. ADARA LOURDES S. LUATON, RN, Nutritionist, ESSD
Members: MS. JAYMARIE C. SANITA, ALS Staff, GEC
1 EPSA from Leyte Division
5 Teachers from Leyte Division

VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD, RO8
Vice-Chair: MR. JOSE R. PALLONES, ALS Staff, GEC
Member: 1 EPSA from Leyte Division
3 Teachers from Leyte Division

TRANSPORTATION COMMITTEE (TC)

Chairperson: MS. APPLE REYES, AOIV, GSU, AD
Vice-Chair: MS. JAYMARIE C. SANITA, ALS Staff, GEC
Members: MR. SULPICIO M. GERNALE, MS, GEC
MR. EDWARD GERALD FUMAR, AS, GEC
1 EPSA & 3 Teachers from Leyte Division

Enclosure No. 3 to RM _____, s. 2026 dated September 10, 2026.

***Terms of Reference (ToR) of the Different Working Committees for the
Second Graduation Ceremony and Recognition of Partners for Leyte
Division Alternative Learning System (ALS) Elementary, Junior
High School, and Senior High School Completers
of the Girls' Education Center***

PROGRAM STEERING COMMITTEE (PSC)

- Initiate the planning process for the event;
- Ensure 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 activity 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 activity;
- 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 for the activity;
- 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; 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 and delivery;
- 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 all the participants throughout the activity;
- Coordinate with the guards on duty 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 participants 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 surroundings, toilets, and other areas 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;
- Take charge in the registration and attendance of all the participants using 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 learners from designated pick-up points, ensuring their arrival at the GEC before 8:00 AM;
- Manage the transportation of learners back to their respective pick-up points according to the schedule;
- Ensure the coasters remain fully functional and well-maintained, in excellent condition, and free from unpleasant odors;
- Check the validity of the coasters' registration and insurance policy; and
- Do other tasks as instructed by the PSC.