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

November 5, 2026

**REGIONAL MEMORANDUM**
CLMD-2026- 1486

**CORRIGENDUM TO REGIONAL MEMORANDUM NO. 1402, S. 2026**
**RE: REGIONAL MASS TRAINING OF TEACHERS (RMTOT) ON ALTERNATIVE LEARNING SYSTEM (ALS) ASSESSMENT *-CUM-* UTILIZATION OF NEW ALS FORMS, CLUSTER 1**

To: Schools Division Superintendents
} Baybay City Division
} Biliran Division
} Borongan City Division
} Leyte Division
} Maasin City Division
} Ormoc City Division
} Southern Leyte Division
} Tacloban City Division

Chief, CLMD, Region VIII
All Others Concerned

1. For reference and guidance of all concerned, Paragraph 1 of the Regional Memorandum No. 1402, s. 2026, is hereby amended and shall read as follows:

> "In consonance with DepEd Memorandum DM-CT-2023-285 dated September 18, 2023 and Regional Memorandum No. 1014, s. 2023, dated September 21, 2023, and in consideration of the importance of ensuring the proper dissemination, orientation, and effective utilization of the new Alternative Learning System (ALS) forms developed in 2026, the **Regional Mass Training of Teachers (RMTOT) on ALS Assessment -cum- Utilization of New ALS Forms, Cluster 1**, shall be conducted on November 13-15, 2026, exclusive of travel time, at the at the **Country Lodge, Maasin City, Southern Leyte**."

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

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

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

DEPARTMENT OF EDUC
RECORDS SECTION REGIONAL
11 48
11-9-26



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Enclosures: None
References: As stated
To be indicated in the Perpetual Index under the following subjects:
ALS
CURRICULUM
TRAININGS

CLMD-GEC-APC

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

October 26, 2026

**REGIONAL MEMORANDUM**
No. 1402 s.2026

**REGIONAL MASS TRAINING OF TEACHERS (RMTOT) ON ALTERNATIVE LEARNING SYSTEM (ALS) ASSESSMENT -CUM- UTILIZATION OF NEW ALS FORMS, CLUSTER 1**

To: Schools Division Superintendents
All Others Concerned

1. In consonance with DepEd Memorandum DM-CT-2023-285 dated September 18, 2023 and Regional Memorandum No. 1014, s. 2023, dated September 21, 2023, and in consideration of the importance of ensuring the proper dissemination, orientation, and effective utilization of the new Alternative Learning System (ALS) forms developed in 2026, the **Regional Mass Training of Teachers (RMTOT) on ALS Assessment -cum- Utilization of New ALS Forms, Cluster 1**, shall be conducted on November 13-15, 2026, at a venue to be identified by the host Schools Division Office (SDO) of Southern Leyte.

2. The activity aims to capacitate ALS teachers and other concerned personnel in the appropriate application of ALS assessment procedures and the proper accomplishment and utilization of the prescribed forms to promote consistency, accuracy, and efficiency in assessment and documentation practices across the region.

3. To ensure the effective preparation and smooth implementation of the activity, a Pre-Training Conference with Program Management Team (PMT) members identified in Enclosures 1 and 3 shall be conducted on **October 29-30, 2026** at the same venue as identified by the host SDO.

4. The conference shall include the finalization and validation of all logistical, technical, and administrative arrangements, including the inspection and laying out of the plenary hall and breakout rooms, verification of guest rooms and room assignments, testing of the sound system and other technical equipment, preparation and validation of documentary requirements such as certificates and attendance sheets, and completion of other related tasks necessary to ensure the successful conduct of the activity.

5. The host SDO of Southern Leyte may augment additional support staff if deemed necessary.

6. In addition, the identified participants must bring laptops and extension cords to facilitate expeditious report generation and presentation.

7. 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 Pre-Training Conference.

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

9. 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. Activity Matrix (Pre-Training Conference)
3. Program Management Team
4. 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

DEPARTMENT OF ED
1402
By:

*Enclosure No. 1 to RM _____, s. 2026 dated October 26, 2026.*

## Allotment of Participants per Office

A. Pre-Training Conference with PMT Members for the RMTOT on ALS Assessment -cum- Utilization of New ALS Forms, Cluster 1

Venue: Country Lodge, Maasin City
Date: October 29-30, 2026

| | Division | ALS Focal Person | EPSAs | Trainers | Other TWC Members | Total Pax per Office |
|---|---|---|---|---|---|---|
| 1 | Leyte | | | 3 | | **3** |
| 2 | Ormoc City | | | | 1 | **1** |
| 3 | Baybay City | 1 | Trainer | 5 | | **7** |
| 4 | Biliran | 1 | 2 | 5 | | **8** |
| 5 | Borongan City | | | 1 | | **1** |
| 6 | Maasin City | Trainer | 1 | 5 | 3 | **10** |
| 7 | Southern Leyte | Trainer | 1 | 5 | 4 | **11** |
| 8 | Tacloban City | 1 | 2 | 5 | | **8** |
| 9 | Support Staff from Southern Leyte | | | | | **8** |
| 10 | Regional Office | 0 | 0 | 1 | 5 | **6** |
| **Total Participants** | | **5** | **7** | **30** | **13** | **63** |

B. Conduct of RMTOT on ALS Assessment -cum- Utilization of New ALS Forms, Cluster 1

Venue: Country Lodge, Maasin City
Date: November 13-15, 2026

| | Division | Teachers | TWC Members | Total Pax per Office |
|---|---|---|---|---|
| 1 | Baybay City | 15 | | **15** |
| 2 | Biliran | 30 | | **30** |
| 3 | Maasin City | 16 | | **16** |
| 4 | Southern Leyte | 40 | | **40** |
| 5 | Tacloban City | 12 | | **12** |
| 6 | Composite *(refer from Enclosure 1, Part A)* | | **63** | **63** |
| **Total Participants** | | **113** | **63** | **176** |

*Enclosure No. 2 to RM _____, s. 2026 dated October 26, 2026.*

## ACTIVITY MATRIX

Pre-Training Conference with PMT Members for the RMTOT on ALS Assessment -cum- Utilization of New ALS Forms, Cluster 1

Venue: Country Lodge, Maasin City
Date: October 29-30, 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<br>**(Host)** |
| 09:01 AM – 10:00 AM | | **SHORT CLOSING PROGRAM** |
| 10:01 AM – 11:00 AM | **SHORT OPENING PROGRAM**<br>*(Separate copy of the Program will be provided later)* | **HOMEWARD BOUND** |
| 11:01 AM – 12:00 NN | Call to Order, Presentation of the Agenda and additional items for Discussion for the new set of PMT Members<br>**Presider** | |
| 12:01 PM – 01:00 PM | **NOON BREAK** | |
| 01:01 PM – 02:00 PM | Goal Setting and Discussion of the Terms of Reference<br>**Dr. Alfredo P. Cafe, EPS, CLMD** | |
| 02:01 PM – 02:10 PM | **HEALTH BREAK** | |
| 02:11 PM – 04:30 PM | Updating of topics to each trainer<br>***Division ALS Focals from Baybay City, Biliran, Maasin City, Southern Leyte, & Tacloban City SDOs*** | |
| 04:31 PM – 05:30 PM | Dry-run of Topics & Venue inspection, layout for the plenary, and other tasks<br>**(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 October 26, 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 Chair/Proponent: | DR. ALFREDO P. CAFE, EPS, CLMD, RO8 |
| TWC Vice-Chairs: | MS. MARGILINA C. MENDOZA, EPS, Baybay City SDO |
| | MS. AMER L. SANTOLORIN, EPS, Biliran SDO |
| | MR. CHRISTOPHER F. ROA, EPS, Maasin City SDO |
| | DR. BETELINO V. AMIGO, ALS Focal, Southern Leyte SDO |
| | MR. RANULFO I. BAAY, EPS, Tacloban City SDO |
| Members/Trainers: | MS. MILDRED C. GOFREDO, EPSA, Baybay City |
| | MR. NONILON ESPEJON, EPSA, Biliran |
| | MS. ROWENA S. DELEON, EPSA, Biliran |
| | DR. ALLAN C. ARMA, EPSA, Borongan City |
| | DR. MARIA KRISTINA E. TABERNERO, EPSA, Leyte |
| | MR. ALBERTO A. ABE JR, EPSA, Leyte |
| | DR. ROQUE D. VALLEJOS, P1, Leyte |
| | MR. CHRISTOPHER F. ROA, EPS, Maasin City |
| | MS. LIEZELLYZYL C. JURBAN, EPSA, Maasin City |
| | DR. ELVIE C. SALAPI, P2, Maasin City |
| | DR. PATRICIO C. LIMAS, P2, Maasin City |
| | MS. CHARIZZ GRACE P. EUCOGCO, MT1, Maasin City |
| | MR. DIONISIO C. VERGARA, EPSA, Ormoc City |
| | DR. BETELINO V. AMIGO, EPS, Southern Leyte |
| | MR. LLOYD C. CARBONILLA, EPSA, Southern Leyte |
| | MR. ERWIN T. BULABOG, P1, Southern Leyte |
| | MR. RICHIE B. BALILI, P1, Southern Leyte |
| | MR. ELMER D. LOQUINTE, P2, Southern Leyte |
| | MS. NANCY N. TOLIBAS, P1, Southern Leyte |
| | MR. EMMANUEL GARCIA, EPSA, Tacloban City |
| | MS. GRACE C. ZANORIA, EPSA, Tacloban City |
| | 5 RCOT from Baybay City |
| | 5 RCOT from Biliran |
| | 5 RCOT from Maasin City |
| | 5 RCOT from Southern Leyte |
| | 5 RCOT from Tacloban City |
| | 2 ALS Staff, GEC, CLMD, RO8 |
| | 1 EPS from QAD |
| | 1 EPS from FTAD |
| | 1 EPS/EPS II from HRDD |
| Support Personnel/ *Members:* | *Additional nine (9) personnel to be identified by the host Division ALS Focal Person* |

## TECHNICAL WORKING COMMITTEES (TWC)

### FINANCE AND PROCUREMENT COMMITTEE (FPC)

| | |
|---|---|
| Chairperson: | DR. BETELINO V. AMIGO, ALS Focal, Southern Leyte |
| Vice-Chair: | MS. JESEL L. SOLAYAO, FS/SS, GEC-ALS |
| Members: | EPSA, Southern Leyte |
| | 1 Staff from Southern Leyte |

### SUPPLIES AND MATERIALS COMMITTEE (SMC)

| | |
|---|---|
| Chairperson: | DR. ELVIE C. SALAPI, P2, Maasin City |
| Vice-Chair: | MS. JAYMARIE C. SANITA, SS, GEC-ALS |
| Members: | EPSA from Baybay City |
| | EPSA from Biliran |
| | EPSA from Maasin City |
| | 2 Staff from Southern Leyte |

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

| | |
|---|---|
| Chairperson: | Division Nurse/Medical Officer, Southern Leyte |
| Vice-Chair: | MS. NANCY N. TOLIBAS, P1, Southern Leyte |
| Member: | EPSA from Tacloban City |
| | EPSA from Biliran |
| | 3 Staff from Southern Leyte |

### SAFETY AND SECURITY COMMITTEE (SSC)

| | |
|---|---|
| Chairperson: | MR. ERWIN T. BULABOG, P1, Southern Leyte |
| Vice-Chair: | DR. RICHIE B. BALILI, P1, Southern Leyte |
| Members: | EPSA from Southern Leyte |
| | 4 Staff from Southern Leyte |

### FOOD COMMITTEE (FC)

| | |
|---|---|
| Chairperson: | MR. DIONISIO VERGARA, EPSA, Ormoc City |
| Vice-Chair: | MS. JESEL L. SOLAYAO, SS, GEC-ALS |
| Members: | 4 Staff from Southern Leyte |

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

| | |
|---|---|
| Chairperson: | DR. ALFREDO P. CAFE, EPS, CLMD, DepEd RO8 |
| Vice-Chairs: | DR. BETELINO V. AMIGO, ALS Focal, Southern Leyte |
| Members: | MR. ELMER D. LOQUINTE, P2, Southern Leyte |
| | 1 Staff from Southern Leyte |
| | 1 EPS from QAD |
| | 1 EPS from FTAD |
| | 1 EPS/EPS II from HRDD |

**TRANSPORTATION COMMITTEE (TC)**

| | |
|---|---|
| Chairperson: | MR. LLOYD C. CARBONILLA, EPSA, Southern Leyte |
| Vice-Chair: | MR. DIONISIO VERGARA, EPSA, Ormoc City |
| Members: | MR. SULPICIO M. GERNALE, MS, GEC-ALS |
| | Division Drivers from Baybay City, Biliran, Maasin City, Southern Leyte & Tacloban City |
| | 1 Staff from Southern Leyte |

**HOSTING AND RECORDING COMMITTEE (HRC)**

| | |
|---|---|
| Chairperson: | DR. ALFREDO P. CAFE, EPS, CLMD, DepEd RO8 |
| Vice-Chairperson: | MS. CHARIZZ GRACE P. EUCOGCO, MT1, Maasin City |
| Members: | DR. PATRICIO D. LIMAS, P2, Maasin City |
| | EPSA from Southern Leyte |
| | 2 Staff from Southern Leyte |

*Enclosure No. 4 to RM 1402, s. 2026 dated October 26, 2026.*

***Terms of Reference (ToR) of the Different Working Committees for the* Regional Mass Training of Teachers (RMTOT) on ALS Assessment -cum- Utilization of New ALS Forms, Cluster 1**

## 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.