November 11, 2026

REGIONAL MEMORANDUM
No. 1519 s.2026

CONDUCT OF 2026 REGIONAL ALTERNATIVE LEARNING SYSTEM (ALS) SUMMIT -*CUM*- SOFT LAUNCH OF THE MICRO-CERTIFICATION PILOTING IN REGION VIII

To: Schools Division Superintendents
All Others Concerned

1. Relative to the continuous efforts of the Department of Education (DepEd) Region VIII to expand equitable access and strengthen quality assurance in non-formal education, this Office, through the Curriculum and Learning Management Division (CLMD), shall conduct a **Regional Alternative Learning System (ALS) Summit -*cum*- Soft Launch of the Micro-Certification Piloting in Region VIII** on a date and at a venue to be identified by the Schools Division Office (SDO) of Borongan City.

2. The activity aims to:

a) unveil the framework and tools for the ALS Micro-Certification System under the Functional Education and Literacy Program (FELP) in the recipient pilot division of Eastern Samar;

b) showcase the best practices and effective strategies employed by the 13 SDOs in conducting learner mapping and advocacy campaigns within their respective catchment areas;

c) identify underlying implementation challenges in the ALS program that directly impact learner academic performance in the 2025 Accreditation and Equivalency (A&E) Test;

d) formulate targeted, data-driven interventions and strategic solutions to bridge identified learning gaps and enhance regional performance; and

e) draw valuable insights and guidance from the messages and presentations of invited Resource Persons and DepEd officials to strengthen program implementation and ensure the effective and successful delivery of ALS services.

3. The SDOs, through their respective Curriculum and Implementation Division (CID) Chiefs or their authorized representatives, shall lead and ensure full attendance of their respective participants identified in the enclosure.

4. Each SDO shall submit narratives of five (5) success stories from the past three (3) years of ALS Program implementation, consisting of not more than 250 words per narrative, together with five (5) photographs, for inclusion in the Gallery of Wins exhibits. Submissions shall be sent to **clmd.region8@deped.gov.ph**, cc **alfredo.cafe@deped.gov.ph**.

5. The narratives shall highlight notable achievements and milestones in the areas of learner, teacher, and institutional development; accomplishments in extracurricular activities; and the valuable contributions and impact of partnerships in strengthening and supporting the implementation of the ALS Program.

6. There is **no registration fee**. The board and lodging expenses of participants, including other related logistical requirements, shall be charged against the downloaded ALS Program Support Funds at the host SDO of Borongan City. Meanwhile, travel and other incidental expenses relative to the activity shall be charged against the respective funds of the participating offices. The procurement of advocacy materials and identity shirts shall also be facilitated by the host SDO in coordination with the Regional ALS Focal Person using ALS funds, subject to the usual accounting and auditing rules and regulations.

7. Meals and snacks shall be provided, starting with breakfast on the first day and concluding with afternoon snacks on the final day.

8. The Regional ALS Focal Person, with the support of at least two (2) Project Management Team (PMT) members and at least two (2) Contract of Service (CoS) staff for ALS, shall immediately conduct coordination meetings and provision of technical assistance in any modality with the host division relative to the preparation of the above-mentioned activity of which expenses are chargeable against the downloaded ALS Funds at the Regional Office. The schedules and venues of the onsite coordination meetings shall be communicated to all concerned through a separate issuance.

9. The detailed allocation of participants per office, the composition of the Program Management Team (PMT), and the corresponding Terms of Reference (TOR) are provided in the enclosures for the information and guidance of all concerned. The activity matrix for the ALS Summit shall be disseminated separately to the concerned SDOs upon finalization.

10. The SDO of Borongan City shall organize additional internal committees to augment the manpower complement and ensure the efficient coordination and execution of the various tasks and responsibilities throughout the duration of the ALS Summit and its related activities.

11. 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
1519
By:

Enclosures: 1. Program Management Team (PMT)
2. Terms of Reference of the PMT
3. Allotment of Participants

References: DO 028, s. 2022 dated June 20, 2022
5-Point Agenda of DepEd

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

CLMD-GEC-APC

Enclosure 1 to RM No. 1519 dated November 11, 2026

The Resource Persons: **HON. JEROME T. BUENVIAJE, PhD**
Assistant Secretary for Learning System Strand
Overseeing key initiatives for the ALS

DR. MARILETTE R. ALMAYDA
Director IV
Bureau of Alternative Education

MR. DANPAUL H. SANTOS
Executive Assistant IV
Office of the USEC for Governance and Operations

PROGRAM MANAGEMENT TEAM (PMT)

Program Steering Committee (PSC)

Regional Director	**DR. SALUSTIANO T. JIMENEZ JD, CESO III**
Asst. Regional Director	**DR. MARILYN B. SIAO, CESO IV**
CLMD Chief	**DR. GERTRUDES C. MABUTIN**
Chairperson	**DR. ALFREDO P. CAFÉ, EPS, CLMD, DepEd RO8**
Members:	**FUNCTIONAL DIVISION CHIEFS, DepEd RO8**

Technical Working Committees

Venue, Accommodation & Monitoring

Chairperson:	DR. ALLAN C. ARMA, EPSA, Borongan City Div
Vice-Chairperson:	PSDSs/SHs from Borongan City Division
Member:	MS. JAYMARIE SANITA, ALS Staff, RO8
	5 Select ALS Teachers, Borongan City Division
	2 CLMD EPSs
	1 QAD EPS

Program & Invitation

Chairperson:	LORIE E. B. ARAGO, EPS, Borongan City Div
Vice-Chairperson:	MA GENOVIVA SABUGDALAN, ALS Staff, RO8
Members:	5 Select ALS Teachers, Borongan City Division
	3 CLMD EPSs

Finance & Procurement

Chairperson:	DR. ALFREDO P. CAFÉ, EPS, CLMD, DepEd RO8
Vice-Chairperson:	DR. ALLAN C. ARMA, EPSA, Borongan City Div
Members:	2 ALS SHS Heads, Borongan City Division
	JESEL L. SOLAYAO, ALS Staff, RO8

Documentation, Report Generation, & Publication (Print and Digital/ Video)

Chairperson:	PAU Head/Representative, DepEd RO8
Vice-Chairperson:	LORIE E. B. ARAGO, EPS, Borongan City Div
Members:	MS. RINA A. ABOGANDA, EPSA, Calbayog City SDO
	JOSE LENIN EDER, Eastern Samar Division
	MA GENOVIVA SABUGDALAN, ALS Staff, RO8
	ROSEMARY G. REY, Maasin City Division

Medical, Health Protocol & Sanitation

Chairperson:	MEDICAL OFFICER/NURSE, Borongan City Div
Vice-Chairperson:	IVY L. AMPOLOQUIO, Southern Leyte Division
Member:	LGU Medical Staff, Borongan City
	Health & Nutrition Head, DepEd RO8
	DRRM Focal/Representative, DepEd RO8

Hosting and Recording

Chairperson:	ELMER C. LOPEZ, Tacloban City Division
Vice-Chairperson:	CHARIZZ GRACE P. EUCOGCO, Maasin City Div
Member:	2 Select ALS Teachers, Borongan City Division

Registration, Attendance & Certification

Chairperson:	DR. ALLAN C. ARMA, EPSA, Borongan City Div
Vice-Chairperson:	MA GENOVIVA SABUGDALAN, ALS Staff, RO8
Members:	2 ALS SHS Heads, Borongan City Division
	5 CLMD EPSs
	1 HRDD EPS

Food Committee

Chairperson:	DR. ALLAN C. ARMA, EPSA, Borongan City Div
Vice-Chairperson:	MR. DIONISIO VERGARA, EPSA, Ormoc City Division
Members:	MS. JESEL L. SOLAYAO, SS, GEC-ALS, RO8
	2 Support Staff, Borongan City Division

Transportation Committee

Chairperson:	MR. ERWIN T. BULABOG, P1, Southern Leyte Division
Vice-Chair:	DR. RITCHIE M. BALILI, P1, Southern Leyte Division
Members:	MR. SULPICIO M. GERNALE, MS, GEC-ALS
	34 Regional and Division Drivers
	2 Staff from Borongan City Division

Safety and Security Committee

Chairperson:	DR. RITCHIE M. BALILI, P1, Southern Leyte Division
Vice-Chair:	MR. ERWIN T. BULABOG, P1, Southern Leyte Division
Members:	DR. ALLAN C. ARMA, EPSA, Borongan City Div.
	2 Staff from Borongan City Division

Enclosure 2 to RM No. _____ dated November 11, 2026

TERMS OF REFERENCE (TOR) OF THE PMC

PROGRAM STEERING COMMITTEE (PSC)

- Manage and oversee the general conduct of the Activity.
- Ensure that all the tasks are carried out as planned.
- Guarantee provision of all necessary resources.
- Warrant the safety and security of the participants.
- Steer and empower the created Working Committees.

TECHNICAL WORKING COMMITTEES

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.

PROGRAM AND INVITATION COMMITTEE (PIC)

- Prepare and process communications following the standards and protocol.
- Prepare and distribute to the concerned participants copies of the approved program.
- Send invitation letters to the identified guests outside of DepEd.
- Coordinate with the Registration, Attendance & Certification Committee (RACC) in getting the names of the VIPs, basis for the distribution of the approved Programme.
- Do other related tasks as instructed by the PSC.

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.

DOCUMENTATION, REPORT GENERATION, & PUBLICATION COMMITTEE (DRGPC)

- Prepare and present to the PSC the daily record of the important events occurring within the activity for information, review, and storing.
- Post in the Facebook Walls and other online platforms the approved data for public knowledge, information, and monitoring.
- Prepare and submit report of accomplishments to the PSC.
- Prepare documents and other Means of Verification necessary for the payment of the procured goods and services and in support to the liquidation process of the utilized funds.
- Provide the PSC with the backup files of all the reports generated and submitted.
- 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.

HOSTING AND RECORDING COMMITTEE (HRC)

- Act as the master of the ceremonies.
- Prepare and present to the PSC the script of the flow of the program and the list of the VIPs for proper recognition.
- Check the functionality of the sound system and ensure its high-fidelity which shall connect at least two (2) speakers and (2) microphones.
- Ensure smooth flow of the transition following the approved program.
- In coordination with the Documentation and Report Generation Committee (DRGC), prepare and present to the PSC the daily record of the important events occurring within the activity for information, review, and storage.
- Provide copies of the recorded events to the PSC through the DRGC.
- In coordination with the DRGC, post in the Facebook Walls and other online platforms the approved data for public knowledge, information, and monitoring.
- Do other related tasks as instructed by the PSC.

REGISTRATION, ATTENDANCE & CERTIFICATION COMMITTEE (RACC)

- Prepare and ensure accomplishment of the Registration and Attendance Sheets.
- Submit to the PSC through the DRGPC the accomplished Registration and Attendance Sheets.
- Assist the PC in taking pictures of Food delivered by the supplier and to ensure the availability of photos as needed.
- Prepare Certificates of Appearance, Participation and Recognition for distribution/awarding to the official participants and facilitators/resource speakers.
- Take charge of ushering the guests.
- Coordinate with the hotel management in ensuring accuracy and consistency with the information in the rooming assignment.
- 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.

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.

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.

Enclosure 3 to RM No. _____ dated November 11, 2026

ALLOTMENT OF PARTICIPANTS PER OFFICE

Division		SDS/ ASDS	CID/ SGOD Chief	ALS Focal	EPSA	PSDS	ALS SHS Heads	City/ Municipal LGU	ALS SHS Teachers	ALS A&E Teachers	ALS A&E Learners	Total Pax
1	Baybay City	1	1	1	1	2	2	2	2	6	5	23
2	Biliran	1	1	1	2	2	1	4	1	6	5	24
3	Borongan City	1	1	1	1	2	2	2	2	6	5	23
4	Calbayog City	1	1	1	2	2	5	2	5	6	5	30
5	Catbalogan City	1	1	1	2	2	2	2	2	6	5	24
6	Eastern Samar	1	1	1	2	2	2	6	2	6	5	28
7	Leyte	1	1	1	7	2	3	8	3	6	5	37
8	Maasin City	1	1	1	1	2	2	2	2	6	5	23
9	Northern Samar	1	1	1	2	2	2	6	2	6	5	28
10	Ormoc City	1	1	1	2	2	8	2	8	6	5	36
11	Samar	1	1	1	2	2	2	6	2	6	5	28
12	Southern Leyte	1	1	1	2	2	5	6	5	6	5	34
13	Tacloban City	1	1	1	2	2	2	2	2	6	5	24
14	Barangay LGU Officials (4 slots to be identified by each SDO)											52
15	Regional Office											20
16	Central Office											7
17	PMT Members											25
18	Drivers											34
Total Pax per Group		13	13	13	28	26	38	50	38	78	65	500

Important Reminders:

1. *Priority in participation shall be given to School Heads from the pioneer set of ALS Senior High School (SHS) Pilot Schools (Batch 1);*
2. *Priority shall likewise be given to select ALS learners capable of demonstrating and providing Life and Career Skills services to participants and guests during the two-hour morning showcase on Day 1; and*
3. *Priority for ALS teacher participation shall be given to those who have not previously attended any Regional ALS Summit.*