



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

July 28, 2023

**REGIONAL MEMORANDUM**

No. **798** s.2023

**REGIONAL ALTERNATIVE LEARNING SYSTEM (ALS)  
 SUMMIT CUM LAUNCHING OF THE ALS SENIOR  
 HIGH SCHOOL PROGRAM LEVEL**

To: Schools Division Superintendents  
 All Others Concerned

This Office, through the Curriculum and Learning Management Division (CLMD), shall conduct a **Regional Alternative Learning System (ALS) Summit cum Launching of the ALS Senior High School Program Level** on September 26-27, 2023 at the Visayas State University (VSU), Baybay City.

1. The activity aims to:
  - a) share best practices and success stories from the past four years of the implementation of the ALS Program at every division;
  - b) highlight the initial gains on the utilization of the first ALS database system in Region VIII;
  - c) thresh-out recent common gaps that hindered the implementation of the Program; and
  - d) gain insights from the messages of the invited speakers and DepEd officials necessary for the successful implementation of the Program.
2. The Schools Division Superintendents, through their respective Curriculum Implementation Division Chiefs, shall ensure full attendance of the participants identified in the enclosure.
3. There is **no registration fee**. The board and lodging expenses of the participants shall be charged against the **downloaded ALS Program Support Funds** at the host Division of Baybay City, with morning snacks as the first meal on September 26, 2023 and breakfast as the last meal on September 27, 2023, while the travel and other incidental expenses relative to the activity to the downloaded funds at the respective offices, subject to the usual accounting and auditing rules and regulations.



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4. The Regional ALS Focal Person, with the support of two Contract of Service staff for ALS, shall conduct coordination meetings and provision of technical assistance 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.

5. Further, the host schools division shall take charge of all the necessary arrangements in the procurement of the needed goods and services as well as in the liquidation and reporting on the utilization of the funds.

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

  
**EVELYN R. FETALVERO, CESO IV**  
Regional Director 

Enclosures: 1. Program Management Committee  
2. Terms of Reference of the PMC  
3. Allotment of Participants  
4. Activity Matrix

References: OM-OAGA-2022-081 dtd 07 June 2022  
MATATAG Agenda of DepEd

To be indicated in the Perpetual Index under the following subjects:

**ALS CURRICULUM CONFERENCES**

CLMD-APC



Enclosure 1 to RM No. \_\_\_\_\_ dated July 27, 2023, re: **Regional Alternative Learning System (ALS) Summit cum Launching of the ALS Senior High School Program Level on September 26-27, 2023, at the Visayas State University (VSU), Baybay City.**

**The Resource Persons:**        **HON. G.H. S. AMBAT**  
Asst. Secretary, Alternative Learning System

**DR. MARILETTE R. ALMAYDA**  
Director, Bureau of Alternative Education

**PROGRAM MANAGEMENT COMMITTEE (PMC)**

**Program Steering Committee (PSC)**

<i>Regional Director</i>	<b>DR. EVELYN R. FETALVERO, CESO IV</b>
<i>Asst. Regional Director</i>	<b>DR. RONELO AL K. FIRMO, CESO V</b>
<i>CLMD Chief</i>	<b>DR. HARVIE D. VILLAMOR</b>
<i>Chairperson</i>	<b>DR. ALFREDO P. CAFÉ</b> , EPS, CLMD, DepEd RO8

**Technical Working Committees**

*Accommodation & Venue Preparations*

Chairperson:	MARGILINA C. MENDOZA, EPS, Baybay City Division
Vice-Chairperson:	DELIA V. VEGA, ALS Teacher, Baybay City Division
Member:	JOSHUA MALONIE O. DAGUINOD, MT, Eastern Samar Div.

*Program & Invitation*

Chairperson:	RASSEL ESCOLANO, ALS CS, CLMD, DepEd RO8
Vice-Chairperson:	MILDRED C. GOFREDO, EPSA, Baybay City Division
Members:	APRIL NOVE GORGONIO, ALS Teacher, Baybay City Division

*Procurement*

Chairperson:	MILDRED C. GOFREDO, EPSA, Baybay City Division
Vice-Chairperson:	CHONA P. MUNDA, ALS FS, CLMD, DepEd RO8
Member:	RICO LORETO, ALS Teacher, Baybay City Division

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

Chairperson:	VICTOR C DUMAGUIT, SHS Head Teacher, Maasin City Div.
Vice-Chairperson:	RAY SANDY V. ABAYAN, Eastern Samar Division
Member:	MELVIC G. HINUNANGAN, ALS Teacher, Maasin City Div.

*Health & Safety*

Chairperson:	CHRISTOPHER F. ROA, EPS, Maasin City Division
Vice-Chairperson:	VICENTE R. ANTOFINA, JR., EPS, Eastern Samar Division
Member:	MARYGEN M. BERNALES, ALS SHS Teacher, So. Leyte Div. FIDEL EDWIN VILBAR, ALS Teacher, Baybay City Division

*Hosting and Recording*

Chairperson:	ELMER C. LOPEZ, ALS Teacher, Tacloban City Division
Vice-Chairperson:	CHARIZZ GRACE P. EUCOGCO, MT, Maasin City Division
Member:	MELVIN P. SEÑAL, ALS SHS Teacher, Catbalogan City Div.

*Registration & Attendance*

Chairperson:	RANULFO I. BAAY, EPS, Tacloban City Division
Vice-Chairperson:	MARIA CRISTINA PENDEJITO, ALS PPA, CLMD, DepEd RO8
Members:	LUDY T. ALBOLERAS, ALS Teacher, Southern Leyte Division CYNTHIA O. DAISOG, ALS Teacher, Ormoc City Division GLORIA T. GERNA, ALS Teacher, Borongan City Div.



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Enclosure 2 to RM No. \_\_\_\_\_ dated July 27, 2023, re: **Regional Alternative Learning System (ALS) Summit cum Launching of the ALS Senior High School Program Level on September 26-27, 2023, at the Visayas State University (VSU), Baybay City.**

## **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**

#### **ACCOMMODATION AND VENUE PREPARATIONS COMMITTEE (AVPC)**

- Prepare the seats and tables for the VIPs and the general attendees with labels and bottled water, following the approved layout.
- Coordinate with the catering service (supplier) in putting up the cloth for the tables and chairs which shall be at least two (2) hours before the start of the activity.
- Ensure availability of food at least an hour before the time of ideal serving and water dispensers with water enough to serve the number of participants.
- Ensure free-flowing coffee and choco (or as indicated in the approve purchase order/ notice of award) which shall be available an hour before the start of the activity.
- Coordinate with the host Focal Person for the availability of supplies and materials needed for the venue preparation which shall include items for the decoration.
- Post in conspicuous areas the directions to guide the guests in going to the Comfort Rooms, Parking Area, and Management Office.
- In coordination with the HSC, post in conspicuous areas the health and security hotline numbers for immediate attention and assistance.
- Prepare and check functionality of the Internet Wifi, Sound System, LCD Projector and Operational Laptop ensuring readiness and quality.
- Ensure the cleanliness and sanitation of the venue and shall be free from any unnecessary disruptions.
- Post the tarpaulins at the designated areas.
- Do other related 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.
- Do other related tasks as instructed by the PSC.



**PROCUREMENT COMMITTEE (PC)**

- Ensure the authorized provision of funds for the procurement of supplies, materials, and other necessary items deemed necessary for the successful conduct of the activity.
- Warrant complete and appropriate logistical preparations.
- Work on the procurement of supplies, materials, and other needed items for the successful conduct of the activity, in accordance with procurement guidelines.
- Coordinate with the Secretariat in the preparation of documentary evidence as required in the reporting, liquidation, and payment to the suppliers.
- Do other related tasks as instructed by the PSC.

**REGISTRATION, ATTENDANCE & CERTIFICATION COMMITTEE (RACC)**

- Prepare and ensure accomplishment of the Registration and Attendance Sheets.
- Assist the PC in taking pictures of Food delivered by the supplier and ensure the availability as scheduled.
- Coordinate with the HSC and the Caterers in ensuring Health and Sanitation in food catering and services.
- Prepare Certificates of Appearance, Participation and Recognition for distribution/awarding to the official participants and facilitators/resource speakers.
- Submit to the PSC through the DRGPC the accomplished Registration and Attendance Sheets.
- 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 Verifications necessary for the payment of the procured 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.

**HEALTH & SAFETY COMMITTEE (HSC)**

- Ensure availability of medical personnel throughout the activity.
- Administer emergency/ first aid medicines whenever necessary.
- Work closely with the Emergency Response Committee in case of emergencies.
- Check nutritional values and safety of food under procurement.
- Ensure that the food being served is proper food handling.
- Advise the caterers on trends and best practices in terms of food services.
- Ensure safety of the participants throughout the activity
- Coordinate with the PNP and other local safety units
- Take charge of the security of the participants during the motorcade/ civic parade
- Do other related tasks as instructed by the PSC.



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### **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 AND ATTENDANCE COMMITTEE (RAC)**

- Prepare and ensure accomplishment of the Registration and Attendance Sheets.
- Submit to the PSC through the DRGPC the accomplished Registration and Attendance Sheets.
- 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.



Enclosure 3 to RM No. \_\_\_\_\_ dated July 27, 2023, re: **Regional Alternative Learning System (ALS) Summit cum Launching of the ALS Senior High School Program Level on September 26-27, 2023, at the Visayas State University (VSU), Baybay City.**

### ALLOTMENT OF PARTICIPANTS

Division		SDS/ ASDS	CID/ SGOD Chief	ALS Focal	EPFA	PSDS	ALS SHS Heads	ALS SHS Trainers	ALS Teachers	ALS Learners	Total Pax
1	Baybay City	1	1	1	1	2	2	0	5	4	<b>17</b>
2	Biliran	1	1	1	2	2	1	1	5	4	<b>18</b>
3	Borongan City	1	1	1	1	2	2	3	5	4	<b>20</b>
4	Calbayog City	1	1	1	2	2	5	3	5	4	<b>24</b>
5	Catbalogan City	1	1	1	2	2	2	1	5	4	<b>22</b>
6	Eastern Samar	1	1	1	2	2	2	4	5	4	<b>18</b>
7	Leyte	1	1	1	7	2	3	7	5	4	<b>31</b>
8	Maasin City	1	1	1	1	2	2	2	5	4	<b>19</b>
9	Northern Samar	1	1	1	2	2	2	3	5	4	<b>21</b>
10	Ormoc City	1	1	1	2	2	8	2	5	4	<b>26</b>
11	Samar	1	1	1	2	2	2	2	5	4	<b>20</b>
12	Southern Leyte	1	1	1	2	2	5	7	5	4	<b>28</b>
13	Tacloban City	1	1	1	2	2	2	4	5	4	<b>22</b>
14	Regional Office										<b>12</b>
15	Central Office										<b>4</b>
14	PMC (outside host SDO)										<b>10</b>
Total Pax per Designation		<b>13</b>	<b>13</b>	<b>13</b>	<b>28</b>	<b>26</b>	<b>38</b>	<b>38</b>	<b>65</b>	<b>52</b>	<b>312</b>





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Enclosure 4 to RM No. \_\_\_\_\_ dated July 27, 2023, re: **Regional Alternative Learning System (ALS) Summit cum Launching of the ALS Senior High School Program Level on September 26-27, 2023, at the Visayas State University (VSU), Baybay City.**

**ACTIVITY MATRIX**

<b>Time</b>	<b>Day 0 (September 26, 2023)</b>	<b>Day 1 (September 27, 2023)</b>
07:30 AM – 07:59 AM	<b>TRAVEL TIME</b>	<b>MOL</b>
08:00 AM – 08:59 AM		<b>NEXT STEPS PLANNING</b>
09:00 AM – 09:59 AM	<b>ARRIVAL &amp; REGISTRATION</b>	<b>SHORT CLOSING PROGRAM</b>
10:00 AM – 10:59 AM		<b>HOMeward BOUND</b>
11:00 AM – 11:59 AM		
12:00 NN – 12:29 PM		
12:30 PM – 12:59 PM	<b>OPENING OF EXHIBITS AND GALLERY WALK</b>	
12:30 PM – 01:29 PM		



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01:30 PM – 02:00 PM	<b>MOTORCADE (NEAR THE VENUE)</b>
02:01 PM – 03:00 PM	<b>OPENING PROGRAM</b>
03:01 PM – 03:59 PM	<i>Messages from the Resource Persons</i>
04:00 PM – 04:59 PM	RO8 Presentation 1: <b>Alfredo P. Café</b> EPS, Regional ALS Focal Person
05:00 PM – 05:30 PM	RO8 Presentation 2: <b>Floramay Q. Bacus</b> PDO II, PAU, DepEd RO VIII
05:31 PM – 07:00 PM	<i>Dinner with Presentations of SDO Accomplishments via Video Clips</i>
Officer of the Day	<b>MILDRED C. GOFREDO</b>
<b>HOMeward BOUND</b>	
	<b>MARGILINA C. MENDOZA</b>

