



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

August 22, 2023

REGIONAL MEMORANDUM

No. **878** s.2023

RESETTING THE CONDUCT OF ACTIVITIES FOR THE DEVELOPMENT OF THE ALTERNATIVE LEARNING SYSTEM PROGRAM KNOWLEDGE MANAGEMENT SYSTEM (ALSPRO-KMS) IN REGION VIII

To: Schools Division Superintendents
All Others Concerned

1. Due to the national call up and in preparation for the handover ceremonies of the Girls Education Center, this Office, through the Curriculum and Learning Management Division (CLMD), hereby announces the **Resetting in the Conduct of Activities for the Development of the Alternative Learning System Program Knowledge Management System (ALSPRO-KMS) in Region VIII**, as stated below:

Title of the Activity	Date		Check-in Time	Venue
	From	To		
Conference-Writeshop on the Utilization of ALS Forms and Presentation of the Proposed Design of a Database System in the Region	September 4-5, 2023	September 1-2, 2023	2:00 p.m., September 1, 2023 (Day 0) <i>First Meal is PM Snacks (Day 0)</i> <i>Last Meal is Lunch (Day 1)</i>	Madison Park Hotel, Tacloban City
Launching and Orientation-Writeshop on the Utilization of the ALS-KMS Tool cum ALS Program Implementation Review	September 11-13, 2023	September 20-22, 2023	2:00 p.m., September 20, 2023 (Day 0) <i>First Meal is PM Snacks (Day 0)</i> <i>Last Meal is Lunch (Day 2)</i>	

2. Since September 2, 2023 is a Saturday, the participants shall be entitled to a Compensatory Time Off (CTO) for one (1) day in accordance with the existing guidelines and policies on granting the said benefit.

3. Further, the participants are advised to bring copies of the validated ALS Forms 1, 2, and 3 for the past 3 school years.



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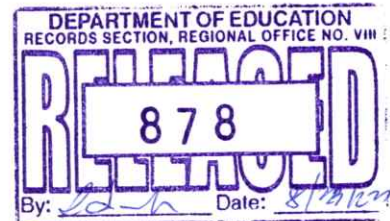
4. In case the downloaded funds are not sufficient or are depleted to cover the actual expenses incurred, local funds shall be utilized to augment the reimbursement of the said expenses.
5. All other provisions of the previous issuances consistent with this Memorandum shall remain in force and in effect.
6. Immediate dissemination of and strict compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director 

Enclosures: 1. Program Management Committees (PMC)
2. Terms of Reference of the PMCs
3. Activity Matrix

References: 1. RM No. 395 dtd May 3, 2023
2. RM No. 475 dtd May 19, 2023
3. RM No. 586 dtd June 14, 2023

To be indicated in the Perpetual Index under the following subjects:
CLMD-APC **ALS** **CONFERENCES** **INNOVATIONS** **TRAININGS**



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Enclosure 1 to RM No. **878** dated August 22, 2023 re: **Conduct of Activities for the Development of the Alternative Learning System Program Knowledge Management System (ALSPro-KMS) in Region VIII.**

PROGRAM MANAGEMENT COMMITTEE (PMC)

Program Steering Committee (PSC)

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

Technical Working Committees

Hosting, Registration, Attendance, & Certification

Chairperson:	VICENTE R. ANTOFINA, JR., EPS, Eastern Samar Div
Vice-Chairperson:	MARIA CRISTINA PENDEJITO, ALS PPAs, CLMD
Member:	ERWIN T. BULABOG, HT3, Southern Leyte Div

Food, Venue and Accommodation

Chairperson:	RANULFO I. BAAY, EPS, Tacloban City Division
Vice-Chairperson:	CHONA P. MUNDA, ALS FS, CLMD
Member:	ADRIANO PELICANO, P1, Baybay City Division

Program, Invitation, Health & Safety

Chairperson:	CHRISTOPHER F. ROA, EPS, Maasin City Division
Vice-Chairperson:	JAN VAUGHN P. ATILLO, ALS ITS, CLMD
Member:	GRACE K. VELARDE, ALS SS, CLMD

Documentation & Report Generation (Print and Digital/ Video)

Chairperson:	VICTOR C DUMAGUIT, Head Teacher, Maasin City Div
Vice-Chairperson:	RASSEL ESCOLANO, ALS CS, CLMD
Member:	CHARIZZ GRACE P. EUCOGCO, ALS Tea, Maasin City Div

Resource Persons

DR. JAMES BRIAN FLORES, PhD
Director, QA, SLSU, Man Campus, Sogod, So. Leyte



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Enclosure 2 to RM No. **878** dated August 22, 2023 re: **Conduct of Activities for the Development of the Alternative Learning System Program Knowledge Management System (ALSPro-KMS) in Region VIII.**

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

HOSTING, REGISTRATION, ATTENDANCE & CERTIFICATION COMMITTEE (HRACC)

- 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.
- Prepare and ensure accomplishment of the Registration and Attendance Sheets.
- Assist the PSC in taking pictures of Food delivered by the supplier and ensure the availability as scheduled.
- Coordinate with the PIHSC 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 DRGC the accomplished Registration and Attendance Sheets.
- Do other related tasks as instructed by the PSC.



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FOOD, VENUE AND ACCOMMODATION COMMITTEE (FVAC)

- 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 chocolate (or as indicated in the approved 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 PIHSC, post in conspicuous areas the health and security hotline numbers for immediate attention and assistance.
- In coordination with the HRC, 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, INVITATION, HEALTH & SAFETY COMMITTEE (PIHSC)

- 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.
- Ensure availability of medical personnel throughout the activity.
- Administer emergency/ first aid medicines whenever necessary.
- Work closely with the Emergency Response Offices nearby in case of emergencies.
- Check nutritional values and safety of food under procurement.
- In coordination with the FVAC, ensure that food being served are on proper food handling.
- Advise the caterers on trends and best practices in terms of food services.
- Do other related tasks as instructed by the PSC.

DOCUMENTATION & 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 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.



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Enclosure 3 to RM No. _____ dated August 22, 2023 re: **Conduct of Activities for the Development of the Alternative Learning System Program Knowledge Management System (ALSPPro-KMS) in Region VIII.**

ACTIVITY MATRIX

Time	Day 0 (September 1, 2023)	Day 1 (September 2, 2023)
07:30 AM – 07:59 AM	TRAVEL TIME, ARRIVAL & REGISTRATION	MOL
08:00 AM – 08:59 AM		Topic 3: Presentation of the Proposed Design of a Database System
09:00 AM – 09:59 AM		Dr. James Brian Flores <i>Director, QA, SLSU, Sogod, So. Leyte</i>
10:00 AM – 10:59 AM		CLOSING PROGRAM
11:00 AM – 11:59 AM		LUNCH TIME
12:00 NN – 12:59 NN		



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01:00 PM – 01:59 PM	Setting up for the Opening	HOMEWARD BOUND
02:00 PM – 02:59 PM	Short Opening Program	
03:00 PM – 03:59 PM	<p><i>Topic 1: The ALS Forms: Its Contents and Importance in the proposed Database System</i></p> <p>Dr. Alfredo P. Café <i>EPS, Regional ALS Focal Person</i></p>	
04:00 PM – 04:59 PM	<p><i>Topic 2: Utilization of ALS Forms in the proposed Database System (Process in Data encoding)</i></p> <p>Dr. James Brian Flores <i>Director, QA, SLSU, Sogod, So. Leyte</i></p>	
05:00 PM – 05:40 PM	<i>Workshop: Utilization of ALS Forms in the proposed Database System (Actual Data encoding)</i>	
05:41 PM – 06:00 PM	Announcements	
06:01 PM – 07:00 PM	DINNER	
Officer of the Day	VICENTE R. ANTOFINA, JR.	
	CHRISTOPHER F. ROA	





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

June 14, 2023

REGIONAL MEMORANDUM

No. **586** s.2023

FINAL DATES IN THE CONDUCT OF ACTIVITIES FOR THE DEVELOPMENT OF THE ALTERNATIVE LEARNING SYSTEM PROGRAM KNOWLEDGE MANAGEMENT SYSTEM (ALSPRO-KMS) IN REGION VIII

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), hereby announces the **Final Dates in the Conduct of Activities for the Development of the Alternative Learning System Program Knowledge Management System (ALSPRO-KMS) in Region VIII** as stated below:

Title of the Activity	Date	Check-in Time	Venue
Conference-Writeshop on the Utilization of ALS Forms and Presentation of the Proposed Design of a Database System in the Region	September 4-5, 2023	2:00 p.m., September 4, 2023 (Day 0) <i>First Meal is PM Snacks (Day 0)</i> <i>Last Meal is Lunch (Day 1)</i>	TBA
Launching and Orientation-Writeshop on the Utilization of the ALS-KMS Tool cum ALS Program Implementation Review	September 11-13, 2023	2:00 p.m., September 11, 2023 (Day 0) <i>First Meal is PM Snacks (Day 0)</i> <i>Last Meal is Lunch (Day 2)</i>	TBA

2. The CLMD, through the Regional ALS Focal Person, shall invite a resource person (RP) to shed light on the technical aspects of the ALSPRO-KMS Tool.

3. The expenses incurred relative to inviting a RP shall be arranged by the CLMD in coordination with the Finance Division (FD) and be charged against the **downloaded ALS Program Support Funds** at the Regional Office, subject to the usual accounting and auditing rules and regulations.

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

for
for
EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: None
References: RM Nos. 395 dtd May 3, 2023 & 475 dtd May 19, 2023
To be indicated in the Perpetual Index under the following subjects:
ALS CONFERENCES INNOVATIONS TRAININGS
CLMD-APC



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