



7. All queries shall be entertained through email at [clmd.region8@deped.gov.ph](mailto:clmd.region8@deped.gov.ph) cc [alfredo.cafe@deped.gov.ph](mailto:alfredo.cafe@deped.gov.ph).

8. Immediate dissemination of and compliance with this Memorandum are desired.

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

Enclosures: 1. List of TWG Members  
2. Matrix of Activities

References: RM 810, s. 2024 dtd July 22, 2024

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

**ALS      OPENING OF CLASSES      PARTNERSHIP**

CLMD-APC



Enclosure No. 1 to RM \_\_\_\_\_, s. 2024 dated March 26, 2024.



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## THE COMMITTEES

### PROGRAM STEERING COMMITTEE (PSC)

Chairperson:	RD EVELYN R. FETALVERO, CESO IV, DepEd RO8
Alternate Chairperson:	ARD RONELO AL K. FIRMO, CESO IV, DepEd RO8
Vice-Chairpersons :	DR. GERTRUDES C. MABUTIN, CLMD OIC-Chief, DepEd RO8 MR. REMEGIO A. ALQUITRAN, NPO, UNESCO Jakarta
Alternate Vice-Chair/Coor:	DR. ALFREDO P. CAFE, EPS, CLMD, DepEd RO8
Members:	DR. ROWENA T. VACAL, EPS, HRDD, DepEd RO8 MR. SONNY S. TAYUM, EPS, QAD, DepEd RO8 MS. ADE AYU KURNIA, UNESCO Jakarta MR. ALDI SURYA, UNESCO Jakarta DR. ANGELA RODRIQUEZ, Medical Officer, DepEd RO8 DR. ELMER ALBERT E. CUEVAS, Dentist III, DepEd RO8
Alternate Members:	
For HRDD	DR. TED JUAN C. PELEÑO, EPS II, HRDD, DepEd RO8
For QAD	DR. JIMMY P. GULA, EPS, QAD, DepEd RO8

### TECHNICAL WORKING COMMITTEES (TWC)

#### FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson:	MS. ADE AYU KURNIA, UNESCO Jakarta
Vice-Chair:	MR. ALDI SURYA, UNESCO Jakarta
Member:	MS. MARIA CRISTINA B. PENDEJITO, AS, CLMD-ALS

#### SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson:	MR. REMEGIO A. ALQUITRAN, NPO, UNESCO Jakarta
Vice-Chairs:	MS ADE KURNIA, UNESCO Jakarta
Members:	2 EPSAs from Leyte and Tacloban City Divisions (TBA)

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

Chairperson:	DR. ANGELA RODRIQUEZ, Regional Medical Officer
Vice-Chair:	DR. ELMER ALBERT E. CUEVAS, Dentist III
Member:	MS. GRACE K. VELARDE, SS, CLMD-ALS, DepEd RO8

#### SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson:	DR. ALFREDO P. CAFE, EPS, CLMD-ALS, DepEd RO8
Vice-Chair:	MR. JEFFERSON B. BINONGO, TS, CLMD-ALS, DepEd RO8



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Members: MS. GRACE K. VELARDE, SS, CLMD-ALS, DepEd RO8  
5 Teachers from Tacloban City Division

**FOOD COMMITTEE (FC)**

Chairperson: DR. ROWENA T. VACAL, EPS, HRDD, DepEd RO8  
Vice-Chair: MR. REMEGIO A. ALQUITRAN, NPO, UNESCO Jakarta  
Members: DR. ELMER ALBERT E. CUEVAS, Dentist III  
5 Teachers from Leyte Division

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

Chairperson: MR. SONNY S. TAYUM, EPS, QAD, DepEd RO8  
Vice-Chair: DR. ALFREDO P. CAFE, EPS, CLMD-ALS, DepEd RO8  
Member: MS. MARIA CRISTINA C. PENDEJITO, CoS, ALS TA Staff

**TRANSPORTATION COMMITTEE (TC)**

Chairperson: DR. ALFREDO P. CAFE, EPS, CLMD-ALS, DepEd RO8  
Co-Chair: MR. REMEGIO A. ALQUITRAN, NPO, UNESCO Jakarta  
Vice-Chair: MR. JEFFERSON B. BINONGO, TS, CLMD-ALS, DepEd RO8  
Members: 2 Drivers of the Coaster

*Enclosure No. 1 to RM \_\_\_\_\_, s. 2024 dated July 24, 2024.*

***Term of Reference (ToR) of the Different Working Committees for the 100-Day Start-Up Utilization Of The Girls Education Center (GEC)***

**PROGRAM STEERING COMMITTEE (PSC)**

- Initiate the planning process for the initial utilization of the Girls Education Center at the DepEd Regional Office VIII compound in Candahug, Palo, Leyte.
- 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 event and monitor progress of the outlined activities.
- Guarantee provision of all necessary resources.
- Warrant the safety and security of the participants.
- 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 from the international partners, in case the procurement is lodged at the international partners.
- 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.
- 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 initial utilization of the GEC
- 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.
- Do other related tasks as instructed by the PSC.

#### **MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHPS)**

- 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.
- Do other related tasks as instructed by the PSC.

#### **SAFETY AND SECURITY COMMITTEE (SSC)**

- Ensure safety of the 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 the activity.
- 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 80 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.
- Do other related tasks as instructed by the PSC.

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**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 venue and shall be free from any disruptions.
- Post the tarpaulins 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 the participants using DepEd RO8 approved template.
- Prepare and submit a weekly 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.
- 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 by 8:00 AM.
- Manage the transportation of learners back to their respective pick-up points according to the schedule.
- Ensure the functionality and upkeep of the coaster, maintaining it in excellent condition.
- Monitor and adhere to the maintenance schedule for the coaster.
- Verify the validity of the coaster's registration and insurance policy.

*Enclosure No. 3 to RM \_\_\_\_\_, s. 2024 dated July 24, 2024.*

**PROPOSED MATRIX FOR THE 100-DAY START-UP UTILIZATION OF THE GIRLS EDUCATION CENTER (GEC)**  
*Proposed Dates: Starting July 29, 2024 Until December 20, 2024*

Time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
06:00 AM - 07:00 AM	<b>Transporting ALS girl learners from pickup points to the GEC using the 2 coasters</b>				
07:00 AM - 08:00 AM	<b>Setting up for the day's sessions</b>				
08:00 AM - 12:00 NN	Learning Session PALO Learners (30)	Learning Session PALO Learners (30)	Learning Session TACLOBAN Learners (30)	Learning Session TACLOBAN Learners (30)	LABORATORY WORK PALO : ICT
	Life Skills Training TACLOBAN Learners (30)	Life Skills Training TACLOBAN Learners (30)	Life Skills Training PALO Learners (30)	Life Skills Training PALO Learners (30)	LABORATORY WORK TACLOBAN : ICT
12:00 NN - 01:00 PM	<b>LUNCH BREAK</b>				
01:00 PM - 05:00 PM	Learning Session TACLOBAN Learners (30)	Learning Session TACLOBAN Learners (30)	Learning Session PALO Learners (30)	Learning Session PALO Learners (30)	LABORATORY WORK PALO : Math/Science
	Life Skills Training PALO Learners (30)	Life Skills Training PALO Learners (30)	Life Skills Training TACLOBAN Learners (30)	Life Skills Training TACLOBAN Learners (30)	LABORATORY WORK TACLOBAN : Math/Science
05:00 PM - 06:00 PM	<b>Transporting learners back to the pickup points using the 2 coasters</b>				
Other Resources Needed	Teachers	EPSA	EPS	Drivers	FOL (Fuel, Oil, Lubricants)
PALO Area	5	1	1	1	To be arranged
TACLOBAN Area	5	1	1	1	To be arranged
RO Monitoring Team	1 (CLMD)	1 (QAD)	1 (HRDD)	1 (ESSD)	4 (Total)
Total Personnel	20				
Total Learners	60				
Total Number of Pax	80				

**Note:** There are four batches of the ALS Learning Sessions which shall compose of 30 learners from Palo, Leyte and another 30 learners from Tacloban City per batch.