



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

October 1, 2024

REGIONAL MEMORANDUM

No. **1176** s.2024

**HOSTING THE 23RD NATIONAL CONSULTATIVE CONFERENCE
FOR REGIONAL ALTERNATIVE LEARNING SYSTEM (ALS)
FOCAL PERSONS AND SELECT DEPED OFFICIALS**

To: Schools Division Superintendents
All Others Concerned

1. In reference to the DepEd Memorandum DM-CT-2024-332 dated September 6, 2024, this Office, through the Curriculum and Learning Management Division (CLMD), hereby requires all the Schools Division Offices (SDOs) to collaborate in the **Hosting the 23RD National Consultative Conference for Regional Alternative Learning System (ALS) Focal Persons and Select DepEd Officials** on **October 8-11, 2024** at the **Milka Hotel, Tacloban City**.

2. To facilitate efficient transportation for incoming guests, Enclosure No. 1 of this Memorandum details the specific regions assigned to each SDO in ferrying guests from the airport to the venue and back through their respective vehicles and protocol officers. The designated vehicles will stay for the entire duration of the event, ensuring support for any potential visits to ALS learning centers.

3. A list of committees, along with their respective terms of reference (TOR), are shown in Enclosure Nos. 2 and 3 to streamline service delivery and ensure the completion of tasks necessary for hosting the event. All committee members are therefore expected to perform their duties as outlined in the TOR. The matrix of activities will be posted later at the Facebook Group Chat of the Division ALS Focals.

4. An online meeting with the SDOs through the Division ALS Focals shall be held on October 3, 2024 at 9:00 a.m. via a platform and through the link, which shall be shared later, to discuss the necessary preparations in the hosting as well as reaching agreements on terms and conditions concerning the upcoming Regional ALS Learning Visits in the Leyte and Southern Leyte Divisions.



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5. The Schools Division Offices of Leyte and Tacloban City will identify billeting schools to accommodate participants arriving in Tacloban City on October 7, 2024.
6. In the exigency of service, should the members of the TWC be required to work on a Saturday or Sunday, Job Order (JO) employees will receive the appropriate daily compensation, while regular employees will be granted equivalent Compensatory Time-Off (CTO).
7. There is **no registration fee**. Snacks, lunch, and hotel accommodations will be arranged by the DepEd Central Office, through the Bureau of Alternative Education, while the Regional and Division participants' travel and incidental expenses, including the cost of fuel and maintenance of vehicles used relative to the activity, shall be charged against the ALS/Local/MOOE Funds at the respective offices, subject to the usual accounting and auditing rules and regulations.
8. Should there be queries, **Dr. Alfredo P. Cafe**, EPS and Regional ALS Focal, can be reached at **alfredo.cafe@deped.gov.ph** cc **clmd.region8@deped.gov.ph**.
9. Immediate dissemination of and compliance with this Memorandum are desired.

SIGN HERE


EVELYN R. FETALVERO CESO III
Regional Director



Enclosures: As Stated
References: As Stated
To be indicated in the Perpetual Index under the following subjects:
ALS CONFERENCES
CLMD-APC

Enclosure 1 to RM No. 1176 s. 2024 dated October 1, 2024**Guests Focal Persons and Region VIII Protocol Officers**

| Guests | | | Protocol Officers | | |
|--------|-----------------------------------|-------------|-------------------|---------------------------------|-------------|
| Region | ALS Focal | CP Number | Division | ALS Focal | CP Number |
| I | Dr. Antonio Laceste, Jr. | 09505133921 | Baybay City | Ms. Margilina Mendoza | 09943499645 |
| II | Dr. Roderic Guinocay | 09557296846 | Biliran | Ms. Amer Santolorin | 09190948281 |
| III | Dr. Engelbert Agunday | 09178524129 | Borongan City | Ms. Shirley Bacal | 09704529852 |
| IV-A | Dr. Elaine Balaogan | 09452699447 | Calbayog City | Mr. Ricky S. Cano | 09663803082 |
| IV-B | Dr. Jean Lasquite | 09088732955 | Catbalogan City | Ms. Grace Bayabay | 09274052658 |
| V | Dr. Ricardo Tejeresas | 09082153144 | Eastern Samar | Mr. Vicente Antofina | 09393057525 |
| VI | Dr. G.L. John C. Haro | 09778299975 | Leyte | Dr. Marie Joy A. Arias | 09283167772 |
| VII | Dr. Melona Lumantao | 09196585866 | Maasin City | Mr. Christopher Roa | 09178780103 |
| IX | Dr. Ramel P. Cael | 09171579275 | Northern Samar | Dr. Alex Rejuso | 09175412214 |
| X | Dr. John Franklin Dresser | 09161005045 | Ormoc City | Dr. Maria C. Pameniano | 09771056285 |
| XI | Dr. Maricel C. Langahid | 09685821854 | Samar | Mr. Faustino Tobes | 09152579217 |
| XII | Dr. Cynthia G. Diaz | 09399101834 | Southern Leyte | Dr. Victor Dumaguit | 09178785036 |
| BARMM | Dr. Jihan Dilawanen | | Tacloban City | Mr. Ranulfo I. Baay | 09171388926 |
| CAR | Dr. Alfredo B. Lanas | 09171092802 | Regional Office | Ms. Rhea Mae Baa | 09169446710 |
| CARAGA | Dr. Josephine Chonie M. Obsenares | 09098408963 | | Ms. Maria Cristina B. Pendejito | 09654051611 |
| NCR | Dr. Charito A. Villanueva | 09190082476 | | Mr. Jefferson Binongo | 09942684338 |
| BAE-CO | Ms. Claire Toribio | 09178838399 | | Dr. Alfredo Cafe | 09957442447 |

Enclosure 2 to RM No. 1176 s. 2024 dated October 1, 2024

THE COMMITTEES

PROGRAM STEERING COMMITTEE (PSC)

Chairperson: RD EVELYN R. FETALVERO, CESO III, DepEd RO8
Alternate: ARD RONELO AL K. FIRMO, CESO IV, DepEd RO8
Vice-Chairperson: DR. GERTRUDES C. MABUTIN, OIC-Chief, CLMD
Alternate: DR. ALFREDO P. CAFÉ, EPS, DepEd RO8

Members: DR. SHERLITA A. PALMA CESO VI, SDS, Tacloban City
DR. MARIZA S. MAGAN CESO V, SDS, Leyte

TECHNICAL WORKING COMMITTEES (TWC)

COMMUNICATION, PROGRAM, AND INVITATION COMMITTEE (CPIC)

Chairperson: DR. ALFREDO P. CAFÉ, EPS, DepEd RO8
Vice-Chairs: DR. MARIE JOY A. ARIAS, EPS, Leyte Division
MR. RANULFO I. BAAY, EPS, Tacloban City Division
Members: MR. JEFFERSON T. BINONGO, ALS Staff, RO8
MR. ELMER C. LOPEZ, ALS Teacher, Tacloban City
1 EPSA from Leyte
1 EPSA from Tacloban City

SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson: DR. MARIE JOY A. ARIAS, EPS, Leyte Division
Vice-Chair: 1 EPSA from Leyte
Members: MS GRACE K. VELARDE, ALS Support Staff, RO8
MR. CHRISTOPHER JOHN NAYRE, ALS Staff, RO8

FOOD, HEALTH PROTOCOL, & SANITATION COMMITTEE (FHPS)

Chairperson: DR. ANGELA RODRIQUEZ, Regional Medical Officer
Vice-Chair: DR. ELMER ALBERT E. CUEVAS, Dentist III
Members: MS. CAMELIA B. NEMIL, Nurse II, RO8
1 Division Nurse, Tacloban City

GUESTS RELATIONS COMMITTEE (GRC)

Chairperson: MR. RANULFO I. BAAY, EPS, Tacloban City Division
Vice-Chair: 1 EPSA from Tacloban City
Members: MS. RHEA MAE M. BAA, ALS Staff, RO8
Select ALS Teachers as usherettes from Tacloban City

GUESTS PROTOCOL COMMITTEE (GPC)

Chairperson: MR. ALEX REJUSO, EPS, Northern Samar Division
Vice-Chair: DR. VICTOR D. DUMAGUIT, EPS, Southern Leyte Division
Members: All Division ALS Focals
All CLMD EPSs
MS. MARIA CRISTINA C. PENDEJITO, ALS Staff, RO8
MS. MARGELYN COLANA, ALS Staff, RO8
MR. JHUN MERDIE C. CREDO, ALS Staff, RO8
All officially listed drivers

VENUE AND ACCOMMODATION COMMITTEE (VAC)

Chairperson: DR. ALFREDO P. CAFÉ, EPS, CLMD, RO8
Vice-Chairs: MR. JOY B. BIHAG, EPS, LRMD Head, RO8
MS. MARGIE BALLEDO, EPS, CLMD, RO8
Members: All ALS Staff, RO8
1 EPSA from Leyte
1 EPSA from Tacloban City

PUBLIC INFORMATION, MEDIA ASSISTANCE, & EVENT DOCUMENTATION COMMITTEE (PIMAEDC)

Chairperson: MS. SHIRLEY B. BACAL, EPS, Borongan City Division
Vice-Chair: MR. VICENTE R. ANTOFINA, JR., EPS, Eastern Samar Division
Members: MR. REY SANDY ABAYAN, Eastern Samar Division
MR. RONNIE PALOMA, Baybay City Division
MS. GLORINOR M. SILLEZA, Tacloban City Division

SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson: MR. CHRISTOPHER F. ROA, EPS, Maasin City Division
Vice-Chair: RANULFO I. BAAY, EPS, Tacloban City Division
Members: All Division ALS Focals
All ALS Staff
Invited BSP - Tacloban City Council Officer & Personnel

SECRETARIAT/ MANAGEMENT STAFF

NOTE: The composition for the Secretariat or Management Staff will be determined by the DepEd Central Office through the Bureau of Alternative Education (BAE).

Enclosure 3 to RM No. 1176 s. 2024 dated October 1, 2024

TERMS OF REFERENCE

PROGRAM STEERING COMMITTEE (PSC)

- Initiate the planning process for the hosting of the 23rd National ALS Consultative Conference
- Ensure 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

COMMUNICATION, PROGRAM, AND INVITATION COMMITTEE (CPIC)

- 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 and partners outside of DepEd.
- Coordinate with the Food, Health Protocol, & Sanitation Committee (FHPSC) and the Secretariat who shall be composed of the DepEd Central Office personnel, for the procurement and availability of food, supplies, and materials which shall be based on the actual number of confirmed participants.
- Ensure availability of the copies of the program at least a week before the activity.
- Do other related tasks as instructed by the PSC.

SUPPLIES AND MATERIALS COMMITTEE (SMC)

- In coordination with the Secretariat, determine the needed amount of food, supplies, materials, equipment, and other items needed throughout the activity.
- Accept the delivery of the procured supplies, materials, and other items needed to run the conference.
- 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 program and coordinate with the Communication, Program, and Invitation Committee (CPIC) for the distribution.
- Do other related tasks as instructed by the PSC.

FOOD, HEALTH PROTOCOL, & SANITATION COMMITTEE (FHPS)

- 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 and considers religion and health conditions at all times.
- 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.

GUESTS RELATIONS COMMITTEE (GRC)

- Provide list of guests and the respective protocol officers with contact numbers.
- Ensure constant contact with the arriving guests and facilitate their transportation in coordination with the Venue and Accommodation Committee (VAC).
- In Coordination with the VAC, usher the arriving guests to their respective seats/rooms.
- Coordinate with the Secretariat in the preparation of the list of VIPs and other Official participants.
- Give a copy of the above-mentioned list to the PSC and Host/MCEE of the activity for the recognition of the VIPs and other Officials upon arrival and in the opening program.
- Attend to the needs of the VIPs, other Officials, their parties, and the general attendees.
- Do other related tasks as instructed by the PSC.

GUESTS PROTOCOL COMMITTEE (GPC)

- In coordination with the Guests Relations Committee (GRC), provide list of guests and the respective protocol officers with contact numbers.
- Ensure constant coordination with the arriving guests and facilitate their transportation in coordination with the Venue and Accommodation Committee (VAC).
- In coordination with the GRC, attend to the needs of the VIPs and other Officials through the assigned protocol officers.
- Assist the VIPs and other officials on their transportation from the venue back to their respective chosen destinations.
- Do other related tasks as instructed by the PSC.

VENUE AND ACCOMMODATION COMMITTEE (VAC)

- Coordinate with the SMC for the availability of free-flowing coffee which shall start at 7:00 AM daily.
- Make constant follow up with the SMC for the availability of supplies and materials needed for the venue preparations, including the Hi-Fi Sound System with LCD Projector and decorations.
- 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 secretariat and 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.
- Ensure no cars are parked at the venue and its vicinity.
- 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
- Do other tasks as instructed by the PSC.

PUBLIC INFORMATION, MEDIA ASSISTANCE, & EVENT DOCUMENTATION COMMITTEE (PIMAEDC)

- Make an immediate press release or newsletter covering the activity.
- Provide important information 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.
- Answer queries from the Media relative to the activity.
- Do other related tasks as instructed by the PSC.

SAFETY AND SECURITY COMMITTEE (SSC)

- In coordination with the GRC, keep list of VIPs and other officials with the respective protocol officers with contact numbers, including the list of the general attendees, for reference.
- 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 in collaboration with the VAC.
- Do other related tasks as instructed by the PSC.

SECRETARIAT/ MANAGEMENT STAFF

- Prepare and ensure accomplishment of the Attendance Sheet and Registration Sheet.
- In coordination with the Public Information, Media Assistance, & Event Documentation Committee (PIMAEDC), take pictures of food delivered by the supplier and ensure the availability as scheduled.
- Coordinate with the FHPSC and the Caterers in ensuring Health and Sanitation in food catering and services.
- Prepare Certificates of Appearance and Participation for the official participants.
- Coordinate with the SMC for the availability of Materials for the Leis and other requirements.
- Coordinate with all the Committees for progress checking and reporting to the PSC.
- Do other related tasks as requested by the PSC.



Republic of the Philippines
Department of Education
BUREAU OF ALTERNATIVE EDUCATION

**DM-CT-2024-332 | 23rd National Consultative Conference for Regional
ALS Focal Person and Select DepEd Officials**

ADMINISTRATIVE NOTE

September 10, 2024

| | Reminders | | | | |
|--------------|--|-----------------------------------|-------------------------------|----------------------------------|--------------------------------|
| VENUE | Region VIII, Tacloban City. The specific venue will be announced in a separate issuance. | | | | |
| DATE | October 8 to 11, 2024 | | | | |
| MEALS | MEALS | Oct. 8, 2024 (Tuesday) | Oct. 9, 2024 (Wed) | Oct. 10, 2024 (Thurs) | Oct. 11, 2024 (Fri) |
| | <i>Breakfast</i> | | ✓ | ✓ | ✓ |
| | <i>AM Snacks</i> | | ✓ | ✓ | ✓ |
| | <i>Lunch</i> | ✓ | ✓ | ✓ | ✓ |
| | <i>PM Snacks</i> | ✓ | ✓ | ✓ | |
| | <i>Dinner</i> | ✓ | ✓ | ✓ | |


MARILETTE R. ALMAYDA
Director IV
Bureau of Alternative Education




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Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2024- 332

TO : **REGIONAL DIRECTORS**
MINISTER, MBHTE – BARMM

FROM : 
GINA O. GONONG
Undersecretary *JD*

SUBJECT : **CONDUCT OF THE 23RD NATIONAL CONSULTATIVE
CONFERENCE FOR REGIONAL ALTERNATIVE
LEARNING SYSTEM (ALS) FOCAL PERSONS AND
SELECT DEPED OFFICIALS**

DATE : **September 6, 2024**

The Bureau of Alternative Education (BAE) is scheduled to conduct the *23rd National Consultative Conference for Regional Alternative Learning System (ALS) Focal Persons and Select DepEd Officials* from October 8-11, 2024. The venue will be announced in a separate issuance.

The said activity aims to:

1. Discuss the following through learning sessions:
 - a. Teaching of Basic Literacy among Adult Learners
 - b. Functional Literacy in the Alternative Learning System
2. Roundtable Discussion on ALS Indigenous Peoples Education (IPEd)
3. Updates of 2024 PSF Utilization and other Downloaded Funds
4. Status of BAE Programs and Projects

Participants in the said conference are All Regional and Division ALS Focal Persons and Select Region/Division Indigenous People (IPEd) Supervisors. Please see **Attachment 1** for the number of participants per region and **Attachment 2** for the Indicative Program of Activities.

Further, **Mr. Alfredo Café**, ALS Focal Person of Region VIII, is requested to assign at least two (2) documenters during the conference. They are expected to submit the minutes of the meeting to BAE on or before October 25, 2024.



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Board and lodging of the participants will be charged to Fiscal Year 2024 ALS FLO Funds (AC-24-BAE-PMSDD-FLO-043). However, the travel and other incidental expenses of the participants will be charged to the funds comprehensively downloaded to the Regional Offices per DM-CT-2024-046 titled "*Fiscal Year 2024 Alternative Learning System Funds Directly Released to the Regional Offices*", and will be reimbursed upon submission of the travel documents, subject to the usual accounting and auditing rules and regulations.

For queries or clarifications, please contact **Ms. Clarisa R. Toribio**, *Education Program Specialist II* of BAE-Office of the Director (OD), at telephone number (02) 8636-3603 or through email at bae.od@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Attachment 1 of **DM-CT-2024-**_____

| Region | Regional ALS Focal Persons | Division ALS Focal Persons | IPED Region/Division Supervisor | Total |
|--------------------|----------------------------|----------------------------|---------------------------------|------------|
| I | 1 | 14 | 1 | 16 |
| II | 1 | 9 | 1 | 11 |
| III | 1 | 21 | 1 | 23 |
| CALABARZON | 1 | 23 | 1 | 25 |
| MIMAROPA | 1 | 7 | 1 | 9 |
| V | 1 | 13 | 1 | 15 |
| VI | 1 | 21 | 1 | 23 |
| VII | 1 | 20 | 1 | 22 |
| VIII | 3 | 13 | 1 | 17 |
| IX | 1 | 8 | 1 | 10 |
| X | 1 | 14 | 1 | 16 |
| XI | 1 | 11 | 1 | 13 |
| XII | 1 | 8 | 1 | 10 |
| CARAGA | 1 | 12 | 1 | 14 |
| CAR | 1 | 8 | 1 | 10 |
| NCR | 1 | 16 | 1 | 18 |
| BARMM | 1 | 4 | 1 | 6 |
| GRAND TOTAL | | | | 258 |

