



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

November 4, 2024

REGIONAL MEMORANDUM

No. **1393** s.2024

**CONDUCT OF 2024 REGIONAL ALTERNATIVE LEARNING SYSTEM
(ALS) SUMMIT-CUM-LAUNCHING OF THE ALS SENIOR
HIGH SCHOOL (SHS) PROGRAM IN JAILS**

To: Schools Division Superintendents
All Others Concerned

1. 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 (SHS) Program in Jails** on December 4-6, 2024 at a venue in Biliran which will be announced in a separate issuance.
2. The activity aims to:
 - a) present the best practices of Leyte and Southern Leyte Divisions, in partnering with the Bureau of Jail Management and Penology (BJMP) Region VIII and the Bureau of Corrections (BuCor) - Leyte Regional Prison, have in managing the ALS SHS Program in jails: a benchmark to launch a region-wide implementation of the ALS SHS in Jails;
 - b) thresh-out the observed gaps that hindered the implementation of the ALS Program;
 - c) share best practices and success stories from the past two years of the implementation of the ALS Program at every division; and
 - d) elicit insights from the messages of the invited speakers and DepEd officials necessary for the successful implementation of the Program.
3. The Schools Division Superintendents or their authorized representatives shall lead and ensure full attendance of their respective participants identified in the enclosure.
4. Each Schools Division Office (SDO) shall submit to **clmd.region8@deped.gov.ph cc alfredo.cafe@deped.gov.ph** narratives with no more than 250 words and 5 photos of success stories for the past two years of ALS Program implementation for the Gallery of Wins exhibits.



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The stories shall be about the achievements of students, teachers, staff members, and the institution; and extracurricular success.

5. There is **no registration fee**. The board and lodging expenses of the participants and other related logistical requirements shall be charged against the **downloaded ALS Program Support Funds** at the host Division of Biliran, with morning snacks as the first meal on Day 1 and breakfast as the last meal on Day 3, while the travel and other incidental expenses relative to the activity, to the downloaded funds at the respective offices, and the procurement of advocacy materials and identity shirts shall be arranged at the Regional Office using ALS funds, subject to the usual accounting and auditing rules and regulations.

6. The Regional ALS Focal Person, with the support of four 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 aforementioned activity of which expenses are chargeable against the downloaded ALS Funds at the Regional Office. The initial meeting on November 8, 2024 at 1:00 P.M. shall be a virtual meeting thru the link which will be shared a day before the scheduled meeting.

7. 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 funds.

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


EVELYN R. FETALVERO, CESO III
Regional Director

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

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. 1393 dated November 4, 2024

The Resource Persons: **HON. JANIR T. DATUKAN**
Assistant Secretary
Curriculum and Teaching, Education Assessment, and
Alternative Education

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

PROGRAM MANAGEMENT COMMITTEE (PMC)

Program Steering Committee (PSC)

<i>Regional Director</i>	DR. EVELYN R. FETALVERO, CESO III
<i>Asst. Regional Director</i>	DR. RONELO AL K. FIRMO, CESO IV
<i>OIC-CLMD Chief</i>	DR. GERTRUDES C. MABUTIN
<i>Chairperson</i>	DR. ALFREDO P. CAFÉ , EPS, CLMD, DepEd RO8

Technical Working Committees

Accommodation & Venue Preparations

Chairperson:	AMER L. SANTOLORIN, EPS, Biliran Division
Vice-Chairperson:	ROWENA S. DE LEON, EPSA, Biliran Division
Member:	JEFFERSON T. BINONGO, ALS Staff, RO8 12 Select ALS Teachers, Biliran Division 2 CLMD EPSs

Program & Invitation

Chairperson:	RHEA MAE M. BAA, ALS Staff, RO8
Vice-Chairperson:	NONILON ESPIJON, JR., EPSA, Biliran Division
Members:	13 Select ALS Teachers, Biliran Division 3 CLMD EPSs

Procurement

Chairperson:	DR. ALFREDO P. CAFÉ, EPS, CLMD, DepEd RO8
Vice-Chairperson:	AMER L. SANTOLORIN, EPS, Biliran Division
Members:	NONILON ESPIJON, JR., EPSA, Biliran Division MARGELYN C. COLANA, ALS Staff, RO8

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

Chairperson:	REY SANDY V. ABAYAN, Eastern Samar Division
Vice-Chairperson:	RONNIE PALOMA, Baybay City Division
Member:	JOSE LENIN EDER, Eastern Samar Division GLORINOR M. SILLEZA, Tacloban City Division PAU Head, DepEd RO8

Health & Safety

Chairperson: DIVISION NURSE (TBA)
Vice-Chairperson: DIVINE GRACE C. ISAGA, Southern Leyte Division
Member: MARIA CRISTINA C. PENDEJITO, ALS Staff, RO8
Division and LGU Medical Staff (Biliran)
Health & Nutrition Head, DepEd RO8

Hosting and Recording

Chairperson: ELMER C. LOPEZ, ALS Teacher, Tacloban City Div.
Vice-Chairperson: CHARIZZ GRACE P. EUCOGCO, MT, Maasin City Div.
Member: 12 Select ALS Teachers, Biliran Division

Registration, Attendance & Certification

Chairperson: JEFFERSON T. BINONGO, ALS Staff, RO8
Vice-Chairperson: ALS SHS Head (TBA)
Members: 5 ALS SHS Trainers (TBA)
5 CLMD EPSs
1 QAD EPS

Enclosure 2 to RM No. _____ dated November 4, 2024

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 Health and Safety Committee (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.
- Coordinate with the Division ALS focal persons in putting up the gallery of wins.
- 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.
- 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.

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 Documentation, Report Generation & Publication Committee (DRGPC) in the preparation of documentary evidence as required in the reporting, liquidation, and payment to the suppliers.
- Coordinate with the Division ALS focal persons in securing the narratives with photos making these available for printing and in putting up the gallery of wins.
- Coordinate with the Registration, Attendance & Certification Committee (RACC) in getting the names of the VIPs, basis for the production/procurement of leis.
- 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.

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.

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.

Enclosure 3 to RM No. _____ dated November 4, 2024

ALLOTMENT OF PARTICIPANTS PER OFFICE

Division		SDS/ ASDS	CID/ SGOD Chief	ALS Focal	EPSA	PSDS	ALS SHS Heads	ALS SHS Trainers	ALS Teachers	ALS Learners	ALS SHS Teachers	Total Pax
1	Baybay City	1	1	1	1	2	2	0	2	2	1	13
2	Biliran	1	1	1	2	2	1	1	2	2	0	13
3	Borongan City	1	1	1	1	2	1	3	2	2	0	14
4	Calbayog City	1	1	1	2	2	5	3	2	2	1	20
5	Catbalogan City	1	1	1	2	2	2	1	2	2	0	14
6	Eastern Samar	1	1	1	2	2	2	4	2	2	0	17
7	Leyte	1	1	1	7	2	12	7	2	2	11	46
8	Maasin City	1	1	1	1	2	4	2	2	2	3	19
9	Northern Samar	1	1	1	2	2	17	3	2	2	9	40
10	Ormoc City	1	1	1	2	2	4	2	2	2	3	20
11	Samar	1	1	1	2	2	3	2	2	2	3	19
12	Southern Leyte	1	1	1	2	2	9	7	2	2	7	34
13	Tacloban City	1	1	1	2	2	2	4	2	2	0	17
14	Municipal/City Mayors of the Pioneer ALS SHS pilots (To be identified by each SDO)											38
15	Barangay LGU Official (To be identified by each SDO)											26
16	International Partners											4
17	Regional Office											49
18	Central Office											7
19	TWG Members											56
20	Drivers											34
Total Pax per Designation		13	13	13	28	26	64	39	26	26	38	500

- NOTE:**
1. Prioritize the participation of the schools heads and teachers from the new sets of ALS SHS Pilots (Batch 2).
 2. Activity Matrix will be sent later.