



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

January 30, 2025

REGIONAL MEMORANDUM
CLMD-2025- **108**

**PARTICIPATION IN THE RESEARCH TOOL FIELD TESTING RELATIVE
TO THE LITERACY COORDINATING COUNCIL'S RESEARCH STUDY**

To: Schools Division Superintendent } Leyte Division
All Others Concerned

1. Attached is DepEd Memorandum OM-CT-2025-018 dated January 6, 2025 which calls for the participation of the Leyte Division in the **Research Tool Field Testing relative to the Literacy Coordinating Council's Research Study** on **February 12-14, 2025** at a venue in Leyte to be arranged later.
2. Anent to this, the the Alternative Learning System (ALS) Focal Person of the Division, is advised to coordinate with the Regional ALS Focal Person for the necessary preparations.
3. The facilitation of the division participants as identified in Annex B of the above-mentioned issuance and the preparation of the focus group discussion (FGD)/field testing venues and other requirements shall be taken care of by the Schools Division of Leyte, while the food for the participants and the accommodation and transportation of the guests, shall be arranged by the Regional Office, expenses of which shall be charged against the **LCC/ALS Funds**, subject to the usual accounting and auditing rules and regulations.
4. The FGD/field testing with participants will begin at 8:00 a.m. for Batch 1 and at 1:00 p.m. for Batch 2 on February 13, 2025, with morning snacks serving as the first meal and afternoon snacks as the last meal at the designated venues.
5. Further, a list of participants shall be submitted to this Office on or before February 5, 2025 at clmd.region8@deped.gov.ph cc alfredo.cafe@deped.gov.ph.
6. The above-mentioned DepEd Memorandum specifies the event's program of activities with additional details found in Annex C for the guidance of the concerned participants.



Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



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


EVELYN R. FETALVERO, CESO III
Regional Director



Enclosures: 1. Program Management Committees (PMC)
2. Terms of Reference of the PMC

References: As Stated

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

ALS LITERACY RESEARCH

CLMD-APC

Enclosure 1 to RM No. 108 dated January 30, 2025

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>CLMD OIC-Chief</i>	DR. GERTRUDES C. MABUTIN
<i>Chairperson</i>	DR. ALFREDO P. CAFÉ , EPS, CLMD, DepEd RO8
<i>Vice-Chairperson</i>	DR. MARIE JOY A. ARIAS , EPS, CLMD, DepEd RO8
<i>Facilitators</i>	LCC RESEARCH TEAM

Technical Working Committees

<i>Venue, Registration, Attendance, & Certification</i>	
Chairperson:	DR. MARIE JOY A. ARIAS, EPS, Leyte Division
Vice-Chairperson:	EPSA from Leyte SDO
Members:	2 ALS Teachers from Leyte Division
<i>Food and Accommodation</i>	
Chairperson:	DR. ALFREDO P. CAFE, EPS, DepEd RO8
Vice-Chairperson:	DR. MARIE JOY A. ARIAS, EPS, Leyte Division
Members:	EPSA from Leyte Division Mr. Jose R. Pallones, ALS Staff, RO8
<i>Program, Invitation, Health & Safety</i>	
Chairperson:	DR. MARIE JOY A. ARIAS, EPS, Leyte Division
Vice-Chairperson:	EPSA from Leyte SDO
Member:	1 ALS Teacher from Leyte Division
<i>Documentation & Report Generation (Print and Digital/ Video)</i>	
Chairperson:	DR. ALFREDO P. CAFE, EPS, DepEd RO8
Vice-Chairperson:	DR. MARIE JOY A. ARIAS, EPS, Leyte Division
Member:	Ms. Juliet G. Sabino, ALS Staff, RO8 1 ALS Teacher from Leyte Division

Enclosure 2 to RM No. 108 dated January 30, 2025

TERMS OF REFERENCE (TOR) OF THE PMC

*Venue: TBA
January 30, 2025*

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

VENUE, REGISTRATION, ATTENDANCE & CERTIFICATION COMMITTEE (VRACC)

- 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.
- 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.
- 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.

Page 4 of 6

FOOD AND ACCOMMODATION COMMITTEE (FAC)

- 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 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.
- 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.





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

OM-CT-2025-018

TO : **BENJAMIN D. PARAGAS**, Regional Director, Region II
RONNIE S. MALLARI, OIC – Regional Director, Region III
ALBERTO T. ESCOBARTE, Regional Director, Region IV-A
NICOLAS T. CAPULONG, Regional Director, Region IV-B
GILBERT T. SADSAD, Regional Director, Region V
RAMIR B. UYTICO, Regional Director, Region VI
SALUSTIANO T. JIMENEZ, Regional Director, Region VII
EVELYN R. FETALVERO, Regional Director, Region VIII
RUTH L. FUENTES, Regional Director, Region IX
DR. ARTURO B. BAYOCOT, Regional Director, Region X
ALLAN G. FARNAZO, Regional Director, Region XI
JOCELYN DR. ANDAYA, Regional Director, National Capital Region
ESTELA L. CARIÑO, Regional Director, Cordillera Administrative Region

FROM : 
GINA O. GONONG 
Undersecretary for Curriculum and Teaching

SUBJECT : **CONDUCT OF RESEARCH TOOL FIELD TESTING RELATIVE TO THE LITERACY COORDINATING COUNCIL'S RESEARCH STUDY**

DATE : **January 6, 2025**

The Literacy Coordinating Council (LCC), in collaboration with the Philippine Normal University (PNU), is currently conducting a **Research Study on the Development of Benchmarks for Adult Literacy Competencies (Phase II)**.

Relative to the above, LCC and PNU intend to conduct the **focus group discussion/field testing of the research tool** in thirteen (13) Regional Offices (RO) of the Department of Education (DepEd) in **February 2025**.

The field testing in each region will be conducted in one (1) day, exclusive of travel time. Kindly refer to **Annex A** for the schedule of the said activity. The LCC Research Team is composed of two (2) PNU researchers and one (1) LCC Secretariat personnel assigned to conduct the focus group discussion/field testing for each site.

In view of the foregoing, this Office hereby requests your assistance in the following:

1. Identify and invite a total of **one hundred (100) participants**, based on the attached Profile & Breakdown of Field Testing Participants (Annex B)
2. Use of a public school auditorium/conference hall as a **venue** for the activity that can accommodate participants based on the attached Program of Activities (Annex C)
3. Assist in coordinating the logistical and administrative requirements, including accommodations, meals, and other needs for the LCC Research Team and meals for the regional participants.



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The LCC Secretariat will provide meals for the focus group discussion/field testing participants. Participation of learners, teaching, and non-teaching personnel shall adhere to the non-disruption-of-classes policy stipulated in DepEd Order No. 9 s. 2005.

The funds for the meals, board and lodging, and travel expenses of the LCC Research Team during the focus group discussion/field testing activity shall be paid in cash by the LCCS personnel onsite. All expenses incurred shall be paid subject to the usual accounting and auditing rules and regulations and in compliance with DepEd Central Office's Accounting Division.

For any inquiries, your staff may contact Ms. Edelweiss G. Villa de Gracia of the LCC Secretariat through email at edelweiss.villadegracia@deped.gov.ph copy furnished lcc@deped.gov.ph or via phone at (02) 8631-0590 / (02) 8635-9996.



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ANNEX A

**RESEARCH STUDY ON THE DEVELOPMENT OF BENCHMARKS FOR ADULT LITERACY
COMPETENCIES (PHASE II)**

SCHEDULE OF FIELD TESTING

NO.	REGION	PROPOSED SITE	DATE	ASSIGNED RESEARCHERS	ASSIGNED LCCS STAFF
1	II	Carig Sur, Tuguegarao City	February 5- 7, 2025	Prof. Luisa M. Mañabat Mr. Bhejay L. Molera	Edelweiss G. Villa de Gracia
2	IV-A	Malvar, Batangas		Dr. Heidi B. Macahilig Mr. Mark Ponce C. San Juan	Czarina D. Abellonar
3	IV-B	Calapan, Oriental Mindoro		Dr. Maria Azela L. Tamayo Mr. Teofilo G. Francisco, Jr.	Katrina C. Gargoles
4	III	San Fernando, Pampanga		Dr. Annalyn J. Decena Ms. Red Honeylee G. Valencia	Rossan C. Ignacio
<i>Alternate LCCS Staff: Byron P. Babaran</i>					
5	CAR	La Trinidad, Benguet	February 12-14, 2025	Prof. Luisa M. Manabat Mr. Mark Ponce C. San Juan	Czarina D. Abellonar
6	VIII	Palo, Leyte		Dr. Annalyn J. Decena Ms. Red Honeylee G. Valencia	Edelweiss G. Villa de Gracia
7	IX	Pagadian City		Dr. Maria Azela L. Tamayo Mr. Bhejay L. Molera	Rossan C. Ignacio
8	VI	Iloilo City		Dr. Heidi B. Macahilig Mr. Teofilo G. Francisco, Jr.	Katrina C. Gargoles
<i>Alternate LCCS Staff: Byron P. Babaran</i>					
9	NCR	Quezon City	February 17, 2025	Dr. Heidi B. Macahilig Dr. Maria Azela L. Tamayo	Edelweiss G. Villa de Gracia
<i>Alternate LCCS Staff: Czarina D. Abellonar</i>					
10	XI	Davao City	February 19-21, 2024	Dr. Heidi B. Macahilig Ms. Red Honeylee G. Valencia	Edelweiss G. Villa de Gracia
11	X	Cagayan de Oro City		Prof. Luisa M. Mañabat Mr. Teofilo G. Francisco, Jr.	Czarina D. Abellonar
12	VII	Lahug, Cebu City		Dr. Maria Azela L. Tamayo Mr. Bhejay L. Molera	Katrina C. Gargoles
13	V	Rawis, Legazpi City		Dr. Annalyn J. Decena Mr. Mark Ponce C. San Juan	Rossan C. Ignacio
<i>Alternate LCCS Staff: Byron P. Babaran</i>					



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ANNEX C

**RESEARCH STUDY ON THE DEVELOPMENT OF BENCHMARKS FOR ADULT LITERACY
 COMPETENCIES (PHASE II)**

PROGRAM OF ACTIVITIES

DAY 0 – LCC RESEARCH TEAM			
TIME START – TIME END		ACTIVITY	
6:00 AM – 12:00PM		TRAVEL TIME	
12:00 NN – 1:00PM		LUNCH	
1:00 PM – 2:00 PM		Courtesy Call to DepEd Regional Office	
2:30 PM – 5:00 PM		Preparatory Meeting of the PNU Research Team for the conduct of the Focus Group Discussions/Field Testing and LCC Secretariat (LCCS) Personnel' Preparation of relevant materials	
6:00 PM – 9:00 PM		DINNER	
DAY 1 – ALL PARTICIPANTS			
TIME		ACTIVITY	FACILITATOR/ RESOURCE PERSON
AM BATCH	PM BATCH		
8:00 to 9:00	1:00 to 2:00	OPENING PROGRAM <ul style="list-style-type: none"> • Philippine National Anthem • Prayer • Welcome Remarks • House Rules • Photo Opportunity 	AVP PNU Research Team LCC Secretariat
9:00 to 9:30	2:00 to 2:30	Mechanics of the FGD/Field Testing	PNU Research Team
9:30 to 11:30	2:30 to 4:30	FGD/Field Testing Proper	PNU Research Team
11:30 to 12:00	4:30 to 5:00	Closing	LCC Secretariat
6:00 PM – 9:00 PM		DINNER	
DAY 2 - LCC RESEARCH TEAM			
8:00 AM – 9:00AM		BREAKFAST	
9:00 AM – 12:00 PM		TRAVEL TIME	
12:00 NN – 5:00 PM		Home Bound	

The above itinerary is applicable to all regions **except** National Capital Region (NCR). Only the activities reflected in Day 1 shall be applicable to NCR.



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ANNEX B

**RESEARCH STUDY ON THE DEVELOPMENT OF BENCHMARKS FOR ADULT LITERACY
COMPETENCIES (PHASE II)**

**PROFILE & BREAKDOWN OF FOCUS GROUP DISCUSSION/FIELD TESTING
PARTICIPANTS**

PROFILE OF THE RESPONDENTS	NO. OF UNIQUE PARTICIPANTS	
	AM Batch	PM Batch
IMPORTANT NOTE: <i>All field testing participants must be aged 16 years old and above. The participants in the AM Batch must be different from those in the PM Batch.</i>		
School Personnel <ul style="list-style-type: none">Formal Junior & Senior High School TeachersALS Junior & Senior High School TeachersNon-teaching Personnel	10	10
Secondary Learners <ul style="list-style-type: none">Formal Junior & Senior High School LearnersALS Junior & Senior High School Learners	10	10
Parents of learners in public and/or private schools (e.g. Housewife, Working Parents, Single Parents)	10	10
Professionals and skilled workers within the community such as but are not limited to: Engineers, Doctors, Lawyers, Social Workers, Accountants, Barangay Officials, Utility workers, Electrician, Plumbers, Mechanic, Driver, etc.	10	10
Self-employed individuals (e.g. store owners, farmers, fishermen, etc.) and Indigenous People (if applicable)	10	10
TOTAL	50	50