



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

August 1, 2025

REGIONAL MEMORANDUM

No. **926** s.2025

LATEST UPDATES OF ACTIVITIES RELATED TO THE ALTERNATIVE LEARNING SYSTEM (ALS) PROGRAM IMPLEMENTATION FOR FISCAL YEAR 2025 IN REGION VIII

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), announces the **Latest Updates of Activities Related to the Alternative Learning System (ALS) Program Implementation for Fiscal Year 2025 in Region VIII**, as detailed below:

	Title of Activities	From	To	Day 0
1	Conduct of Pre-Training Conference with TWG members for the Regional Training of Trainers (RToT) on the WBL-BYOB Programs	August 4-5, 2025	August 11-12, 2025	August 11, 2025
2	Conduct of RToT on the WBL-BYOB Programs	August 5-8, 2025	August 12-15, 2025	August 12, 2025
3	Conduct of Post-Training Conference with TWG members of the RToT on the WBL-BYOB Programs	August 11-12, 2025	August 21-22, 2025	August 21, 2025
4	Conduct of Pre-Training Conference with TWG members for the RToT on ALS Assessment	August 12-13, 2025	September 2-3, 2025	September 2, 2025
5	Conduct of RToT on ALS Assessment	August 13-16, 2025	September 16-19, 2025	September 16, 2025

6	Conduct of Post-Training Conference with TWG members of the RTOT on ALS Assessment	September 2-3, 2025	September 19-20, 2025	September 19, 2025
7	Conduct of Pre-Activity Conference with TWG members for the Recognition-cum-Orientation with the Division NLA Coordinators, Literacy Program Proponents, and other Literacy Champions	September 3-4, 2025	September 22-23, 2025	September 22, 2025
8	Recognition -cum-Orientation with the Division NLA Coordinators, RSC Members, Literacy Program Proponents, and select CLMD Personnel	September 4-5, 2025	September 23-24, 2025	September 23, 2025
9	Conduct of Post-Activity Conference with TWG members of the Recognition-cum-Orientation with the Division NLA Coordinators, Literacy Program Proponents, and other Literacy Champions	September 5-6, 2025	September 24-25, 2025	September 24, 2025

2. All identified committee members, trainers/resource persons, and participants per office found in the enclosures are expected to be at the Haiyan Peak Hotel and Resort, Bislig, Tanauan, Leyte for the entire duration of their involvement in their respective scheduled activities. The matrix of activities will be shared later.

3. All other provisions in the previous issuance consistent with this Memorandum shall remain in force and effect.

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



[Signature]
EVELYN R. FETALVERO, CESO III
 Regional Director

Enclosures: As stated

Reference: DO 28, s. 2022 dtd June 20, 2022

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

ALS LITERACY TRAININGS

CLMD-GEC-APC

Enclosure 1 to RM No. _____ dated August 1, 2025.

THE COMMITTEES

PROGRAM STEERING COMMITTEE (PSC)

Chairperson: RD EVELYN R. FETALVERO, CESO III
Alternate Chairperson: ARD RONELO AL K. FIRMO, CESO IV

Vice-Chairpersons : DR. GERTRUDES C. MABUTIN, CLMD OIC-Chief
Alternate Vice-Chair/Coor: DR. ALFREDO P. CAFE, EPS, CLMD

Support Personnel: 1 - AD 1 - HRDD
1 - CLMD 1 - ITO
1 - FD 1 - QAD
1 - FTAD

TECHNICAL WORKING COMMITTEES (TWC)

FINANCE AND PROCUREMENT COMMITTEE (FPC)

Chairperson: DR. ALFREDO P. CAFE, CLMD
Vice-Chair: MS. JULIET M. SABINO, AS, CLMD-ALS
Member: MS. MARGELYN R. COLANA, FS, GEC-ALS

SUPPLIES AND MATERIALS COMMITTEE (SMC)

Chairperson: MS. JAYMARIE C. SANITA, SS, GEC-ALS
Vice-Chairs: MS. MA. LAURA F. PAGLINAWAN, AOV, AMS
Members: EPSAs from 12 SDOs (Except Leyte SDO)

MEDICAL, HEALTH PROTOCOL, & SANITATION COMMITTEE (MHpsc)

Chairperson: DR. ANGELA RODRIQUEZ, Regional Medical Officer
Vice-Chair: DR. ELMER ALBERT E. CUEVAS, Dentist III
Member: MS. JULIET M. SABINO, AS, CLMD-ALS

SAFETY AND SECURITY COMMITTEE (SSC)

Chairperson: MR. JOSE R. PALLONES, TS, FS, GEC-ALS
Vice-Chair: MS. GRACE K. VELARDE, SS, CLMD-ALS
Members: ALS Focals from 13 SDOs

FOOD COMMITTEE (FC)

Chairperson: DR. ELMER ALBERT E. CUEVAS, Dentist III
Vice-Chair: QAD Representative
Members: MS. JULIET M. SABINO, AS, CLMD-ALS
EPSAs from Leyte SDO

VENUE, ACCOMMODATION, AND MONITORING COMMITTEE (VAMC)

Chairperson: MS. JULIET M. SABINO, AS, CLMD-ALS
Vice-Chair: HRDD Representative
Member: Representatives from AD, CLMD, FD, FTAD, ITO, & QAD

TRANSPORTATION COMMITTEE (TC)

Chairperson: MS. APPLE REYES, AOIV, GSU, AD
Vice-Chair: AD Representative
Members: MR. SULPICIO M. GERNALE, MS, GEC-ALS
MR. MARCIAL LABACLADO, SS, GEC-ALS

Enclosure 2 to RM No. _____ dated August 1, 2025.

Term of Reference (ToR) of the Different Working Committees for the Second Batch of Alternative Learning System (ALS) Classes and Skills Training at the Girls' Education Center (GEC)

PROGRAM STEERING COMMITTEE (PSC)

- Initiate the planning process for the activities.
- 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 training/conference 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 activities.
- Warrant complete and appropriate logistical preparations.
- Ensure the procurement activity is in accordance with procurement guidelines.
- 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 activities.
- Accept the delivery of the procured supplies, materials, and other items needed.
- 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 learners, implementers, 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 everyday classes.
- 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 the prescribed number of 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.

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 rooms, toilets, and other venues and shall be free from any disruptions.
- Post the signages 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 all the participants using DepEd RO8 approved template.
- Prepare and submit a 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 all guests and participants, ensuring their arrival at the venue earlier as expected.
- Ensure the functionality and upkeep of the government vehicles used, maintaining it in excellent condition.
- Verify the validity of the registration and insurance policy.
- Ensure drivers and government vehicles are available during the entire duration of the activities.

Enclosure 3 to RM No. _____ dated August 1, 2025.

A. National Trainers/Resource Persons for the Regional Training of Trainers (RToT) on the Work-based Learning and Be-Your-Own-Boss (WBL-BYOB) Programs

- 1) ALFREDO P. CAFE, EPS, CLMD, DepEd Regional Office VIII
- 2) MARGILINA C. MENDOZA, EPS, Baybay City Division
- 3) RANULFO I. BAAY, EPS, Tacloban City Division
- 4) MILDRED C. GOFREDO, EPSA, Baybay City Division
- 5) RINA M. ABOGANDA, EPSA, Calbayog City Division
- 6) OLIVER M. CAGARA, EPSA, Leyte Division
- 7) MARIA LOURDES C. OCIMAN, EPSA, Samar Division
- 8) GRACE C. ZANORIA, EPSA, Tacloban City Division

B. National Trainers/Resource Persons for the Regional Training of Trainers (RToT) on ALS Assessment

- 1) ALFREDO P. CAFE, EPS, CLMD, DepEd Regional Office VIII
- 2) MILDRED C. GOFREDO, EPSA, Baybay City Division
- 3) CHRISTOPHER F. ROA, EPS, Maasin City Division
- 4) VICTOR D. DUMAGUIT, EPS, Southern Leyte Division
- 5) ALLAN C. ARMA, EPSA, Borongan City Division
- 6) ROQUE D. VALLEJOS, P1, Leyte Division
- 7) MARIA KRISTINA E. TABERNERO, EPSA, Leyte Division
- 8) BETELINO V. AMIGO, EPSA, Southern Leyte Division
- 9) GRACE C. ZANORIA, EPSA, Tacloban City Division

C. ALS IO - Journalism Team for the Recognition -cum-Orientation with the Division NLA Coordinators, RSC Members, Literacy Program Proponents, and select CLMD Personnel

- 1) REY SANDY ABAYAN, Lawaan NSCHI, Eastern Samar Division
- 2) RONNIE PALOMA, ALS Teacher, Baybay City Division
- 3) GLORINOR SILLEZA, ALS Teacher, Tacloban City Division

Enclosure 4 to RM No. _____ dated August 1, 2025.

Allocation of Participants per Office

A. National Trainers/Resource Persons for the Regional Training of Trainers (RToT) on the Work-based Learning and Be-Your-Own-Boss (WBL-BYOB) Programs

No.	DIVISION	ALS FOCAL	EPSA	TEACHERS	TOTAL
1	Baybay City	Trainer	Trainer	5	5
2	Biliran	1	2	5	8
3	Borongan City	1	1	5	7
4	Calbayog City	1	1, (1 Trainer)	5	7
5	Catbalogan City	1	2	5	8
6	Eastern Samar	1	2	5	8
7	Leyte	1	6, (1 Trainer)	5	12
8	Maasin City	1	1	5	7
9	Northern Samar	1	2	5	8
10	Ormoc City	1	2	5	8
11	Samar	1	1, (1 Trainer)	5	7
12	Southern Leyte	1	2	5	8
13	Tacloban City	Trainer	1, (Trainer)	5	6
14	Trainers				8
15	TWG Members				14
16	Support Staff				7
17	Central Office				5
	TOTAL	11	23	65	133

B. National Trainers/Resource Persons for the Regional Training of Trainers (RToT) on ALS Assessment

No.	DIVISION	ALS FOCAL	EPSA	TEACHERS	TOTAL
1	Baybay City	1	Trainer	5	6
2	Biliran	1	2	5	8
3	Borongan City	1	Trainer	5	6
4	Calbayog City	1	2	5	8
5	Catbalogan City	1	2	5	8
6	Eastern Samar	1	2	5	8
7	Leyte	1	5, (2 Trainers)	5	11
8	Maasin City	Trainer	1	5	6
9	Northern Samar	1	2	5	8
10	Ormoc City	1	2	5	8
11	Samar	1	2	5	8
12	Southern Leyte	Trainer	1, (1 Trainer)	5	6
13	Tacloban City	1	1, (1 Trainer)	5	7
14	Trainers				9
15	TWG Members				14
16	Support Staff				7
17	Central Office				5
	TOTAL	11	22	65	133

C. Recognition -cum-Orientation with the Division NLA Coordinators, RSC Members, Literacy Program Proponents, and select CLMD Personnel

TOTAL PAX		70
RSC Members	1	NEDA
	1	SLSU
	1	DILG
	1	PIA
	1	RD
	1	ARD
RST members	8	(CLMD EPSs & OIC-Chief)
Div NLA Coor	13	SDO Focals
RO NLA Focal	1	from CLMD
TWG members for publication & advocacy (ALS IO - Journalism Team)	3	(See enclosure for details)
Other Dedicated Committees	4	EPSAs from Borongan City, Calbayog City, Leyte, & Tacloban City)
Secretariat	5	GEC Staff
QAD	1	
RO PRAISE Representative	1	
<i>Additional Pax</i>		
EPSAs	3	Ormoc City, Samar, & So. Leyte
PSDSs	4	Ormoc City (1), Samar (2), & So. Leyte (1)
Teachers	4	Ormoc City (1), Samar (2), & So. Leyte (1)
Municipal/City Mayors/Representatives	4	Ormoc City (1), Samar (2), & So. Leyte (1)
LCC Representatives	4	Ormoc City (1), Samar (2), & So. Leyte (1)
Drivers	7	Ormoc City (1), Samar (2), So. Leyte (1), RO (2), & Leyte (1) dedicated to transport the CO (LCC) guests
LCC-Central Office Guests (2)	2	