



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**

**ORD 2023-414**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Manila City  
 SDO Valenzuela City

**FROM :** **WILFREDO E. CABRAL, CESO III**  
 Regional Director

**SUBJECT :** **WORKSHOP ON THE DEVELOPMENT OF SESSION GUIDES AND TRAINING MATERIALS FOR ALTERNATIVE LEARNING SYSTEM (ALS) ASSESSMENT**

**DATE :** May 18, 2023

1. The Department of Education through the Bureau of Alternative Education – Program Management and System Development Division (BAE-PMSDD) will conduct the Workshop on the Development of Session Guides and Training Materials for Alternative Learning System (ALS) Assessment on May 22-26, 2023, in Cebu City (specific venue to be announced).
2. The activity aims to develop session guides and training materials for the conduct of the National Training of Trainers on Capability Building on ALS Assessment.
3. In connection with this, the following participants are requested to attend the said activity on the dates specified. Board and lodging and other expenses for supplies and materials will be charged to 2023 FLO-ALS Fund (AC-23-BAE-PMSDD-FLO-026) while travel and other incidental expenses of the participants will be charged to the funds comprehensively downloaded to the Regional Office per OASALS-OM-2023-015 entitled “Fiscal Year 2023 Alternative Learning System Funds Directly Released to the Regional Offices”. The Division ALS Focal Person will submit to the Regional ALS Focal Person a summary of expenses incurred as basis for the downloading of expenses to the Schools Division Offices. In addition, they are expected to attach the highlights of the activity. Participants will submit pertinent travel documents upon completion of the activity for the reimbursement, subject to the usual accounting and auditing rules and regulations.

NAME	DESIGNATION	DIVISION
Annielyn C. Tagontong	ALS Teacher	Manila
Sara P. Tejada	Educ. Prog. Specialist II-ALS	Valenzuela City

4. Immediate dissemination of this Memorandum is desired.



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 2



Republic of the Philippines



## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### MEMORANDUM

DM-CT-2023- 114

**TO :** REGIONAL DIRECTORS

**FROM :**  **GINA O. GONONG**  
Undersecretary for Curriculum and Teaching 

**SUBJECT :** **WORKSHOP ON THE DEVELOPMENT OF SESSION GUIDES AND TRAINING MATERIALS FOR ALS ASSESSMENT**

**DATE :** May 11, 2023

The Bureau of Alternative Education (BAE) will conduct the **Workshop on the Development of Session Guides and Training Materials for Alternative Learning System (ALS) Assessment** from May 22 to 26, 2023, in Cebu City (*Specific venue will be announced in separate issuance*).

This activity aims to develop session guides and training materials for the conduct of the National Training of Trainers on Capability Building on ALS Assessment.

The list of Participants and the Program of Activities are indicated in Attachment No. 1 and 2 respectively. The listed participants are required to bring their own laptops and other related assessment materials as references.

Board and lodging, and other expenses for supplies and materials will be charged to 2023 FLO-ALS Fund (AC-23-BAE-PMSDD-FLO-026) while travel and other incidental expenses will be charged to the funds comprehensively downloaded to the Regional Offices per OASALS-OM-2023-015 entitled "*Fiscal Year 2023 Alternative Learning System Funds Directly Released to the Regional Offices*," and will be paid in full upon submission of the travel documents, subject to the usual accounting and auditing rules and regulations.

**Downloading of funds to the participants' respective Schools Division Offices is highly encouraged**, when deemed necessary and applicable. In case that the downloaded funds are not sufficient to cover the actual expenses incurred, **Program Support Fund (PSF) FY 2023 or local funds** will be utilized to augment the reimbursement of the said expenses.

Participants are instructed to observe the time-on-task policy based on DepEd Order (DO) No. 9, s. 2005, "*Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith*."

For queries or clarifications, contact **Mr. Jomar P. Allam**, Senior Education Program Specialist, Bureau of Alternative Education-Program Management and System Development Division (BAE-PMSDD) through email at [bae.pmsdd@deped.gov.ph](mailto:bae.pmsdd@deped.gov.ph).

Immediate dissemination and compliance with this Memorandum are directed.

Copy furnished: **ATTY. REVSEE A. ESCOBEDO**, Undersecretary for Operations



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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Attachment No. 1 to **DM-CT-2023- 114**

### List of Participants

No.	Name	Position/Designation	Region	Office/Division
1	Laurence A. Agtutubo	Education Program Specialist II for ALS	Region I	Vigan City
2	Emil R. Riodil	Education Program Specialist II for ALS	Region I	Ilocos Sur
3	Macrino A. Raymundo	Division ALS Focal Person	Region II	Nueva Vizcaya
4	Anagrace M. Gallardo	Division ALS Focal Person	Region II	Cauayan City
5	Alfredo R. Cababat Jr.	Education Program Specialist II for ALS	Region III	Tarlac
6	Roxanne M. Benedicto	Education Program Specialist II for ALS	Region III	San Jose City
7	Sherly H. Cruz	Education Program Specialist II for ALS	Region IVA	Rizal
8	Maria Francesca C. Fadri	Education Program Specialist II for ALS	Region IVA	Dasmaringas City
9	Jenelyn M. Baylon	ALS Teacher	Region IVB	Oriental Mindoro
10	Ephraim B. Redison	ALS Teacher	Region IVB	Palawan
11	Johny J. So	Education Program Specialist II for ALS	Region V	Sorsogon
12	Madonna M. Malillin	Education Program Specialist II for ALS	Region V	Albay
13	Corazon P. Aloro	Education Program Specialist II for ALS	Region VI	La Carlota City
14	Michelle S. Norico	Education Program Specialist II for ALS	Region VI	Iloilo Province
15	Elizabeth R. Escolano	Education Program Specialist II for ALS	Region VII	Tagbilaran City
16	Florenda Galvez	Education Program Specialist II for ALS	Region VII	Tanjan City
17	Leandro M. Fernandez, Jr.	ALS Teacher	Region VIII	Samar
18	Maria Kristina E. Tabernero	Education Program Specialist II for ALS	Region VIII	Leyte
19	Rosemarie T. Rubia	Education Program Specialist II for ALS	Region IX	Dipolog City
20	Elma C. Kandum	Education Program Specialist II for ALS	Region IX	Isabela City
21	Freizie Hazel G. Naranjo	Education Program Specialist II for ALS	Region X	Misamis Occidental
22	Gretchen V. Catane	Education Program Specialist II for ALS	Region X	Malaybalay
23	Rosebeth C. Candelasa	Education Program Specialist II for ALS	Region XI	Panabo City



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24	Hazel B. Lomotos	ALS Teacher	Region XI	Tagum City
25	Domingo D. Cortes Jr.	Education Program Specialist II for ALS	Region XII	General Santos City
26	Princess A. Ma-Aya	Education Program Specialist II for ALS	Region XII	Sultan Kudarat
27	Rachel S. Cassion	Education Program Specialist II for ALS	Caraga	Butuan City
28	Rowena F. Acevedo	Education Program Specialist II for ALS	Caraga	Bislig City
29	Eldie S. Pacio	ALS Teacher	CAR	Benguet
30	Juliet D. Piok	Education Program Specialist II for ALS	CAR	Baguio City
31	Sara P. Tejada	Education Program Specialist II for ALS	NCR	Valenzuela City
32	Annielyn C. Tagontong	ALS Teacher	NCR	Manila City


**\*\*NOTHING FOLLOWS\*\***



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**Department of Education**  
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Attachment No. 2 to **DM-CT-2023-114**

**PROGRAM OF ACTIVITIES**

Time	Dates				
	Day 1 May 22 (Monday)	Day 2 May 23 (Tuesday)	Day 3 May 24 (Wednesday)	Day 4 May 25 (Thursday)	Day 5 May 26 (Friday)
6:00am - 8:00am	<i>Travel time</i>		<i>Breakfast &amp; MOL</i>		
8:00am - 9:00am	<i>Registration of Participants</i>	<i>ALS Assessment Framework</i>	<i>Presentation and critiquing of Session Guides</i>		<i>Finalization &amp; Submission of Outputs</i>
9:00am - 10:00am				<i>Drafting and Preparation of PPTs of topics</i>	
10:00am - 11:00am	<i>Distribution of Kits</i>	<i>Discussion on the Standards on Session Guides and PPTs</i>	<i>Revision of session guides based on comments and suggestions</i>		
11:00am - 12:00nn			<i>Lunch &amp; MOL</i>		<i>Closing Program</i>
12:00nn - 1:00pm					<i>Travel time</i>
1:00pm-2:00pm	<i>Billeting of Participants</i>		<i>Presentation of Final Session Guides</i>		
2:00pm - 3:00pm		<i>Session Guide Writing (based on the assigned topic)</i>		<i>Revision &amp; Enhancement of Outputs</i>	
3:00pm - 4:00pm	<i>Opening program</i>				
4:00pm - 5:00pm	<i>Mechanics of the Workshop</i>		<i>Submission of outputs</i>		
Expected output	○ Cleared guidelines and mechanics of the workshop	○ Initial draft of session guide submitted	○ Session Guides Final Output Submitted	○ Revised & enhanced outputs	○ Final PPTs output submitted
Officer of the Day	Jomar P. Allam	Michael Angelo V. Infante	Reyvangle Sandoval	Michael Angelo V. Infante	Jomar P. Allam