

Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023- 1079

TO : **Schools Division Superintendents**
SDO Manila, Muntinlupa City, Navotas City, Marikina City, Pasig City, Quezon City, and Valenzuela City

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

SUBJECT : **Orientation on the Alternative Delivery Mode Education in Emergencies**

DATE : October 16, 2023

This has reference to the attached Memorandum DM-CT-2023 dated October 12, 2023, signed by Gina Gonong, Undersecretary for Curriculum and Teaching, relative to the above-captioned activity on October 17-20, 2023, at Tanza Oasis Hotel, Tanza, Cavite City.

Enclosed is the list of participants.

Travel expenses shall be charged to the Flexible Learning Option-Alternative Delivery Mode (FLO-ADM) current funds downloaded subject to the usual government accounting and auditing rules and regulations. Please see the attached list of documents needed for reimbursement and submit it to the CLMD Office.

Immediate dissemination of this Memorandum is desired.

Encl/s: as stated
 CLMD/AETan2023



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

Enclosure 1

Regional Participants

Orientation on the Alternative Delivery Mode Education in Emergencies
Tanza Oasis, Cavite City
October 17-20, 2023

Name	Office	Designation	Representation
1. Lorena J. Mutas	SDO Navotas City	PSDS/ ADM Focal	SDO ADM
2. Mariel Eugene Luna	SDO Muntinlupa City	EPS/ ADM Focal	SDO ADM
3. Juriz A. De Mesa	Navotas National HS SDO Navotas City	School ADM Focal	SDO ADM
4. Lilibeth San Juan Gozo	Malinta ES SDO Valenzuela City	School Principal	DRRRM SDO Focal
5. Edmund G. Villareal	F.G. Calderon Integrated School SDO Manila	School Principal	DRRRM SDO Focal
6. Christopher Pabona	Quezon City Science HS SDO Quezon City	Head Teacher III	SDO ADM
7. Merlinda S. Guazon	Gregorio Perfecto SDO Manila	MT II/ ADM Focal	SDO ADM
8. Marife V. Villadiego	Pasig ES SDO Pasig City	School Principal	NEAP Trainer
9. Remia L. Ricabar	SDO Marikina City	PSDS	NEAP Trainer



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CHECKLIST OF SUPPORTING DOCUMENTS
TRAVELLING EXPENSES

Name: _____

Division: _____

List of Documents	Remarks
____ 1. Disbursement Voucher (DV) - c/o CLMD	_____
____ 2. Obligation Request Slip (ORS) – c/o CLMD	_____
____ 3. Appendix A (Itinerary of Travel)	_____
____ 4. Appendix B (Certificate of Travel Completed)	_____
____ 5. Airfare Ticket/e-Ticket and Official Receipt	_____
____ 6. Bus/Boat Ticket (if applicable)	_____
____ 7. Boarding Pass (2)	_____
____ 8. Taxi Fare – RER (for P300.00 above)	_____
____ 9. Taxi Fare – RER Certification of Expenses (below P 300,00)	_____
____ 10. Travel Authority	_____
____ 11. <i>Letter of Invitation (NA)</i>	_____
____ 12. DepEd Memorandum/Reference	_____
____ 13. Certificate of Appearance/Participation	_____
____ 14. Photocopy of ATM – Landbank Account	_____
____ 15. <i>OTHERS: (if needed)</i>	
a. <i>Certification of no unliquidated cash advance (for CA)</i>	_____
b. <i>Justification/certification – any deviations in the itinerary</i>	_____
c. <i>Official Receipt – airfare, etc.</i>	_____
d. <i>Copy of Liquidation Report</i>	_____

Note:

*For those traveling by plane you need to have 3 canvasses for the airfare and take the cheapest fare as per COA Circular number 2023-04,s. 2023



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

MEMORANDUM
DM-CT-2023-340

TO : REGIONAL DIRECTORS

FROM : 
GINA G. GORDON
Undersecretary for Curriculum and Teaching

SUBJECT : ORIENTATION ON THE ALTERNATIVE DELIVERY MODE-
EDUCATION IN EMERGENCIES

DATE : October 12, 2023

The Department of Education is taking the lead in promoting Alternative Delivery Mode - Education in Emergencies (ADM-EiE). This program seeks to ensure that the practice of education in emergency contexts, both during the crisis and recovery phase, is in adherence to a comprehensive set of standards anchored in human rights.

In this regard, the Bureau of Learning Delivery (BLD) will conduct the **Orientation on ADM-EiE** on October 17-20, 2023. A separate memorandum will be issued for the actual venue of the said activity.

The activity aims to:

- a) orient and capacitate educational leaders and school heads on ADM-EiE in the regions, schools division offices, and schools;
- b) highlight challenges and initiatives encountered by the schools in the implementation of ADM-EiE; and
- c) develop a regional plan for echo training in their respective regions, divisions and schools.

This will be participated in by the Curriculum and Learning Management Division (CLMD) Chiefs, Regional Education Program Supervisor (EPS) – ADM Focal Persons, Regional Disaster Risk Reduction Management (DRRM) Coordinator, Regional and Division EPS and National Educators Academy of the Philippines (NEAP) Regional Trainer from different Regional Office and Schools Division Offices.

Participants are enjoined to **confirm their attendance** by accomplishing the online registration form through the link: <https://tinyurl.com/ADMEIEReg2023> **not later than October 9, 2023**. See Annex A for the list and number of participants per region.

The first session will start at 10:00 AM on the first day and conclude at 2:00 PM on the final day. The first meal is breakfast on October 17, 2023, and the last meal is PM snacks on October 20, 2023. The actual venue will be announced at a later date.



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Board and lodging shall be charged against Flexible Learning Options–Alternative Delivery Mode (FLO-ADM) Current Funds while traveling expenses incurred during this activity shall be charged against the downloaded FLO-ADM funds to the region. If the fund is insufficient, it may be charged against the FLO-Program Support Funds to defray all travel expenses subject to the usual accounting rules and regulations.

For confirmation and other concerns, please contact **Mr. Diamond Jay B. Madamba**, Senior Education Program Specialist, BLD - Teaching and Learning Division through telephone number (02)8687-29-48; mobile number +63 909 8101283 or through email at adm.bld@deped.gov.ph and bld.od@deped.gov.ph.

For widest dissemination and strict compliance.

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

VENUE : TANZA OASIS HOTEL AND RESORT, TANZA, CAVITE



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Annex A.

LIST AND NUMBER OF PARTICIPANTS PER REGION

Region	CLMD Chiefs	Regional ADM Focal Persons	Regional DRRRM Coordinator	Regional/ADM Division EPS	NEAP-Regional Trainer	Total No. of Pax Per Region
I	1	1	1	10	2	15
II	1	1	1	5	2	10
III	1	1	1	25	2	30
IV-A	1	1	1	18	2	23
IV-B	1	1	1	3	2	8
V	1	1	1	8	2	13
CAR	1	1	1	11	2	16
NCR	1	1	1	4	2	9
VI	1	1	1	16	2	21
VII	1	1	1	16	2	21
VIII	1	1	1	9	2	14
IX	1	1	1	4	2	9
X	1	1	1	10	2	15
XI	1	1	1	7	2	12
XII	1	1	1	4	2	9
CARAG A	1	1	1	8	2	13
Total	16	16	16	158	32	238

Annex B: Administrative Note

Participants of the activity are requested to:

- a) bring a laptop, extension cord, signed Travel Authority, and pertinent data;
- b) provide relevant inputs, suggestions, and recommendations during the plenary sessions;
- c) participate willingly and committed to actively engage during the workshops and produce quality outputs; and
- d) bring their maintenance medicines if they are taking medications and inform the TWG on their food restrictions, if there'd be any, during the activity.