



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023€ 996

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Caloocan City and Quezon City

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

SUBJECT : **Development Writeshop on the ADM One-Stop-Shop School Policy**

DATE : October 2, 2023

This is in reference to the attached Advisory dated September 28, 2023, from Dr. Leila P. Areola, Bureau of Learning Delivery, relative to the above-captioned activity, on October 3-6, 2023, at the Villa Excellance, Sitio Postema, Brgy Sahud Ulan, Tanza, Cavite, contents of which are self-explanatory, for information and appropriate action.

In view thereof, the following participants are requested to attend the said activity.

Name	Designation	SDO
Emiterio Macarubbo	EPS, Division ADM Focal	Caloocan City
Ederlina D. Baleña	EPS, Division ADM Focal	Quezon City

Travel expenses shall be charged to the FLO-ADM travel funds downloaded to the region subject to the usual accounting and auditing rules and regulations. Please see attached list of documents needed for reimbursement and submit to CLMD Office.

Immediate dissemination of this Memorandum is desired.



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

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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>	
<i>a. Certification of no unliquidated cash advance (for CA)</i>	_____
<i>b. Justification/certification – any deviations in the itinerary</i>	_____
<i>c. Official Receipt – airfare, etc.</i>	_____
<i>d. Copy of Liquidation Report</i>	_____



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2023- 257

TO : REGIONAL DIRECTORS

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : DEVELOPMENT WRITESHOP ON THE ADM ONE-STOP-SHOP
SCHOOL POLICY

DATE : August 16, 2023

In support of the Department of Education's (DepEd) commitment to ensuring equal access for all learners at risk of dropping out of basic education, the Bureau of Learning Delivery (BLD) will conduct the **Development Writeshop of the ADM One-Stop-Shop School Policy** on September 5-8, 2023. A separate memorandum shall be issued for its final details.

The activity aims to review and revise Alternative Delivery Mode (ADM) policies to ensure that all schools are ready to offer all ADMs to cater to the different needs and contexts of all learners at risk.

In line with this, this Office would like to request participants from your region as indicated in Enclosure 1 who may be:

- a. school principal of an ADM implementing schools; and
- b. Division Education Program Supervisor of a Schools Division Office with existing ADM implementing schools.

The participants should have:

- a. been implementing ADM for more than two (2) years; and
- b. general knowledge and experience in implementing and supervising ADM.

The list of participants duly signed by the Regional Director must be submitted on or before September 1, 2023. Official participants are advised to register through the link: <https://tinyurl.com/ADM1SSSPDT23>

Participants are expected to arrive at the venue before the workshop commences at 10:00 AM on Day 1. The first meal is breakfast on Day 1 and the last meal is PM snacks on Day 3. Attached is the program of activities as Annex A.

Participants are also advised to bring their laptop and extension cord.

Board and lodging shall be charged against the 2023 ADM Funds, while traveling expenses shall be charged against the FLO-ADM Travel Funds downloaded to the region, subject to the usual government accounting and auditing rules and regulations.



Republic of the Philippines
Department of Education
BUREAU OF LEARNING DELIVERY

Office of the Director

ADVISORY
September 28, 2023

DEVELOPMENT WRITESHOP ON THE ADM ONE-STOP-SHOP SCHOOL POLICY

Please be advised that the Development Writeshop on the ADM One One-Stop-Shop School Policy, as stipulated in DM-CT-2023-257, shall be held on October 3-6, 2023 at Villa Excellence, Sitio Postema, Brgy. Sahud Ulan, Tanza, Cavite.

Immediate dissemination of this Advisory is desired.


LEILA E. AREOLA
Director IV