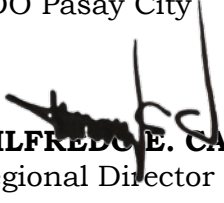


Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
**ORD-2023- 1155**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Paranaque City  
SDO Pasay City

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

**SUBJECT :** **IMPLEMENTING GUIDELINES FOR THE LIMITED SCALE-UP OF THE PILOT IMPLEMENTATION OF WORK-BASED LEARNING (WBL) AND BE YOUR OWN BOSS (BYOB) IN THE ALTERNATIVE LEARNING SYSTEM (ALS)**

**DATE :** November 6, 2023

1. This has reference to the attached Memorandum No. DM-CT-2023-366 dated October 27, 2023, from Alma Ruby C. Torio, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Curriculum and Teaching, relative to the above-captioned activity.
2. In connection with this, the identified participating Schools Division Offices shall adhere to the Implementing Guidelines of the pilot implementation of Work-based Learning (WBL) and Be Your Own Boss (BYOB).
3. For further information and clarification regarding this matter, please contact Mr. Jeffrey F. Florendo, Senior Education Program Specialist, Bureau of Alternative Education - Program Management and System Development Division (BAE-PMSDD) through email address [bae.pmsdd@deped.gov.ph](mailto:bae.pmsdd@deped.gov.ph) .
4. Immediate dissemination of this Memorandum is desired.



**Misamis St., Bago Bantay, Quezon City**

Email Address: [ncr@deped.gov.ph](mailto:ncr@deped.gov.ph)  
Website: <http://www.depedncr.com.ph>

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Effectivity	01.26.23	Page	1 of 1



Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
**DM-CT-2023-766**

TO : **REGIONAL DIRECTORS**  
**MINISTER, MBHTE-BARMM**

FROM : **ALMA RUBY C. TORIO**  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

SUBJECT : **IMPLEMENTING GUIDELINES FOR THE LIMITED SCALE-UP OF THE PILOT IMPLEMENTATION OF WORK-BASED LEARNING (WBL) AND BE YOUR OWN BOSS (BYOB) IN THE ALTERNATIVE LEARNING SYSTEM (ALS)**

DATE : October 27, 2023

The Department of Education (DepEd), through the Bureau of Alternative Education (BAE), in partnership with USAID Opportunity 2.0 (O2) Program, has adopted the Work-Based Learning (WBL) and Be Your Own Boss (BYOB) which aim to produce outstanding out-of-school youth with skills and competencies to establish their own business and equip them with work-related values and skills as active key players of their own economic and social communities.

In 2022, these initiatives were pilot implemented in ten (10) O2 sites by virtue of OM-OAGA-2022-055 or the *Pilot Implementation of Work-Based Learning and Be Your Own Boss Modules In USAID Opportunity 2.0 Sites* and OM-OAGA-2022-086, titled "*Implementing Guidelines on the Pilot Implementation of Work-Based Learning And Be Your Own Boss In USAID Opportunity 2.0 Sites*".

Positive results from the conducted program evaluation substantiate the decision for a limited scale-up as a response to the MATATAG Strategic Agenda of DepEd, and to gather supporting data and information for its nationwide institutionalization.

In line with this, the identified participating Schools Division Offices (Enclosure No. 2) shall adhere to the enclosed **Implementing Guidelines for the Limited Scale-Up of the Pilot Implementation of the WBL and BYOB in the Alternative Learning System** (Enclosure No. 1)

For queries or clarifications, please contact **Mr. Jeffrey F. Florendo**, 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) or [jeffrey.florendo@deped.gov.ph](mailto:jeffrey.florendo@deped.gov.ph).

Immediate dissemination and strict compliance to this Memorandum are directed.

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)







Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
**DM-CT-2023-366**

TO : **REGIONAL DIRECTORS**  
**MINISTER, MBHTE-BARMM**

FROM : **ALMA RUBY C. TORIO**  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching

SUBJECT : **IMPLEMENTING GUIDELINES FOR THE LIMITED SCALE-UP OF THE PILOT IMPLEMENTATION OF WORK-BASED LEARNING (WBL) AND BE YOUR OWN BOSS (BYOB) IN THE ALTERNATIVE LEARNING SYSTEM (ALS)**

DATE : October 27, 2023

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For queries or clarifications, please contact **Mr. Jeffrey F. Florendo**, 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) or [jeffrey.florendo@deped.gov.ph](mailto:jeffrey.florendo@deped.gov.ph).

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Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)







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**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Enclosure No. 1 of DM-CT- 2023-\_\_\_\_\_

**IMPLEMENTING GUIDELINES FOR THE LIMITED SCALE-UP OF PILOT IMPLEMENTATION OF WORK-BASED LEARNING (WBL) AND BE YOUR OWN BOSS (BYOB) IN THE ALTERNATIVE LEARNING SYSTEM**

**I. Introduction**

1. USAID Opportunity 2.0 (O2) Program is a five-year (2020-2025) project funded by the United States Agency for International Development (USAID) and implemented by the Education Development Center (EDC), that aims to improve the education, employment, and livelihood outcomes for vulnerable out-of-school youth (OSY). O2 seeks to contribute to stronger education and workforce development systems that reach larger numbers of OSYs and help prepare them to transition to further education and training as well as immediate jobs and long-term success for the youth across fifteen (15) cities in the Philippines until 2025.
2. The Work-Based Learning (WBL) and Be Your Own Boss (BYOB) modules are part of the *Work Ready Now!* curricula developed by EDC which O2 adopted and contextualized for Philippine settings and aligned to the Department of Education (DepEd) Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC). WBL and BYOB aim to produce outstanding OSYs with skills and competencies to establish their own business and equip them with work-related values and skills as active key players in their own economic and social communities.
3. WBL provides youth who have little to no work experience with a structured learning opportunity in a real work environment with real customers. On the other hand, BYOB equips youth with foundational business skills and an entrepreneurial mindset needed for successful self-employment.
4. The WBL and BYOB underwent pilot implementation in the ten (10) O2 sites in School Year 2022-2023. The results of the pilot implementation are as follows:
  - a. WBL and BYOB initiatives are closely aligned with the four (4) pillars of DepEd MATATAG Strategic Agenda of the Department of Education (DepEd);
  - b. WBL and BYOB contents were confirmed to be closely aligned with the competencies of the ALS K to 12 Basic Education Curriculum (BEC), and found to be highly relevant and responsive;
  - c. The instructional design of the WBL and BYOB learning materials and activities were confirmed to be viable and impactful approaches to enhancing the teaching of the Learning Strand (LS) 4 – Life and Career Skills; and



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)







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- d. The prototype models of WBL and BYOB have been successfully contextualized to align with local realities and incorporate home-grown innovations.
5. With the positive results of the pilot implementation of the WBL and BYOB, scaling it up to other Schools Division Office to cater more to ALS Junior High School learners is deemed necessary as part of the MATATAG Strategic Agenda of making the curriculum more relevant to produce competent, job-ready, active and responsible citizens, and giving support to teachers to teach better.
6. The experiences of the Division ALS Focal Persons, Education Program Specialists II for ALS (EPSs II for ALS), and ALS Implementors (ALS Teachers, Community ALS Implementors, and Learning Facilitators) of the implementing SDOs involved in the limited scale-up shall be used as the basis for crafting policy guidelines to institutionalize the WBL & BYOB nationwide. The assessment results shall also be used as the basis for building a core of trainers for the national implementation of WBL and BYOB, and for designing the capacity-building activities for ALS Implementors needed to support and sustain the scale-up of the said approaches.

**II. Implementation Details**

7. The Curriculum and Learning Management Division (CLMD), through the Regional ALS Focal Person, with the approval of the Regional Director, identified **two (2)** Schools Division Offices **per Region (Enclosure No. 2)** as part of the scale-up to implement the WBL and BYOB for School Year 2023-2024, **in addition** to the following O2 sites:

<b>Region</b>	<b>Schools Division Office</b>
III	Angeles City
V	Legazpi City
VI	Iloilo City
VII	Cebu City
VIII	Tagbilaran City
IX	Zamboanga City Isabela City
X	Cagayan de Oro City Iligan City
XI	Davao City
XII	General Santos City
BARMM	Cotabato City
NCR	Pasig City Quezon City Valenzuela City

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)



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8. In exceptional cases, the Regional Offices are given the discretion and authority to recommend an additional SDO (*aside from those listed in the Enclosure No. 2*) who expressed strong interest to participate in the scale-up, subject to: i) recommendation of the Regional ALS Focal Person with supporting justification, ii) availability of resources from the Opportunity 2.0 Program, and iii) final approval of the Bureau of Alternative Education (BAE).

### A. Learners

9. For School Year 2023-2024, all ALS Junior High School learners of the identified SDOs are eligible to undergo WBL and BYOB.

### B. ALS Implementers

10. The BAE, in partnership with O2, shall conduct capacity-building activities for a National Core of Master Trainers focusing on Content and Delivery of WBL and BYOB. In case members of the earlier selected and trained National ALS Core of Master Trainers are no longer engaged in ALS Programs, the Division ALS Focal Persons, EPSs II for ALS, and ALS Teachers of the O2 sites could be part of the Core of Master Trainers. The trained Master Trainers must demonstrate mastery of the learning contents and delivery strategies of WBL and BYOB to be accredited to conduct follow-on “multiplier training” of ALS teachers.

A separate memorandum shall be issued on the conduct of the said training.

11. The Core Master Trainer, with technical support from BAE and O2, shall conduct a “multiplier training” for ALS implementors. Only those who received the Certificate of Participation and Completion, after successfully meeting the requirements of the training, are eligible to deliver WBL and BYOB sessions to the ALS learners.

### C. Learning Materials

12. ALS Implementors shall utilize hard copies of the Teacher-Facilitator’s Guidebooks provided to them by DepEd and O2 in delivering the WBL and BYOB.
13. The Regional ALS Focal Person shall allocate a portion of the downloaded Program Support Funds (PSF) for the printing/reproduction and distribution of the WBL and BYOB Learner’s Handbook. The O2 shall provide one (1) hard copy of WBL and BYOB Facilitator’s Guide, and access to soft copies of WBL and BYOB Facilitator’s Guide and Learner’s

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)







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Handbook, to every ALS Implementor of the identified SDOs through these links:

- a. BYOB - <https://go.edc.org/BYOBManuals>
- b. WBL - <https://go.edc.org/WBLManuals> .

### D. Learning Delivery

14. Starting SY 2023-2024, the WBL and BYOB shall be conducted **in the 3<sup>rd</sup> or 4<sup>th</sup> quarter of ALS classes** over a period of four (4) to seven (7) weeks. Each week, ALS implementors may conduct two (2) to three (3) sessions within three (3) non-consecutive days, with each session lasting for two (2) to three (3) hours.
15. Any deviation from the prescribed design is subject to the approval of the Regional ALS Focal Person in consultation with the BAE. As a minimum national quality standard, WBL and BYOB shall be implemented for twenty (20) hours.
16. WBL shall be taught through face-to-face delivery. BYOB may be delivered face-to-face, online, or blended.
17. The WBL and BYOB modules are designed to be delivered in two (2) parts: (1) synchronous sessions; and (2) self-learning activities. Each learning session follows this structure: 1) Debriefing and sharing about the accomplished self-learning activities; 2) Exploration of the topic of the day; and 3) Task-setting for the next learning activity. The self-learning activities provided in the modules are expected to be accomplished by the learners at their own pace and time. These activities shall serve as their homework for the next sessions.
18. Preferably, each session per module shall be conducted at least one (1) day apart to provide enough time for the learners to accomplish the self-directed learning activities.
19. The configuration of the implementation shall be documented and assessed at the end of the implementation as part of the Learning Process of the limited scale-up.
20. To ensure the effective delivery of the topics in WBL and BYOB modules, ALS implementors may invite resource persons to discuss the topic. Further, ALS implementors are also encouraged to add activities to supplement the topics.
21. ALS Implementor shall use Filipino and English as a medium of instruction. Mother tongue can be used by the ALS Implementor as an auxiliary language of instruction to clarify concepts and understanding.





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**E. Learning Assessment**

22. To measure learners' development of knowledge and skills in Work Readiness and Entrepreneurship, the following outputs shall be expected from the learners and may form part of the learner's Presentation Portfolio:
  - a. Accomplished Self-Learning Activities, with completed short reflection paper, output and/or handouts;
  - b. Answered handouts during the sessions;
  - c. Completed pre- and post-tests;
  - d. Result of the end of module assessment; and
  - e. Proof or pictures of participation in the activities during the sessions.
23. ALS implementors shall access and utilize the pre-and post-tests for WBL and BYOB learners through the link <https://tinyurl.com/WBL-BYOB-PrePostTests>.
24. At the end of the learning program, ALS learners and ALS Implementors shall accomplish the Learning Program Assessment provided by DepEd and UASID O2 through this link <https://go.edc.org/PostTRGSurvey>.

**III. Monitoring and Evaluation**

25. The result of the monitoring and evaluation of the limited scale-up experiences of SDOs shall be used in crafting the policy for the institutionalization of WBL and BYOB nationwide.
26. ALS implementors of the identified SDOs shall record the details of the learners undertaking the modules, as well as the training dates, and the number of training sessions completed by the learners. The ALS implementors shall use the form attached as Appendix A which may be downloaded through this link: <https://go.edc.org/WBL-BYOB-AttendanceSheet>. The data shall form part of the program Monitoring and Evaluation (M&E) reporting requirements of the USAID O2 project.
27. The BAE, Regional, and Division ALS Focal Persons, EPSs II for ALS, and other officials delegated by the SDOs shall conduct regular monitoring of implementation using the Classroom Observation Tool (COT) and may provide appropriate interventions to improve the implementation of the modules. USAID O2 personnel may also join the regular monitoring for the purpose of providing technical assistance to ALS Implementors.

Division ALS Focal Persons and EPSs II for ALS of the identified SDOs shall be trained by BAE and O2 on the utilization of the COT for WBL and BYOB. O2 shall also provide Technical Guidance Notes for monitoring purposes.





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Copies of the completed SDO WBL and BYOB Implementation Report shall be submitted to the ALS Regional Focal Person and the BAE PMSDD.

30. The BAE and the O2, in collaboration with DepEd field offices, shall conduct an assessment workshop on the implementation of WBL and BYOB at the end of the school year. Select ALS Implementors and EPSs II for ALS and Division ALS Focal Persons of the identified SDOs, and all Regional ALS Focal Persons, together with BAE and USAID O2 staff shall participate in the said activity. The details of the assessment workshop shall be issued in a separate memorandum.



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**Department of Education**

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Enclosure No. 2 of DM-CT- 2023- 346

**LIST OF TWO RECOMMENDED PARTICIPATING SDOS PER REGION ON THE LIMITED SCALE-UP OF BYOB AND WBL**

<b>Region</b>	<b>Schools Division Offices</b>
<b>I</b>	SDO Dagupan SDO of The City of Batac
<b>II</b>	SDO Nueva Vizcaya SDO Santiago City
<b>III</b>	SDO Pampanga SDO Tarlac Province
<b>IV-A</b>	SDO Dasmariñas City SDO Lucena City
<b>IV-B</b>	SDO Calapan City SDO Occidental Mindoro
<b>V</b>	SDO Camarines Sur SDO Tabacco City
<b>VI</b>	SDO Bacolod City SDO Roxas City
<b>VII</b>	SDO Cebu Province SDO Mandaue City
<b>VIII</b>	SDO Baybay SDO Tacloban
<b>IX</b>	SDO Zamboanga Del Sur SDO Zamboanga Sibugay
<b>X</b>	SDO Gingoog City SDO Ozamis City
<b>XI</b>	SDO Panabo SDO Tagum
<b>XII</b>	SDO Koronadal SDO South Cotabato
<b>NCR</b>	SDO Parañaque City SDO Pasay City
<b>CAR</b>	SDO Benguet SDO Tabuk City
<b>CARAGA</b>	SDO Butuan SDO Cabadbaran
<b>BARMM</b>	SDO Maguindanao Del Norte SDO Sulu

Copy-furnished:

**Atty: Revsee A. Escobedo**  
Undersecretary for Operations



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City  
Direct Line: (632) 8633-7202/8687-4146 E-mail: [ouct@deped.gov.ph](mailto:ouct@deped.gov.ph)