

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

**REGIONAL MEMORANDUM**  
**ORD-2023- 1180**

**TO :** **Schools Division Superintendent**  
*Caloocan City, Quezon City*

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

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

**DATE :** November 9, 2023

This has reference to the attached Unnumbered Memorandum DM-CT-2023 dated October 26, 2023, signed by Alma Ruby C. Torio, Assistant Secretary Officer-in-Charge Undersecretary for Curriculum and Teaching, relative to the above-captioned activity on **November 14-17,2023 in Tanza Oasis, Cavite City.**

Enclosed is the list of participants in the activity phase.

Travel expenses shall be charged to FLO-ADM funds and travel expenses 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**

**DEVELOPMENT WRITESHOP OF THE ADM ONE-STOP- SHOP SCHOOL POLICY**

**TANZA OASIS, CAVITE CITY**

<b>Name</b>	<b>Office/ Designation</b>	<b>Date</b>
<b>1. DR. EMETERIO MACARUBBO</b>	Education Program Supervisor CID- SDO Caloocan City	<b>November 14-17, 2023</b>
<b>2. JOEL PORCADILLA</b>	SDO Quezon City ADM Focal Batasan Hills NHS	



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**CHECKLIST OF SUPPORTING DOCUMENTS**  
**TRAVELLING EXPENSES**

Name: \_\_\_\_\_

Division: \_\_\_\_\_

List of Documents	Remarks
____ 1. Disbursement Voucher (DV) - <b>c/o CLMD</b>	_____
____ 2. Obligation Request Slip (ORS) – <b>c/o CLMD</b>	_____
____ 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	_____
____ <b>11. Letter of Invitation (NA)</b>	_____
____ 12. DepEd Memorandum/Reference	_____
____ 13. Certificate of Appearance/Participation	_____
____ 14. Photocopy of ATM – Landbank Account	_____
____ <b>15. OTHERS: (if needed)</b>	
<b>a. Certification of no unliquidated cash advance (for CA)</b> _____	
<b>b. Justification/certification – any deviations in the itinerary</b> _____	
<b>c. Official Receipt – airfare, etc.</b> _____	
<b>d. Copy of Liquidation Report</b> _____	

Note:



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\*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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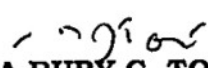
## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### MEMORANDUM

DM-CT-2023-\_\_\_\_\_

TO : REGIONAL DIRECTORS

FROM :  **ALMA RUBY C. TORIO**  
Assistant Secretary  
Officer-In-Charge  
Undersecretary for Curriculum and Teaching

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

DATE : October 26, 2023

In support of the Department of Education's 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** from November 14 to 17, 2023 at Tanza Oasis Hotel and Resort, Tanza, Cavite.

In line with this, this Office requests for participants indicated in Annex A. They are further advised to register through the link: <https://tinyurl.com/ADM1SSSPDT23C> not later than November 10, 2023.

Participants must bring their laptops, mapping tools, and survey forms on identifying learners at risk developed and used by the region, division, and/or school.

They are expected to arrive at the venue before the workshop commences at 10:00 a.m. on Day 1. The first meal is AM snacks on Day 1, and the last meal is PM snacks on the last day. The activity shall conclude at 3:00 p.m. on Day 3. Attached is the program of activities as Annex B.

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

For inquiries and other concerns, please contact Ms. Angelika D. Jabines, Senior Education Program Specialist of BLD, through mobile number +63 995 904 4259 or email at [adm\\_bld@deped.gov.ph](mailto:adm_bld@deped.gov.ph)



Republic of the Philippines  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

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Immediate dissemination of and compliance with this Memorandum is desired.

*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: [cust@deped.gov.ph](mailto:cust@deped.gov.ph)



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# Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

## ANNEX A

### NUMBER OF PARTICIPANTS PER REGION Development Writeshop on the ADM One-Stop-Shop School Policy November 14-17, 2023

	TOTAL PER REGION	MISOSA	SII	NIGHT SCHOOL
I	4	1	2	1
II	2	1	1	0
III	7	2	3	2
IV-A	7	2	3	2
IV-B	3	1	1	1
V	6	2	2	2
CAR	5	1	2	2
NCR	2		1	1
VI	18	6	6	6
VII	9	3	3	3
VIII	6	2	2	2
<b>IX</b>	4	1	2	1
X	2	1	1	
XI	4	1	1	2
XII	4	1	2	1
CARAGA	6	2	2	2

#### \*\*\* Participants for SII

- Preferably those who participated in the Program Implementation Review on School Initiated Intervention held on October 11-13, 2023
- Preferably from the Secondary Education Development and Improvement Division (SEDIP)

#### \*\*\* Participants for Night School

- Preferably those who participated in the Program Implementation Review on Night School held on December 5-8, 2022 and those who attended previous development writeshop held on October 3-6, 2023

#### \*\*\* Participants for MISOSA

- Preferably those who are pilot implementers and/or are implementing MISOSA and those who attended the MISOSA on November 7-10, 2023 and previous development writeshop held on October 3-6, 2023

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Attachment B.2

Session Topic/Activity	Session Objective	Timeline/Duration	Method	Resources Needed	Responsible Person/Office	Output
<b>DAY 5</b>						
Arrival and Settling-In		8:15 – 10:00			Hotel Staff	
Opening Program		10:00 – 10:30	Facilitator-led	Presentation Videos for prayer/national anthem	Management team	
Leveling of Expectations	Set the norms for the conduct of the activity	10:30 – 11:30	Facilitator-led	Presentation Metacard Marker Masking tape	Management team	Rules to be observed on the conduct of the activity
<b>Plenary</b> Presentation of the Agreements during the Phase 1 presentation of the improved policy (on focus parts of Phase 1)		1:15 - 2:00	Facilitator-led		Management team	
<b>Break Out Workshop 1</b> Improving the Proposed ADM Policy (per modality Program Implementation -Availment -General Implementation Provisions)	Revise Program Implementation - Availment - General Implementation Provisions for Public Schools Provisions for Private Schools	2:00 – 5:00	Facilitator-led	Presentation Session Guide Draft policy	Management team	Revised Program Implementation - Availment - General Implementation Provisions for Public Schools Provisions for Private Schools



Attachment B.2

Session Topic/Activity	Session Objective	Timeline/Duration	Method	Resources Needed	Responsible Person/Office	Output
Provisions for Public Schools Provisions for Private Schools						
<b>DAY 6</b>						
<b>Continuation of Workshop 1</b>		8:15- 10:00				
<b>Break Out</b> Presentation and Giving of Feedback	Give comments and suggestions on the Program Implementation - Availment - General Implementation Provisions for Public Schools Provisions for Private Schools	10:00 – 11:30	Facilitator-led	Presentation Session Guide Draft policy	Management team	Comments and suggestions on the Program Implementation - Availment - General Implementation Provisions for Public Schools Provisions for Private Schools
<b>Break Out</b> Improving the Draft Policy parts based on the comments and suggestions	Revise the policy based on the comments and suggestions	1:15 - 3:00				
<b>Break Out Workshop 2</b> Improving the Proposed ADM Policy (per modality)	Revise the policy	3:00 – 5:00	Facilitator-led	Presentation Session Guide Draft policy	Management team	Improved Roles and responsibilities of each level of governance

Attachment B.2

Session Topic/Activity	Session Objective	Timeline/Duration	Method	Resources Needed	Responsible Person/Office	Output
Roles and responsibilities of each level of governance Program Monitoring, Evaluation and Research						Program Monitoring, Evaluation and Research Per modality
<b>Day 7</b>						
Continuation of Workshop 2		8:15 – 11:30				
<b>Break Out</b> Presentation of Output on Workshop Giving Comments and Suggestions	Give comments and suggestions	1:15 -3:00	Facilitator-led	Session Guide Draft policy		Comments and suggestions on the Roles and responsibilities of each level of governance Program Monitoring, Evaluation and Research Per modality
<b>Break Out Workshop</b> Improving the Draft Policy parts based on the comments and suggestions	Revise the policy based on the comments and suggestions	3:00 – 5:00	Facilitator-led	Session Guide Draft policy		Improved draft policy
<b>DAY 8</b>						
<b>Break Out</b> Presentation of		8:15 – 11:30	Facilitator-led	Session Guide Draft policy		

Attachment B.2

Session Topic/Activity	Session Objective	Timeline/Duration	Method	Resources Needed	Responsible Person/Office	Output
the Improved Policy Parts						
Synthesis Agreements Closing Program		1:15 -- 4:00	Facilitator-led			