



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

**REGIONAL MEMORANDUM**  
**ORD-2023-1302**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Manila  
 SDO Pasay City  
 SDO Pasig City

**FROM :** **JOCELYN DR ANDAYA**  
 Director IV

**SUBJECT :** **WORKSHOP ON THE VALIDATION OF COURSE  
 OUTLINE FOR FUNCTIONAL EDUCATION AND  
 LITERACY PROGRAM (FELP) – FINANCIAL EDUCATION**

**DATE :** December 18, 2023

1. This has reference to that attached Memorandum DM-CT-2023-409, dated November 29, 2023, from ASec. Alma Ruby C. Torio, Officer-in-Charge, Office of the Undersecretary for Curriculum and Teaching, Department of Education, relative to the above-captioned activity, contents of which are self-explanatory. Said activity is scheduled on January 5- 7, 2024 at a venue within National Capital Region (specific venue will be announced in a separate issuance).
2. Immediate dissemination of this Memorandum is desired.



	RO-ORD-F005	Rev	00
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 409

**TO :** **MAY B. ECLAR**  
Regional Director, Region III

**NICOLAS T. CAPULONG**  
Regional Director, Region IV-B-MIMAROPA

**JOCELYN DR ANDAYA**  
Regional Director, National Capital Region

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

**SUBJECT :** **WORKSHOP ON THE VALIDATION OF COURSE OUTLINE  
FOR FUNCTIONAL EDUCATION AND LITERACY PROGRAM  
(FELP) – FINANCIAL EDUCATION**

**DATE :** November 29, 2023

The Bureau of Alternative Education (BAE), in partnership with the Education Development Center (EDC), through its USAID Opportunity 2.0 (O2) Program, successfully developed the first course outline for Financial Education as a pilot course offering under the Functional Education and Literacy Program (FELP). The said course outline will serve as a guide in developing the learning resources needed for the pilot implementation of the course.

In line with this, BAE will conduct the **Workshop on the Validation of Course Outline for Functional Education and Literacy Program (FELP)- Financial Education** from January 5-7, 2024 (*inclusive of travel time*) in a venue in National Capital Region (*specific venue will be announced in a separate issuance*).

This validation process specifically aims to:

1. check the scope and sequence of the course content;
2. examine the appropriateness and relevance of the instructional design;
3. evaluate the alignment of the activities and assessment strategies with the learning competencies of the course outline;
4. finalize the performance-based learner assessment at the end of the course.

Please see *Attachment No. 1* for the List of Participants and *Attachment No. 2* for the Workshop Design for your reference. Board and lodging, other expenses for supplies and materials, travel and other incidental expenses of the participants will be charged to USAID Opportunity 2.0 funds.



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Participants are reminded to:

1. Bring their own laptops, and other related reading materials as references for this workshop.
2. 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."*

Likewise, participants of this workshop shall be entitled to service credits pursuant to DepEd Order No. 53, s. 2003, *"Updated Guidelines on Grant of Vacation Service Credit of Teachers"* and Compensatory Time-Off (CTO) per CSC-DBM Joint Circular No. 2, s. 2004, *"Non-Monetary Remuneration for Overtime Services"*, whichever is appropriate and applicable.

For queries or clarifications, please contact **Michael Angelo V. Infante**, *Senior Education Program Specialist*, BAE - Program Management and System Development Division (PMSDD) through email at [bae.pmsdd@deped.gov.ph](mailto:bae.pmsdd@deped.gov.ph).

Immediate dissemination of and strict compliance with this Memorandum are directed.

*Copy furnished:*

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

## LIST OF PARTICIPANTS

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Division</b>	<b>Region</b>
1. Danreb D. Bernabe	Teacher II	Rizal National High School	Occidental Mindoro	4B
2. Emma C. Balbastro	Master Teacher I	Bulacao National High School	Oriental Mindoro	4B
3. Lize! Ballesteros	Teacher III	Lankandula High School	Manila	NCR
4. Ronel C. Pauig	Teacher I	Pasay City West High School	Pasay	NCR
5. Rodolfo C. Bruan	Teacher III	Buting Senior High School	Pasig	NCR
6. Jonnie M. Antalan	ALS Teacher	Bonifacio V. Romero-SHS	Angeles City	III
7. Ralph Anthony G. Timbol	ALS Teacher	Magalang Elementary School	Pampanga	III
8. Ronnel B. Felonia	Teacher III	Buting Senior High School	Pasig	NCR
9. Maria Trixia Camille C. Jayme	Teacher III	Buting Senior High School	Pasig	NCR
10. Jervis C. Macaballug	Teacher II	Santolan High School	Pasig	NCR

**WORKSHOP ON THE VALIDATION OF COURSE OUTLINE  
FOR FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP) – FINANCIAL EDUCATION  
December 1 to 3, 2023**

		<b>Indicative Program of Activities</b>		
Time	Day 1 (January 5, 2024)	Day 2 (January 6, 2024)	Day 3 (January 7, 2024)	
7:00-7:30	Arrival and Bilingting of the Participants	Registration		
7:30-8:00		Management of Learning		
8:01-9:00		<b>Workshop 1</b> Checking of Course Content and Instructional Design	<b>Workshop 5</b> Finalization of the validated Financial Education Course Outline	
9:01-9:30		<b>Workshop 2</b> Presentation and Critiquing of Outputs		
9:31-10:00		Alignment of Suggested Activities and Assessment with the Learning Competencies with the		
10:01-11:00		Presentation and Critiquing of Outputs		Submission of Outputs
11:01-12:00		LUNCH		
12:01-1:00		<b>Workshop 3</b> Revision of Suggested Activities and Assessment Presentation and Critiquing of Outputs		
1:01-2:00		<b>Workshop 4</b> Validation and Revision of Performance-based Learners Assessment		
2:01-2:30				<b>Closing Program</b> Nationalistic Song Prayer Insights Distribution of Certificates Closing Message Administrative Concerns and Ways Forward
2:31-3:0				
3:31-4:00				
4:01-5:00				
	<b>Part I- Opening Program</b> National Anthem Prayer DepEd Quality Policy Acknowledgment of Participants Welcome Message Statement of Purpose Photo Opportunity  <b>Part II</b> <b>Mechanics of the Workshop</b> Michael Angelo V. Infante, SrEPS  <b>Overview of FELP-FInEd</b> Ernie M. Pamor, SrEPS  <b>Considerations for the Validation of Course Outline</b> Philip Purmeil, Senior International Consultant	<b>Revised and Enhanced Financial Education Course Outline</b>  Michael Angelo V. Infante	<b>Finalized and validated Financial Education Course Outline</b>  Brenfel C. Hajan	
Expected Outputs	Participants oriented on their assigned tasks and responsibilities for the validation workshop			
Officer-of-the Day	Brenfel C. Hajan			