



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

**REGIONAL MEMORANDUM**  
 ORD No. 035, s. 2024

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Las Pinas City  
 SDO Malabon City  
 SDO Pasig City  
 SDO San Juan City

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

**SUBJECT :** **WORKSHOP ON THE DEVELOPMENT AND EVALUATION OF FINANCIAL EDUCATION COURSE KITS FOR FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP) PILOT IMPLEMENTATION**

**DATE :** January 16, 2023

1. This is in reference to the attached Memorandum No. DM-CT-2023-418 dated December 27, 2023, from Assistant Secretary Alma Ruby C. Torio, Officer-in-Charge, Office of the Undersecretary for Curriculum and Teaching, relative to the above-captioned activity.
2. In connection with this, the enclosed participants are enjoined to:
  - bring their own laptop and extension cord for the workshop
  - related reading materials as references
  - travel authority
  - observe the time-on task policy based on DepEd Order No. 9, s. 2005
3. 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.
4. Immediate dissemination of this Memorandum is desired.



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Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 4



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

**LIST OF PARTICIPANTS**

<b>NAME</b>	<b>DESIGNATION</b>	<b>DIVISION</b>	<b>WRITESHOP ACTIVITY</b>	<b>DATE/VENUE</b>
Bernadeth C. Lugtu	Education Program Specialist II - ALS	Pasig City	Workshop on the <b>Development</b> of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	<b>February 19-22, 2024 – Bacolod City</b> (specific venue to be announced in a separate issuance)
			Workshop on the <b>Revision and Enhancement</b> of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	<b>July 2-5, 2024 – Iloilo City</b> (specific venue to be announced in a separate issuance)
John Carl P. Cabarles	Education Program Specialist II-ALS	Las Pinas City	Workshop on the <b>Development</b> of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	<b>February 19-22, 2024 – Bacolod City</b> (specific venue to be announced in a separate issuance)
			Workshop on the <b>Revision and Enhancement</b> of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	<b>July 2-5, 2024 – Iloilo City</b> (specific venue to be announced in a separate issuance)



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Diana Marie Dagli	Public Schools District Supervisor	Pasig City	Workshop on the <b>Development</b> of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	<b>February 19-22, 2024 – Bacolod City</b> (specific venue to be announced in a separate issuance)
			Workshop on the <b>Revision and Enhancement</b> of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	<b>July 2-5, 2024 – Iloilo City</b> (specific venue to be announced in a separate issuance)
Dominique T. Rivera	Chief Education Program Supervisor	San Juan City	Workshop on the <b>Evaluation</b> of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	<b>April 30 to May 3, 2024 – Legazpi City</b> (specific venue to be announced in a separate issuance)
Erwin C. Lugtu	Assistant Principal II	Pasig City		
Bernard R. Balitao	Education program Supervisor	Pasig City		
Aprilyn Reyes	Head Teacher	Malabon City		




Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
**DM-CT-2023-418**

**TO :** REGIONAL DIRECTORS

**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 DEVELOPMENT AND EVALUATION OF FINANCIAL EDUCATION COURSE KITS FOR FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP) PILOT IMPLEMENTATION**

**DATE :** December 27, 2023

The Bureau of Alternative Education (BAE), in partnership with the Education Development Center (EDC), through its USAID Opportunity 2.0 (O2) Program, will conduct the following workshops relative to the development of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation:

Activity Title	Date	Venue
1. Workshop on the Development of Financial Education Course Kits for FELP Pilot Implementation	February 19 to 22, 2024	Bacolod City <i>(Specific venue will be announced in separate issuance)</i>
2. Workshop on the Evaluation of Financial Education Course Kits for FELP Pilot Implementation	April 30 to May 3, 2024	Legazpi City <i>(Specific venue will be announced in separate issuance)</i>
3. Workshop on the Revision and Enhancement of Evaluated Financial Education Course Kits for FELP Pilot Implementation	July 2 to 5, 2024	Iloilo City <i>(Specific venue will be announced in separate issuance)</i>

These activities specifically aim to:

1. Develop Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation;
2. Evaluate the Financial Education Course Kits to ensure accuracy, recency, and appropriateness of content, activities, assessment, and design and layout, and compliance to Department of Education (DepEd) Learning Resource (LR) Standards; and

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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

3. Revise and enhance the Financial Education Course Kits based on the comments, suggestions, and recommendations of the Learning Resource Evaluators (LREs) which were provided during the evaluation stage.

Please see *Attachment No. 1* for the List of Participants (Letters A to C), and *Attachment No. 2* for the Workshop Design (Letters D to F).

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.

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.*"

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

Attachment No. 1 to DM-CT-2023 - 918

**A. Workshop on the Development of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation**

**List of Participants**

	<b>Name of Participants</b>	<b>Position/ Designation</b>	<b>Region</b>	<b>Division/Office/School</b>
1	Vilma A. Marquez	Education Program Specialist II	Region III	SDO City of San Jose del Monte
2	Ma. Wendyrica G. Baniates	SHS Assistant Principal II	Region IV-A	SDO Rizal - Kasiglahan Village Senior High School
3	Jomar S. Guray	School Head/ School-In-Charge	Region IV-B	SDO Oriental Mindoro-Cabugao NHS
4	Bernadeth C. Lugtu	Education Program Specialist II	NCR	SDO Pasig City
5	John Carl P. Cabarles	Education Program Specialist II	NCR	SDO Las Pinas City
6	Catherine P. Alarzar	Education Program Specialist II	Region V	SDO Camarines Sur
7	Elizabeth R. Escolano	Education Program Specialist II	Region VII	SDO Tagbilaran
8	Rhod Paulo Rey	Head Teacher II	Region IV-B	SDO Oriental Mindoro
9	Braian B. Mahinay	Education Program Specialist II	Region XI	SDO Davao City
10	Allan C. Gobrin	Education Program Specialist II	CAR	SDO Apayao
11	April Claire P. Manlangit-Banaag	Education Program Specialist II - ALS	IV-A	SDO San Pedro City
12	Diana Marie Dagli	Public Schools District Supervisor	NCR	SDO Pasig City
13	Edgardo A. San Andres Jr.	Education Program Specialist II	Region III	SDO Science City of Munoz



**B. Workshop on the Evaluation of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation**

**List of Participants**

	<b>Name of Participants</b>	<b>Position/ Designation</b>	<b>Region</b>	<b>Division/Office/School</b>
1	Dominique T. Rivera	Chief Education Program Supervisor	NCR	SDO San Juan City- SGOD
2	Erwin C. Lugtu	Assistant Principal II	NCR	Division of Pasig City- Buting Senior High School
3	Bernard R. Balitao	Education Program Supervisor	NCR	SDO Pasig City-CID
4	Mellodine C. Antonio	Education Program Supervisor	IV-A	SDO Rizal-CID
5	Aprilyn Reyes	Head Teacher	NCR	SDO Malabon City
6	Dennis Bermoy	Education Program Specialist II - ALS Focal Person	IV-B	SDO Calapan City
7	Hazel Aparece	Education Program Supervisor	XII	SDO Kidapawan City
8	Priscilla V. Salo	Education Program Supervisor	IV-A	SDO Antipolo City

**C. Workshop on the Revision and Enhancement of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation**

**List of Participants**

	<b>Name of Participants</b>	<b>Position/ Designation</b>	<b>Region</b>	<b>Division/Office/School</b>
1	Vilma A. Marquez	Education Program Specialist II	Region III	SDO City of San Jose del Monte
2	Ma. Wendyrica G. Bañares	SHS Assistant Principal II	Region IV-A	SDO Rizal - Kasiglahan Village Senior High School
3	Jomar S. Guray	School Head/School-In-Charge	Region IV-B	SDO Oriental Mindoro-Cabugao NHS
4	Bernadeth C. Lugtu	Education Program Specialist II	NCR	SDO Pasig City
5	John Carl P. Cabarles	Education Program Specialist II	NCR	SDO Las Pinas City
6	Catherine P. Alarzar	Education Program Specialist II	Region V	SDO Camarines Sur
7	Elizabeth R. Escolano	Education Program Specialist II	Region VII	SDO Tagbilaran
8	Rhod Paulo Rey	Head Teacher II	Region IV-B	SDO Oriental Mindoro
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10	Allan C. Gobrin	Education Program Specialist II	CAR	SDO Apayao
11	April Claire P. Manlangit-Banaag	Education Program Specialist II - ALS	IV-A	SDO San Pedro City
12	Diana Marie Dagli	Public Schools District Supervisor	NCR	SDO Pasig City
13	Edgardo A. San Andres Jr.	Education Program Specialist II	Region III	SDO Science City of Munoz



**D. WORKSHOP ON THE DEVELOPMENT OF FINANCIAL EDUCATION COURSE KITS FOR FELP PILOT IMPLEMENTATION**

**Indicative Program of Activities**

TIME	Day 1	Day 2	Day 3	Day 4
7:00-7:30	<p>Registration of Participants</p> <p><b>I. OPENING PROGRAM</b>                      *National Anthem                      *Prayer                      *Devotional                      *Introduction of Participants                      *Welcome Remarks                      *Message                      *Submission of Prizes and Presentation of Awards                      Photo Opportunity</p> <p><b>II. Plenary Session</b>  <b>Session 1:</b>                      Overview and Background of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p> <p><b>Session 2:</b> Presentation of the Mechanics of the Workshop on the Development of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p> <p><b>Session 3:</b>                      Orientation on General Learning Resources (LR) Guidelines on the Development of Course Kits</p>	<p><b>Workshop 3</b>                      Choosing effective instructional design.                      Choose strategies and methods based on suggested learning principles for the Financial Education Course Kits.</p> <p><b>Continuation of Workshop 3</b>                      Choosing effective instructional design.</p>	<p><b>Workshop 5</b>                      Developing Activities aligned to course objectives of the Financial Education Course Kits.</p> <p><b>Continuation of Workshop 5</b>                      Developing Activities aligned to course objectives of the Financial Education Course Kits</p> <p><b>Presentation and Critiquing of Workshop 5 Outputs</b></p>	<p><b>Workshop 7</b>                      Completion of the Financial Education Course Kits for FELP Pilot Implementation (Version 1)</p> <p><b>Continuation of Workshop 7</b>                      Completion of the Financial Education Course Kits for FELP Pilot Implementation (Version 1)</p> <p><b>Presentation and Critiquing of the Completed FELP-Financial Education Course Template</b></p>
7:31-8:00				
8:01-9:00				
9:01-10:00				
10:01-10:10				
10:11-1:00	<p><b>Workshop 4</b>                      Drafting Financial Education Course Kits Contents based on provided template</p>	<p><b>Workshop 6</b>                      Developing assessment methods to evaluate learners' understanding and application of the course kit. This can include quizzes, assignments, projects, or practical scenarios.                      Designing the Summative Assessment for Micro-certification</p>	<p><b>Submission of the Financial Education Course Kits for FELP Pilot Implementation (Version 1)</b></p>	
12:01-1:00				
1:01-2:00				
2:01-3:00				
3:01-3:10				
3:01-4:00	<p><b>Workshop 2</b>                      Defining goals and objectives</p>	<p><b>Continuation of Workshop 4</b></p>	<p><b>Continuation of Workshop 6</b>                      Designing the Summative Assessment for Micro-certification</p>	<p><b>Submission of Final Outputs</b></p>

**Attachment No. 2 to DM-CT- 2023 - 418**

4:01-5:00	Define clear and measurable learning objectives for each Financial Education Course Kit. These objectives will serve as benchmarks to assess learners progress and course effectiveness.	Drafting Financial Education Course Kits Contents based on provided template <b>Presentation and Critiquing of Workshop 4 Outputs</b>	<b>Presentation and Critiquing of Workshop 6 Outputs</b>	<p><b>CLOSING PROGRAM</b></p> <ul style="list-style-type: none"> <li>*Prayer and Nationalistic Song</li> <li>*Insights and Impressions</li> <li>*Message of the Director</li> <li>*Awarding of Certificates</li> <li>*Challenge &amp; Acceptance of Challenge</li> <li>*Closing Remarks</li> </ul> <ul style="list-style-type: none"> <li>● Financial Education Course Kits for FELP Pilot Implementation (Version 1)</li> </ul>
Expected Outputs	<ul style="list-style-type: none"> <li>● Template on defined learning objectives for each Financial Education Course Kit. These objectives will serve as benchmarks to assess learners progress and course effectiveness.</li> </ul>	<ul style="list-style-type: none"> <li>● Draft Financial Education Course Kits Contents based on provided template</li> </ul>	<ul style="list-style-type: none"> <li>● Revised pre-developed Course Kits Activities based on comments and suggestions</li> <li>● Revised pre-designed Summative Assessment for Micro-certification.</li> </ul>	
Officer of the Day	Iza Rubiales	Michael Angelo V. Infante	Iza Rubiales	Iza Rubiales

**E. WORKSHOP ON THE EVALUATION OF FINANCIAL EDUCATION COURSE KITS FOR FELP PILOT IMPLEMENTATION**

**Indicative Program of Activities**

TIME	Day 1	Day 2	Day 3	Day 4		
	<b>Breakfast and Registration Management of Learning</b>					
7:00-7:30	<p><b>I. OPENING PROGRAM</b></p> <ul style="list-style-type: none"> <li>*National Anthem</li> <li>*Prayer</li> <li>*Code of Quality Policy</li> <li>*Strategic Alignment of Principals</li> <li>*Welcome Remarks</li> <li>*Sharing of Purpose and Presentation of Mechanics</li> <li>*First Opportunity</li> </ul>					
7:31-8:00						
8:01-9:00						
9:01-10:00						
	<p><b>Plenary Session 1:</b> Overview and Background of Financial Education Course Kits for FELP Pilot Implementation</p>	<p>Continuation of Workshop 1 Individual Evaluation (Content, Activities and Assessment)</p>	<p>Workshop 2: Team Evaluation Discussion with teammate</p>	<p>Continuation of Workshop 3 Preparation of Team Summary of Findings Reports</p>		
10:01-10:10	<b>HEALTH BREAK</b>					
10:11-11:00	<p><b>Plenary 2.</b> Orientation on the Guidelines and Mechanics of the Workshop on the Evaluation of Financial Education Course Kits for FELP Pilot Implementation</p>	<p><b>HEALTH BREAK</b></p>				
11:01-12:00	<p><b>Plenary 3.</b> Discussion of the Evaluation Tools and Summary of Findings, Correction, and Review Form (SFCR) Distribution of the Assigned Financial Education Course Kits for Evaluation</p>					
	<p><b>Continuation of Workshop 1</b> Individual Evaluation (Content, Design, Layout, and Pedagogy)</p>				<p>Continuation of Workshop 2 Team Evaluation Discussion with teammate</p>	<p>Presentation and Critiquing of Outputs</p>
	<p><b>Workshop 1:</b> Individual Evaluation (Content, Activities and Assessment)</p>				<p>Continuation of Workshop 1 Individual Evaluation (Content, Design, Layout, and Pedagogy)</p>	<p>Continuation of the Presentation and Critiquing of Outputs</p>
	<b>LUNCH</b>					
12:01-1:00	<p><b>HEALTH BREAK</b></p>					
1:01-2:00						
2:01-3:00						
3:01-3:10						
3:01-4:00	<p><b>Continuation of Workshop 1</b> Individual Evaluation (Content, Activities and Assessment)</p>	<p>Continuation of Workshop 1 Individual Evaluation (Content, Design, Layout, and Pedagogy)</p>	<p>Workshop 3: Preparation of Team Summary of Findings Reports</p>	<p>Submission of Final Outputs</p>		
4:01-5:00	<p>Participants were given orientation on the Guidelines and Mechanics of the Workshop on the Evaluation of Financial Education Course Kits for FELP Pilot Implementation</p>	<p>The consolidated, agreed comments and recommendations in the Summary of Corrections Reports Financial Education Course Kits for FELP Pilot Implementation</p>	<p>The consolidated, agreed comments and recommendations in the Team Summary of Corrections Reports Financial Education Course Kits for FELP Pilot Implementation</p>	<p>Submitted final outputs</p>		
Expected Outputs						
Officer of the Day	Iza Rubiales	Michael Angelo V. Infante	Iza Rubiales	Michael Angelo V. Infante		



**F. WORKSHOP ON THE REVISION AND ENHANCEMENT OF EVALUATED FINANCIAL EDUCATION COURSE KITS FOR FELP PILOT IMPLEMENTATION**

TIME	Day 1	Day 2	Day 3	Day 4
7:00-7:30	Arrival and Billing of Participants			
7:31-8:00	Breakfast and Registration			
8:01-9:00	Management of Learning			
9:01-10:00	<p><b>I. OPENING PROGRAM</b></p> <ul style="list-style-type: none"> <li>*National Anthem</li> <li>*Prayer</li> <li>*College Quality Policy</li> <li>*Acknowledgment of Participants</li> <li>*Welcome Remarks</li> <li>*Message</li> <li>*Statement of Purpose and Presentation of Modules</li> <li>Photo Opportunity</li> </ul> <p><b>II. Plenary Session</b></p> <p><b>Session 1:</b> Overview and Background of Revision and Enhancement of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p> <p><b>Session 2:</b> Orientation on the Guidelines and Mechanics of the Workshop on the Revision and Enhancement of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Continuation of Workshop 1:</b></p> <p>Revision of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Continuation of Workshop 2</b></p> <p>Discussion with the Development Team on the consensus revisions to be implemented on the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Finalization of Outputs</b></p> <p>Version 2 of the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>
10:01-10:10	<b>HEALTH BREAK</b>			
10:11-11:00	<p><b>Continuation of Workshop 1:</b></p> <p>Revision of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Continuation of Workshop 1:</b></p> <p>Revision of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Continuation of Workshop 2</b></p> <p>Discussion with the Development Team on the consensus revisions to be implemented on the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Finalization of Outputs</b></p> <p>Version 2 of the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>
11:01-12:00	<b>LUNCH</b>			
12:01-1:00	<b>HEALTH BREAK</b>			
1:01-2:00	<p><b>Workshop 1:</b> Revision of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Workshop 2:</b> Discussion with the Development Team on the consensus revisions to be implemented on the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Continuation of Workshop 2</b></p> <p>Discussion with the Development Team on the consensus revisions to be implemented on the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Submission of Outputs</b></p> <p>Version 2 of the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>
2:01-3:00	<b>HEALTH BREAK</b>			
3:01-3:10	<b>Continuation of Workshop 1:</b> Revision of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation			
3:01-4:00	<b>Continuation of Workshop 2</b>			
4:01-5:00	<p><b>Continuation of Workshop 1:</b> Revision of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Continuation of Workshop 2</b></p> <p>Discussion with the Development Team on the consensus revisions to be implemented on the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>Continuation of Workshop 2</b></p> <p>Discussion with the Development Team on the consensus revisions to be implemented on the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation</p>	<p><b>CLOSING PROGRAM</b></p> <ul style="list-style-type: none"> <li>*National Anthem</li> <li>*Prayer</li> <li>*Insights and Impressions</li> <li>*Message of the Director</li> <li>*Awarding of Certificates</li> <li>*Closing Remarks and Ways Forward</li> </ul>
Expected Outputs	The consolidated and agreed comments and recommendations in the Evaluation Tool and Team Summary of Corrections Reports of the Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation		Revised and Enhanced Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Version 2 of Financial Education Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation
Officer of the Day	Iza Rubiales		Iza Rubiales	Michael Angelo V. Infante