




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



**REGIONAL MEMORANDUM**

**ORD-2024-1281**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Manila  
SDO Quezon City  
SDO San Juan City  
SDO Valenzuela City

**FROM :** **JOCELYN DR ANDAYA**   
Regional Director, NCR  
Concurrent Officer-in-Charge  
Office of the Assistant Secretary for Operations

**SUBJECT :** **ACTIVITIES RELATIVE TO THE PILOT IMPLEMENTATION OF THE ICT4ALS PROJECT**

**DATE :** **November 28, 2024**

1. This has reference to the attached Memorandum No. DM-CT-2024-491 dated November 25, 2024, from Assistant Secretary Alma Ruby C. Torio, Officer-in-Charge, Office of the Undersecretary for Curriculum and Teaching, relative to the above-captioned subject, contents of which are self-explanatory, for information and appropriate action.

2. In connection with this, the enclosed participants are enjoined to:

- bring their travel authority
- observe the time-on task policy based on DepEd Order No. 9, s. 2005

3. Board and lodging and expenses for supplies and materials will be charged to Habi Education Lab while travel and other incidental expenses will be charged to the funds comprehensively released to the Regional Office per DM CT 2024 046 titled "Fiscal Year 2024 Alternative Learning System Funds Directly Released to the Regional Offices". Participants are advised to take the most economical means of transportation. The Division ALS Focal Person will submit to the Regional ALS Focal Person a summary of expenses incurred as basis for the downloading of expenses to the Schools Division Offices. In addition, they are expected to attach the highlights of the activity. Participants will submit pertinent travel documents upon completion of the activity for the reimbursement, subject to the usual government accounting and auditing rules and regulations.

4. Immediate dissemination of this Memorandum is desired.

CLMD/CAVillanueva2024



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**LIST OF PARTICIPANTS**

<b>NAME</b>	<b>Designation</b>	<b>Division</b>
Lea V. Faa	EPSA, Division ALS Focal Person	Manila
Dennis G. Mano	Education Program Specialist II-ALS	Quezon City
Erwin C. Dela Cruz	EPSA, Division ALS Focal Person	San Juan City
Maria Jennica B. Sy	EPSA, Division ALS Focal Person	Valenzuela City



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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

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**MEMORANDUM**  
**DM-CT-2024- 491**

**FOR :** **JOCELYN DR. ANDAYA**  
Assistant Secretary for Operations  
Concurrent Regional Director, National Capital Region

**TOLENTINO G. AQUINO**  
Regional Director, Region I

**RONNIE S. MALLARI**  
Regional Director, Region III

**ALBERTO T. ESCOBARTE**  
Regional Director, Region IV-A

**SALUSTIANO T. JIMENEZ**  
Regional Director, Region VII

**ALLAN G. FARNAZO**  
Regional Director, Region XI

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

**SUBJECT :** **ACTIVITIES RELATIVE TO THE PILOT IMPLEMENTATION OF THE ICT4ALS PROJECT**

**DATE :** November 25, 2024

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The Bureau of Alternative Education (BAE), in partnership with UNICEF Philippines, Habi Education Lab, and with support from Nokia, will implement the ICT4ALS Project, which aims to enhance the learning experiences of learners under the Alternative Learning System (ALS) by integrating ICT-enabled modules and utilizing the Department of Education (DepEd) Learning Management System (LMS).

The following activities will be conducted relative to the pilot implementation of the ICT4ALS Project:





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Activities	Date
Online meeting and asynchronous work: Asynchronous walkthrough and Feedback on eModule Storyboards	November 26, 2024
Quality Assurance and Learning Experience Design Co-creation for the eModules	December 3-4, 2024 Venue: within NCR, TBA

In this regard, this Office requests the participation of the identified personnel from each region. Please see **Attachment 1** for the list of participants and **Attachment 2** for the Indicative Program of Activities.

Board, lodging and expenses for supplies and materials will be charged to Habi Education Lab while travel and other incidental costs will be covered by the funds comprehensively released to the Regional Offices per DM-CT-2024-046 titled "Fiscal Year 2024 Alternative Learning System Funds Directly Released to the Regional Offices." These will be paid in full upon submission of the travel documents, subject to the usual government accounting and auditing rules and regulations.

When deemed necessary and applicable, downloading of funds to the participants' respective Schools Division Offices (SDOs) is highly encouraged. In cases where the downloaded funds are insufficient to cover the actual expenses incurred, the Program Support Fund (PSF) FY 2024 or local funds will be utilized to augment the reimbursement of such expenses.

For any questions or clarifications, your respective offices may contact **Maria Cristina N. Marquez**, Supervising Education Program Specialist of the BAE-Program Management and System Development Division (PMSDD), via email at [maria.marquez007@deped.gov.ph](mailto:maria.marquez007@deped.gov.ph) or through telephone at (+63 2) 8636-3603.

Immediate dissemination of this Memorandum is directed.

Copy furnished:

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



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Attachment No. 1

DM-CT-2024- 491

### List of Participants

NO.	NAME	DESIGNATION	REGION	DIVISION/OFFICE
1	Jean Tropel	Division ALS Focal Person	I	Urdaneta City
2	Freddie M. Soriano	Education Program Specialist II for ALS	I	Dagupan
3	Ervin John Pineda	Education Program Specialist II for ALS	III	Tarlac Province
4	Al Jherald Leyson	Education Program Specialist II for ALS	IV-A	Cavite Province
5	Gerardo Mosca	Education Program Specialist II for ALS	IV-A	Lipa City
6	Cristina T. Remocaldo	Education Program Specialist II for ALS	VII	Carcar City
7	Royce D. Coloscoc	Education Program Specialist II for ALS	VII	Cordova Cebu Province
8	Rosebeth Candelasa	Education Program Specialist II for ALS	XI	Panabo City
9	Lea V. Faa	Division ALS Focal Person	NCR	Manila City
10	Ma. Jennica B. Sy	Division ALS Focal Person	NCR	Valenzuela
11	Dennis G. Maño	Education Program Specialist II for ALS	NCR	Quezon City
12	Erwin Dela Cruz	Education Program Specialist II for ALS	NCR	San Juan

\*\*NOTHING FOLLOWS\*\*





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Attachment No. 2  
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**Quality Assurance and Learning Experience Design Co-creation for the eModules**

TIME	December 3 (Tuesday)	December 4 (Wednesday)
6:00 – 8:30 AM	Arrival and Billeting of Participants	Breakfast
8:30 – 9:30 AM	<b>Ingress:</b> Participants arrive during the morning. Early check-in to be determined, otherwise, participants deposit their bags at the reception and proceed to the venue.	<b>Check-in, Norms and Overview</b>
9:30 – 10:00 AM	<b>Opening, Check-in, Introductions and Ice breaker</b>	<b>Breakout Session: Small group discussions</b>
10:00 – 10:30 AM	<b>ICT4ALS Overview and Expectations Setting:</b> Recap of the background of the project, the intended roadmap and projected timeline of the project	
10:30 – 10:45 AM	<b>HEALTH BREAK</b>	<b>HEALTH BREAK</b>
10:45 – 11:45 AM		<b>Breakout Discussions:</b>



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11:45 AM – 12:00 PM	<b>Workshop Process and Individual Deep Work</b>	Deep dive discussions on the feedback and comments made on the storyboards. The goal is to arrive at actionable steps for Habi when it comes to the revision of the storyboard content.
12:00 – 1:00 PM	<b>L U N C H</b>	
1:00 – 1:15 PM	<b>Check-up / Energizer</b>	<b>Check up / Energizer</b>
1:15 – 1:30 PM	<b>Workshop Process (cont.):</b> Habi will provide instructions for the afternoon activities, which focus on small group discussions for the participants to consolidate their feedback	
1:30 – 1:45 PM	<b>Q&amp;A:</b> Participants will be given some time to ask questions and clarifications.	<b>Breakout Discussions with Habi 2:</b> Continuation of small group discussions with the Habi team
1:45 – 3:15 PM	<b>Breakout Session: Small Group Discussions and initial RTBs:</b> Discussions about their self-paced review of the modules, and conduct initial RTBs of their assigned modules.	
3:15 – 3:30 PM	<b>H E A L T H B R E A K</b>	
3:30 – 3:45 PM	<b>Calibration:</b> Habi and the participants will discuss the findings from the initial RTBs and breakout discussions, and determine if there should be any changes or adjustments to	<b>Calibration:</b> Habi and the participants will discuss the findings from the individual and breakout work.
		<b>Plenary Discussion::</b> Finalization of Feedback 1





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	the quality assurance process.	
3:45 – 4:00 PM	<b>Closing, Check out, Photo Opp:</b> Habi to close the session with a recap of next steps, housekeeping reminders, and a check-out circle.	<b>Closing, Check out, Photo Opp:</b> Habi to close the session with a recap of next steps, housekeeping reminders, and a check-out circle.  ---END OF WORKSHOP---
4:00 – 6:00 PM	<b>Free time:</b> Participants can check in to their rooms and have free time until dinner.	
6:00 – 8:00 PM	<b>Dinner</b>	
Expected Outputs	Participants to consolidate their feedback within their assigned breakout groups	Participants and Habi to synthesize the feedback into action steps for revising the module storyboards



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