




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2025- 005

TO : **SCHOOLS DIVISION SUPERINTENDENT**
SDO Las Pinas City
SDO Pasig City

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

SUBJECT : **WORKSHOP ON THE REVISION OF TRAINING PACKAGE FOR FUNCTIONAL EDUCATION AND LITERACY PROGRAM – FINANCIAL EDUCATION COURSE**

DATE : **January 2, 2025**

1. This has reference to the attached Memorandum No. DM-CT-2024-470 dated December 11, 2024, from Gina O. Gonong, Undersecretary, 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 following participants are enjoined to:
- bring their travel authority
 - observe the time-on task policy based on DepEd Order No. 9, s. 2005

Division	Name	Designation
Las Pinas City	John Carl P. Cabarles	Education Prog. Specialist II-ALS
Pasig City	Bernadeth C. Lugtu	Education Prog. Specialist II-ALS
	Diana Marie B. Dagli	Public Schools District Supervisor

3. Board and lodging and other expenses for supplies and materials will be charged to the Program Support Fund (PSF) Fund for ALS of DepEd Region V 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/CAVillanueva2025



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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2024-470

TO : **JOCELYN DR. ANDAYA**
Officer-in-Charge
Office of the Assistant Secretary, Private Education Office
Regional Director, National Capital Region

RONNIE S. MALLARI
Office of the Regional Director, Region III

ALBERTO T. ESCOBARTE
Regional Director, Region IV-A


NICOLAS T. CAPULONG
Regional Director, Region IV-B

GILBERT T. SADSAD
Regional Director, Region V

SALUSTIANO T. JIMENEZ
Regional Director, Region VII

EVELYN R. FETALVERO
Regional Director, Region VIII

ALLAN G. FARNAZO
Regional Director, Region XI

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : **WORKSHOP ON THE REVISION OF TRAINING RESOURCE PACKAGE FOR FUNCTIONAL EDUCATION AND LITERACY PROGRAM - FINANCIAL EDUCATION COURSE**

DATE : December 11, 2024

The Bureau of Alternative Education (BAE), in collaboration with the National Educator's Academy of the Philippines (NEAP), trained the ALS Implementors of pilot sites on the implementation of the Functional Education and Literacy Program (FELP) – Financial Education Course last November 4-8, 2024.

One of the recommendations of NEAP Specialists to BAE is the need to revise and adjust the training resource package based on the findings, feedback, and recommendations provided during the training, and to ensure the readiness and

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preparedness of the trainers for the planned limited scale-up implementation of the FELP – Financial Education Course for School Year 2025-2026.

In line with this, BAE in coordination with NEAP, will conduct the **Workshop on the Revision of Training Resource Package for Functional Education and Literacy Program – Financial Education Course** from January 20 to 23, 2025 (*exclusive of travel time*) in Legazpi City, Albay (*specific venue will be announced in separate issuance*).

This activity specifically aims to attain and accomplish the following:

1. Revise the Training Resource Package for the limited scale-up of the FELP – Financial Education; and
2. Prepare for the training on the limited scale-up of the FELP – Financial Education.

Please see *Attachment No. 1* for the List of Participants and *Attachment No. 2* for the Workshop Design for your reference. Participants are reminded to bring their own laptops, extension cords, and other related reading materials for the workshop.

Board and lodging, and other expenses for supplies and materials incurred by the participants for these activities will be charged to the Program Support Fund (PSF) for ALS of DepEd Region V. Travel and other incidental expenses of the participants shall be charged to the funds comprehensively released to the Regional Offices (DM-CT-2024-046) or through local funds, subject to the usual accounting and auditing rules and regulations.

Should there be queries or clarifications, please contact **Michael Angelo V. Infante**, *Senior Education Program Specialist*, Bureau of Alternative Education-Program Management and System Development Division (BAE-PMSDD) through email at bae.pmsdd@deped.gov.ph.

Immediate dissemination of this Memorandum is requested.

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations

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Attachment No. 1 to DM-CT-2024-

**Workshop on the Revision of Training Resource Package for Functional Education and Literacy Program –
Financial Education Course
January 20 to 23, 2025**

List of Participants

	Name of Participants	Workshop Task	Position/ Designation	Region
1	John Carl P. Cabarles	Writer	Education Program Specialist II	NCR – SDO Las Pinas City
2	Bernadeth C. Lugtu	Writer	Education Program Specialist II	NCR – SDO Pasig City
3	Diana Marie B. Dagli	Writer	Public Schools District Supervisor	NCR – SDO Pasig City
4	Vilma A. Marquez	Writer	Education Program Specialist II	Region III
5	Ma. Wendyrica G. Bañares	Writer	SHS Assistant Principal II	Region IV-A
6	April Claire P. Manlangit-Banaag	Writer	Education Program Specialist II - ALS	Region IV-A
7	Jomar S. Guray	Writer	School Head/ School-In-Charge	Region IV-B
8	Rhod Paulo G. Rey	Writer	Head Teacher II	Region IV-B
9	Danreb D. Bernabe	Writer	ALS SHS Teacher	Region IV-B
10	Catherine P. Alarzar	Writer	Education Program Specialist II	Region V
11	Elizabeth R. Escolano	Writer	Education Program Specialist II	Region VII
12	Braian B. Mahinay	Writer	Education Program Specialist II	Region XI
13	Ralph Anthony G. Timbol	Writer	ALS Teacher	Region III
14	Jeanlyette Ayson	Training Material Evaluator	EPS	Region VII – SDO Bohol
15	Milaner Oyo-a	Training Material Evaluator	Principal IV	Region VIII – SDO Calbayog

Attachment No. 2 to DM-CT-2024-

Workshop on the Revision of Training Resource Package for Functional Education and Literacy Program – Financial Education Course (January 20 - 23, 2025)

Indicative Program of Activities				
TIME	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)
7:00-7:30		Breakfast and Registration		
7:31-8:00		Management of Learning		
8:01-9:00		Workshop 1 Revision of the Training Session Guides based on the findings, feedback, and recommendations on the actual training of pilot sites	Workshop 2 Revision of the Training Slide Presentation based on the findings, feedback, and recommendations on the actual training of pilot sites	Mock Presentation Presentation of Training Resource Package
9:01-10:00	TRAVEL TIME Registration of Participants Billing			
10:01-10:10			HEALTH BREAK	
10:11-11:00		Continuation of the Revision of the Training Session Guides based on the findings, feedback, and recommendations on the actual training of pilot sites	Continuation of the Revision of the Training Slide Presentation based on the findings, feedback, and recommendations on the actual training of pilot sites	Mock Presentation Presentation of Training Resource Package
11:01-12:00				
12:01-1:00		LUNCH		
1:01-2:00	I. OPENING PROGRAM <i>*National Anthem</i> <i>*Prayer</i> <i>*DepEd Quality Policy</i> <i>*Acknowledgment of Participants</i> <i>*Welcome Remarks</i> <i>*Messages</i> <i>*Statement of Purpose and Presentation of Mechanics</i> <i>Photo Opportunity</i>			
2:01-3:00	II. Plenary Session Session 1: Overview and Updates on the Functional Education and Literacy Program (FELP) – Financial Education Pilot Implementation	Continuation of the Revision of the Training Session Guides based on the findings, feedback, and recommendations on the actual training of pilot sites	Continuation of the Revision of the Training Slide Presentation based on the findings, feedback, and recommendations on the actual training of pilot sites	Finalization and submission of the Revised FELP Training Resource Package
3:01-3:10		HEALTH BREAK		
3:01-4:00	Session 2: Orientation on the Guidelines and Mechanics of the Workshop on the Revision of Training Resource Package for Functional Education and Literacy Program – Financial Education Course	Presentation and Critiquing of Workshop Output	Presentation and Critiquing of Workshop Output	CLOSING PROGRAM <i>*Prayer and Nationalistic Song</i> <i>*Insights and Impressions</i> <i>*Message of the Director</i> <i>*Awarding of Certificates</i> <i>*Challenge & Acceptance of Challenge</i> <i>*Closing Remarks</i>
4:01-5:00	Session 3: Presentation of the findings, feedback, and recommendations on the actual training of pilot sites			

Expected Outputs	<ul style="list-style-type: none"> Participants were given orientation on the Guidelines and Mechanics of the Workshop on the Revision of Training Resource Package for Functional Education and Literacy Program – Financial Education Course 	<ul style="list-style-type: none"> Revised Training Session Guides for Functional Education and Literacy Program – Financial Education Course 	<ul style="list-style-type: none"> Revised Training Slide Presentation for Functional Education and Literacy Program – Financial Education Course 	<ul style="list-style-type: none"> Presented and Submitted the Revised Training Resource Package for Functional Education
Officer of the Day	Michael Angelo V. Infante	Iza Rubiales	Brenfel C. Hejen	Michael Angelo V. Infante