



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



November 12, 2024

DIVISION MEMORANDUM
No. 11-289, s. 2024

**DIVISION CAPABILITY BUILDING ON ALTERNATIVE LEARNING SYSTEM (ALS)
ASSESSMENT**

To: ASDS
CID Chief
Division EPS/PSDS
EPSAs
ALS Teachers
This Division:

1. This office hereby informs the field on the conduct of the Division Capability Building on Alternative Learning System (ALS) Assessment which will be held on November 20-21, 2024, at Siargao Convention Center.
2. The activity aims to:
 - a. identify principles and concepts in designing diverse assessment tools customized to address the unique needs of ALS learners.
 - b. enhance skills in interpreting assessment results to inform instructional strategies and interventions;
 - c. implement fair and inclusive assessment practices that cater to the diverse needs and backgrounds and ALS learners.
3. This memorandum will serve as travel authority on official time for the participants. See the attached enclosures for the list of participants and terms of reference for the program management team involved in the training.
4. This is a live-out seminar, with free lunch and 2 snacks in a day for two (2) days, and no registration will be collected to the participants.
5. For information, guidance, and compliance of all concerned.


KAREN L. GALANIDA, PhD, CESO V
Schools Division Superintendent

Incl: As stated
Reference: None
To be indicated in the Perpetual Index under the following subjects:
ALS Assessment Seminar

CID/ACL 11122024



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Enclosure: List of participants involved in the activity

NAME	DESIGNATION	STATION
1. Kea Marie T. Tesiorna	ALS Teacher	Dapa West District
2. Catherine G. Durero	ALS Teacher	Dapa West District
3. Kristina Grace F. Polvorosa	ALS Teacher	Dapa West District
4. Mary Ann C. Gorgonio	ALS Teacher	Dapa West District
5. Jemuel O. Gonzales	ALS Teacher	Numancia West District
6. Jehnfol Doyah R. Gelsano	ALS Teacher	Numancia West District
7. Merabell A. Espejon	ALS Teacher	Numancia West District
8. Neizel M. Virtudazo	ALS Teacher	Burgos District
9. Angielyn Salas	ALS Teacher	Burgos District
10. Sheena Juntilo	ALS CAI	Sapao District
11. Mark Jun B. Digamo	ALS Teacher	San Benito District
12. Ailou C. Pangatungan	ALS Teacher	San Benito District
13. Mercy P. Laugo	ALS Teacher	Socorro West District
14. Maysel G. Sarong	ALS Teacher	Socorro West District
15. Angel C. Galo	ALS Teacher	Socorro West District
16. Rocelyn M. Gotico	ALS Teacher	Dapa East District
17. Jemelyn P. Savandal	ALS Teacher	Dapa East District
18. Jenny P. Mindaña	ALS Teacher	Dapa East District
19. Gloumerra C. Melida	ALS Teacher	Dapa East District
20. Fe M. Cotecon	ALS Teacher	General Luna District
21. Glenda F. Ortojan	ALS Teacher	General Luna District
22. Joselito A. Podadera	ALS Teacher	General Luna District
23. Rosbe G. Tiu	ALS Teacher	General Luna District
24. Reymart Pelicane	ALS Teacher	General Luna District
25. Flormina N. Plaza	ALS Teacher	San Isidro District
26. Melona C. Manaug	ALS Teacher	San Isidro District
27. Ria B. Rudela	ALS Teacher	San Isidro District
28. Merlyn C. Cometa	ALS Teacher	Pilar District
29. Butchik D. Pion	ALS Teacher	Pilar District
30. Jamaica N. Espejon	ALS Teacher	Pilar District
31. Aila L. Tesado	ALS Teacher	Numancia East District
32. Razzel C. Sulapas	ALS Teacher	Numancia East District
33. Maricel E. Ramirez	ALS Teacher	Socorro East District
34. Madel V. Besas	ALS Teacher	Socorro East District
35. Juniel C. Dizon	ALS Teacher	Socorro East District
36. Gretchen S. Dañas	ALS Teacher	Socorro East District
37. Manilou M. Basco	ALS Teacher	Socorro East District
38. Joan J. Padal	ALS Teacher	Socorro East District
39. Nemie Hazen C. Dizon	ALS Teacher	Socorro East District
40. Gretchie E. Dacera	ALS Teacher	Socorro East District
41. Gemma G. Pobe, EdD. DPA	CID Chief	CID
42. Aniesol C. Lasala	EPS ALS-Focal	CID
43. Kem E. Abuton, Jr.	Principal III/Resource Speaker	Dapa CES and SPED Center



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44. Marissa L. Cuaresma	Resource/Learning Facilitator	CID
45. Raquel T. Gemparo	Resource/Learning Facilitator	CID
46. Angielyn Salas	Resource/Learning Facilitator	Burgos District
47. Rocelyn M. Gotico	Resource/Learning Facilitator	Dapa East District
48. Gloumerra C. Melida	Resource/Learning Facilitator	Dapa East District
49. Glenda F. Ortojan	Resource/Learning Facilitator	General Luna District
50. Kristine C. Estolano	Resource/Learning Facilitator	General Luna District
51. Madel V. Besas	Resource/Learning Facilitator	Socorro East District
52. Henry P. Lubapis	Resource/Learning Facilitator	Socorro East District
53. Aquino D. Garcia	SEPS-SMME	SGOD
54. Ferosana D. Tesiorna	SEPS-HRD/Documenter	SGOD
55. Lowela B. Espanto	EPShrd- Secretariat	SGOD
56. Juvy C. Arreza	Nurse/Welfare Officer	SGOD
57. Francis Albert Golo	Logistics Officer	SGOD
58. Maricris O. Sulapas	Finance Officer	SGOD



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Enclosure No. 2

The following are the members of the Program Management Team and their respective Terms of Reference. They are required to be at the venue during the implementation of the program. However, it is possible that a member of the PMT could hold two roles concurrently (e.g., the logistics officer is also the welfare officer).

Program Management Team

Role	Terms of Reference	Office/Unit for National Implementation of PD Programs	Office/Unit for Field Implementation of PD Programs
a. Program Manager	i. Oversees the implementation of the entire program. ii. Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards. iii. Orients the PMT and the resource persons/ subject-matter experts on their terms of reference and the details of the program design. iv. Leads in conducting debriefing with the PMT and resource speakers/ subject-matter experts. v. Prepares the CPD documents for submission to the PRC through the NEAP-R. vi. Leads in crafting the Program Completion Report.	Program Owner	HRDD/ NEAP-R
b. Learning Manager	i. Leads the conduct of the program per session room. ii. Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts. iii. Prepares and maintains a	Program Owner	CLMD



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	<p>conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs.</p> <p>iv. Facilitates management of learning activities as scheduled and as needed.</p> <p>v. Facilitates integration session at the end of the intervention, including preparation of Workplace Application Plan.</p> <p>vi. Ensures that the pre-assessment is administered.</p> <p>vii. Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator.</p> <p>viii. Prepares and sends a communication to participants' supervisors regarding program completion and the importance of implementing the Workplace Application Plan.</p>		
c. Resource Speaker/ Subject-matter Expert	<p>i. Applies effective presentation and facilitation techniques in conducting assigned sessions.</p> <p>ii. Provides expert content input during learning sessions.</p>	Could be from DepEd or from Partner Institutions	TRAINED TRAINERS (from the NTOT)
d. M&E Coordinator	<p>i. Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT.</p> <p>ii. Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist.</p> <p>iii. Applies process observation and prescribed tools to monitor and</p>	NEAP-QAD	QAD in the Region/ SDO-SMME



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	evaluate program delivery. iv. Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. v. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation. vi. Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report.		
e. Documenter	i. Documents the proceedings of the learning sessions using the prescribed documentation template. ii. Takes photos of the different parts of the program delivery.	Program Owner	HRDD/ NEAP-R or SGOD-HRDS
f. Secretariat	i. Attends to registration needs of learners. ii. Ensures that learners fill up attendance sheets every day. iii. Prepares directory of participants based on registration forms. iv. Assists in the distribution of learning materials and supplies. v. Assists in posting and collection of session outputs. vi. Compiles session documents and learning resource materials.	Program Owner	HRDD/ NEAP-R
g. Welfare Officer	i. Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue.	Program Owner	Education Support Services Division (School Health/ DRMM)
	ii. Attends to emerging inclusion,		



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	safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.).		
h. Logistics Officer	<ul style="list-style-type: none">i. Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program.ii. Leads ocular inspection of venues to ensure adherence to standards and specifications.iii. Checks that session rooms are always ready for use and conducive to learning.	Program Owner	HRDD/ NEAP-R
i. Finance Officer	<ul style="list-style-type: none">i. Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation.ii. Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices.iii. Monitors and documents all disbursements against budget to support liquidation.iv. Liquidates all fund disbursements and prepares a financial report as input to the Program Completion Report.	Program Owner	HRDD/ NEAP-R/ Finance



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