



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



November 14, 2024

DIVISION MEMORANDUM
No. 11-295, s. 2024

DIVISION TRAINING ON THE LIMITED SCALE-UP IMPLEMENTATION OF WORK-BASED LEARNING (WBL) AND BE YOUR OWN BOSS (BYOB) FOR ALS TEACHERS

TO: Asst. Schools Division Superintendent
Chiefs CID and SGOD
EPSs/ PSDSs
EPSAs
ALS Teachers
This Division

1. Pursuant to Regional Memorandum No. 0894, s. 2024, this is to inform the field of the conduct of the Division Training on the Limited Scale-Up Implementation of Work-Based Learning (WBL) and Be Your Own Boss (BYOB), which will be held on November 27-28, 2024, at the Siargao Island Convention Center, Brgy. Osmeña, Dapa, Surigao del Norte.
2. The activity specifically aims to;
 - a. capacitate ALS teachers with the significance of work-Based Learning (WBL) and Be Your Own Boss (BYOB) in achieving the goals of learning strand 4 (Life and Career skills).
 - b. appreciate the value of WBL and BYOB approaches in ensuring clarity and coherence in their instructional beliefs and practices;
 - c. deliver effectively the WBL and BYOB modules to ALS learners, guiding them through lessons and activities to foster understanding and prepare them for real-world applications.
3. This memorandum will serve as the official travel authority for participants on official time. Please refer to the attached enclosures for the list of participants and the terms of reference for the program management team involved in the training.
4. This is a live-out seminar that includes free lunch and two snacks per day for two days, with no registration fee required from participants.
5. Immediate dissemination of this memorandum is hereby directed.


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

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index under the following subjects
ALS WBL/BYOB Seminar
CID/ACL 11142024

Brgy. Osmeña, Dapa, Surigao del Norte, 8417
Contact No.: 09190040217



 siargao@deped.gov.ph

 DepEd Siargao



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

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. Cotecson	ALS Teacher	General Luna District
21. Glenda F. Ortojan	ALS Teacher	General Luna District
22. Rosbe G. Tiu	ALS Teacher	General Luna District
23. Flormina N. Plaza	ALS Teacher	San Isidro District
24. Melona C. Manaug	ALS Teacher	San Isidro District
25. Ria B. Rudela	ALS Teacher	San Isidro District
26. Merlyn C. Cometa	ALS Teacher	Pilar District
27. Butchik D. Pion	ALS Teacher	Pilar District
28. Jamaica N. Espejon	ALS Teacher	Pilar District
29. Aila L. Tesado	ALS Teacher	Numancia East District
30. Razzel C. Sulapas	ALS Teacher	Numancia East District
31. Maricel E. Ramirez	ALS Teacher	Socorro East District
32. Madel V. Besas	ALS Teacher	Socorro East District
33. Juniel C. Dizon	ALS Teacher	Socorro East District
34. Manilou M. Basco	ALS Teacher	Socorro East District
35. Joan J. Padal	ALS Teacher	Socorro East District
36. Nemie Hazen C. Dizon	ALS Teacher	Socorro East District
37. Gretchie E. Dacera	ALS Teacher	Socorro East District
38. Henry P. Lubapis	ALS Teacher	Socorro East District
39. Gemna G. Pobe, EdD. DPA	CID Chief	CID
40. Aniesol C. Lasala	EPS ALS-Focal	CID
41. Marissa L. Cuaresma	Resource/Learning Facilitator	CID
42. Raquel T. Gemparo	Resource/Learning Facilitator	CID
43. Kea Marie T. Tesiorna	Resource/Learning Facilitator	Dapa West District
44. Kristina Grace F. Polvorosa	Resource/Learning Facilitator	Dapa West District

Brgy. Osmeña, Dapa, Surigao del Norte, 8417
 Contact No.: 09190040217



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

45. Mary Ann C. Gorgonio	Resource/Learning Facilitator	Dapa West District
46. Neizel M. Virtudazo	Resource/Learning Facilitator	Burgos District
47. Mark Jun B. Digamo	Resource/Learning Facilitator	San Benito District
48. Ailou C. Pangatungan	Resource/Learning Facilitator	San Benito District
49. Joselito A. Podadera	Resource/Learning Facilitator	General Luna District
50. Reymart Pelicane	Resource/Learning Facilitator	General Luna District
51. Butchik D. Pion	Resource/Learning Facilitator	Pilar District
52. Gretchen S. Dañas	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



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

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

Brgy. Osmeña, Dapa, Surigao del Norte, 8417
 Contact No.: 09190040217



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

	<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



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

	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. ii. Attends to emerging inclusion,	Program Owner	Education Support Services Division (School Health/ DRMM)



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

	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	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	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