



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF PANABO CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID – 2024-0698

To : Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
ALS, Education Program Supervisor
Selected ALS Teachers

Subject : **ATTENDANCE TO THE WORKSHOP OF THE COURSE DESIGNS FOR ADDITIONAL FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP) COURSES (WORK READINESS AND VOTERS EDUCATION)**

Date : December 13, 2024

Herewith is Regional Memorandum No. CLMD-2024-823 dated December 5, 2024, regarding the **“Workshop of the Course Designs for Additional Functional Education and Literacy Program (FELP) Courses (Work Readiness and Voters Education)”** on December 15-19, 2024, at Macatabo Farm, Purok 2, Sitio Macatabo, Barangay Carmen, Baguio District, Davao City.

Participants to this activity are the following, to wit:

1. **Jaime C. Carlom**, ALS Education Program Supervisor
2. **Christen Greece C. Ochavillo**, ALS Teacher
3. **Mona Jireh B. Sebio**, ALS Teacher
4. **Mae C. Vasquez**, ALS Teacher

Participants shall be granted with 1-day Compensatory Overtime Credit for non-teaching personnel/ Service Credits for teaching personnel for their participation on **December 15, 2024** (Sunday), per DepEd Order No. 53, s. 2023 or the Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC No.2, s. 2024 for Non-Teaching Personnel.

Food and accommodation are chargeable against ALS PSF, while travel and other incidental expenses of the participants shall be charged to the Schools Division Office's downloaded funds ALS PSF and other local funds subject to the usual government accounting and auditing rules and regulations.

All other details in this Memorandum are in the enclosure.

Please be guided accordingly.

JINKY B. FIRMAN PhD, CESO VI
Schools Division Superintendent

Enclosed: As stated
CID/je/jcc



Schools Division Office of Panabo City
City Hall Compound, Km 31, Panabo City
Telephone No: (084) 823-1469
Email: panabocity.division@deped.gov.ph

DepEd Panabo:
Empowering Champions in Education
through Journeying, Blending and Fostering commitment in providing quality education, MATATAG for all.

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DEC 13 2024

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Republic of the Philippines
Department of Education
DAVAO REGION

December 5, 2024

REGIONAL MEMORANDUM
CLMD-2024-823

ATTENDANCE TO THE WORKSHOP OF THE COURSE DESIGNS FOR ADDITIONAL
FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP) COURSES
(WORK READINESS AND VOTERS EDUCATION)

To: Schools Division Superintendents

1. In pursuance to DepEd Memorandum DM-CT-2024-192 and RM-CLMD-2024-474, the Bureau of Alternative Education (BAE) and the Department of Education Region XI, Curriculum and Learning Management Division will conduct a Workshop of the Course Designs for Additional Functional Education and Literacy Program (FELP) Courses (Work Readiness and Voters Education) on December 15-19, 2024. Venue to be announced in a separate issuance.
2. List of participants and the program matrix are in Annexes 1.A and 1.B. Participants are requested to bring laptops and other gadgets needed in the activity.
3. Participants shall be granted with 1-day Compensatory Overtime Credit for non-teaching personnel/ Service Credits for teaching personnel for their participation on December 15, 2024 (Sunday) per DepEd Order No.53, s. 2003 or the Updated Guidelines on Grant of Vacation Service Credits to Teachers and Non-Teaching Personnel.
4. Food and accommodation are chargeable against ALS PSF while traveling and other incidental expenses of the participants shall be charged to the Schools Division Office's downloaded funds ALS PSF and other local funds subject to the usual government accounting and auditing rules and regulations.
5. All other details are in the enclosure.
6. Immediate dissemination and strict compliance of this Memorandum to all concerned is directed.

ROC6/msl

DEPARTMENT OF EDUCATION (DOE)
RECORDS SECTION

RECEIVED

By:

Date:

42996
12.9.2024

ALLAN G. FARNAZO
Director III



Republic of the Philippines
Department of Education
 DAVAO REGION

Office of the Regional Director

Annex 1. A

ACTIVITY MATRIX

**Workshop on Evaluation of the Course Designs for Additional Functional Education
 and Literacy Program (FELP) Courses (Work Readiness and Voters Education)**

Date: December 15-19, 2024

Venue: Macatabo Farm, Purok 2, Sitio Macatabo, Barangay Carmen,
 Baguio District, Davao City

Time	Day 0 (Dec 15, 2024) Sunday	Day 1 (Dec 16, 2024) Monday	Day 2 (Dec 17, 2024) Tuesday	Day 3 (Dec 18, 2024) Wednesday	Day 4 (Dec 19, 2024) Thursday
7:00-8:00AM	<div>Travel time</div> <div>Arrival, Registration & Billeting (Check-in)</div>	BREAKFAST			
8:00-9:00AM		Preliminaries			
9:00-12:00AM		<div>Session 2: Orientation on the Guidelines and Mechanics of the Workshop on the Development of Course Outline for Functional Education and Literacy Program (FELP)</div> <div>Session 3: Rationale of Voters Education and Work Readiness Education Course</div>	Note: For Break-out Session 1 - Work Readiness Education Session 2 - Voters Education		
			<div>Workshop 3 Grouping of Competencies according to themes</div> <div>Presentation and Critiquing of Workshop 3 Output</div>	<div>Workshop 6 Designing the Summative Assessment for Micro-certification</div> <div>Presentation and Critiquing of Workshop 6 Outputs</div>	<div>Open Forum</div> <div>Synthesis</div> <div>Closing Program:<ul style="list-style-type: none">Nationalistic SongGiving of ImpressionsMessage of ChallengeAcceptance of ChallengePledge of CommitmentDistribution of CertificatesWays Forward and Reminders/Vote of ThanksClosing Prayer</div>
12:00-1:00PM		LUNCH			
1:00-3:00PM	<div>Opening Program:<ul style="list-style-type: none">National AnthemPrayerRegional HymnDepEd Quality PolicyAcknowledgement of ParticipantsWelcome MessageStatement of PurposeMechanics of ConferencePhoto Opportunity</div> <div>Plenary Session</div> <div>Session 1: Overview and Background of Functional Education and Literacy Program (FELP)</div>	<div>Workshop 1 Discussion on FELP Course Outline Template</div>	<div>Workshop 4 Outlining of Specific Contents of Work Readiness Education and Voters Education</div> <div>Presentation and Critiquing of Workshop 4 Outputs</div>	<div>Workshop 7 Completion of the Additional FELP Work Readiness Education and Voters Education (Template 1)</div> <div>Presentation and Critiquing of the Completed FELP - Work Readiness Education and Voters Education Course Template</div>	
3:00-5:00PM		<div>Workshop 2 Harvesting/ Mapping of Competencies for Voters Education and Work Readiness Education</div>	<div>Workshop 5 Designing of Activities and Assessment Strategies/ Methods for Work Readiness Education and Voters Education Course Kit</div> <div>Presentation and Critiquing of Workshop 5 Outputs</div>	<div>Finalization of FELP Course Outline for Work Readiness Education and Voters Education Course based on comments and suggestions</div> <div>Submission of Final Outputs of Group Sessions 1,2,3</div>	
5:00-6:00PM	DINNER				



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Annex 1. B

LIST OF PARTICIPANTS

Workshop on Evaluation of the Course Designs for Additional Functional Education and Literacy Program (FELP) Courses (Work Readiness and Voters Education)

Date: December 15-19, 2024

Venue: Macatabo Farm, Purok 2, Sitio Macatabo, Barangay Carmen,
 Baguio District, Davao City

No	Course/ Theme	Name	Designation	Division	Role
1	Break-out Session 1 Module Title: Work Readiness Education	Braian B. Mahinay	EPSA	Davao City	Lead Writer
2		Jhoniell S. Razonable	EPSA	Davao Occidental	Writer
3		Miguel H. Panugan Jr.	Principal I	Mati City	Writer
4		Alma C. Ando	School Head	Davao Oriental	Writer
5		Gemma C. Mabalod	School Head	Tagum City	Writer
6		Gladys F. Aldaya	School Principal II	Davao de Oro	Writer
7		Jocelyn D. Fernandez	Principal	Davao del Norte	Writer
8		John Paul Albarracin	ALS Teacher	Tagum City	Writer
9		Ralph Evander Idul	ALS Teacher	Tagum City	Writer
10		Teresita Manceras	ALS Teacher	Tagum City	Writer
11		Arnel Dungog	ALS Teacher	Tagum City	Writer
12		Florence P. Malinao	ALS Teacher	Davao del Norte	Writer
13		Melody Joy A. Haro	ALS Teacher	Davao del Norte	Writer
14		Erlivic Bajade	Teacher	CBNHS, Davao City	Writer
15		Myrane Ablanque	Teacher	CBNHS, Davao City	Writer
16		Participants from DOLE (To be identified)			
17					
18	Break-out Session 2 Module Title: Voter Education	Christen Greece Ochavillo	ALS Teacher	Panabo City	Lead Writer
19		Verleto C. Florentino	Principal III	Davao del Sur	Writer
20		Leah C. Paña	PSDS	Davao City	Writer
21		Silvano Camillo	OIC PSDS	Davao Occidental	Writer
22		Mario Jr. T. Rivera	ALS SHS Teacher	IGACOS	Writer
23		Charlyn Emata	EPS, LR	Tagum City	Writer
24		Jul Khayr Jalali	ALS Teacher	Tagum City	Writer
25		Alfredo III Macayan	ALS Teacher	Tagum City	Writer
26		Cecille Mamay	ALS Teacher	Tagum City	Writer
27		Mary Joy Bibat	ALS Teacher	Tagum City	Writer
28		Mae C. Vasquez	ALS Teacher	Panabo City	Writer
29		Mona Jireh Sebio	ALS Teacher	Panabo City	Writer
30		Jake Guitorig	Teacher	CBNHS, Davao City	Writer
31		Teresa Verbo	Teacher	CBNHS, Davao City	Writer
32		Segundina Ramos	Principal IV	CBNHS, Davao City	Writer
33		Participant from COMELEC (To be identified)			
34					
35	RO XI	Mary Jeanne B. Aldeguer	Chief ES	RO XI CLMD	PMT-Chair
36		Maricel S. Langahid	EPS Regl. ALS FP	RO XI CLMD	PMT-Co-Chair
37		Rochelle Mae E. Sadaya	ALS Staff/JO	RO XI CLMD	TWG-Member
38		Elouise Bern P. Montegrande	ALS Staff/JO	RO XI CLMD	TWG-Member
39		Vincent B. Dinero	ALS Staff/JO	RO XI CLMD	TWG-Member
40	Division ALS Focal Persons	Jima A. Gelmo	Div. ALS FP, PSDS	Davao City	
41		Noemi. P. Canales	Div. ALS FP, EPS	Davao de Oro	
42		Shiela D. Sionosa	Div. ALS FP OIC, EPSA	Davao del Norte	
43		Eric C. Tubat	Div. ALS FP, PSDS	Davao del Sur	
44		Nilo S. Octura Jr.	Div. ALS FP, EPS	Davao Occidental	
45		Antonio I. Palma Gil	Div. ALS FP, EPS	Davao Oriental	
46		Gervasio R. Salinas, Jr., Phd	Div. ALS FP, EPS	Digos City	
47		Jeffrey C. Langga	Div. ALS FP, EPSA	IGACOS	



Republic of the Philippines
Department of Education
DAVAO REGION

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48		Rone N. Pequiro	Div. ALS FP OIC, EPSA	Mati City	
49		Jaime C. Carlom	Div. ALS FP, EPS	Panabo City	
50		Leila L. Ibita	Div. ALS FP, EPS	Tagum City	

Prepared by:


MARICEL S. LANGAHID
EPS CLMD, Regional ALS Focal Person



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM
CLMD-2024-474

To : Schools Division Superintendents
Chief Education Supervisor, CLMD

Subject : CONDUCT OF WORKSHOP ON THE ADDITIONAL COURSE KITS
FOR FUNCTIONAL EDUCATION AND LITERACY PROGRAM
(FELP) COURSES

Date : August 9, 2024

In pursuance to DepEd Memorandum DM-CT-2024-192, the Bureau of Alternative Education (BAE) and the Department of Education Region XI, Curriculum and Learning Management Division will conduct a Workshop on the Additional Course Kits (Work Readiness and Voters Education) for Functional Education and Literacy Program (FELP) Courses on August 19-23, 2024 at Ritz Hotel, Bo. Obrero, Davao City.

Participants are requested to bring laptops and other gadgets needed in the activity. Refer the list of participants to Annex 1.

Participants shall be granted with 1-day Compensatory Overtime Credit for non-teaching personnel/ Service Credits for teaching personnel for their participation on August 21, 2024 (Holiday) per DepEd Order No.53, s. 2003 or the Updated Guideline on Grant of Vacation Service Credits to Teachers and Non-Teaching Personnel.

Travel, per diem and other incidental expenses shall be charged to Sub-ARDBM-NBC 5007 (ALS), directly downloaded to the respective Schools Division Offices subject to the usual auditing rules and regulations.

All other details are in the enclosure.

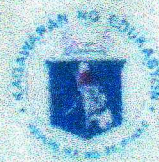
Immediate dissemination and strict compliance of this Memorandum to all concerned is directed.

DEPARTMENT OF EDUCATION
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Enclosed: As Stated
ROC6/msl

By:
Date: Aug. 15, 2024
Time: 3:35 PM



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Annex 1. A

LIST OF PARTICIPANTS

Workshop on Additional Coursekits for Functional Education and Literacy (FELP)
Course

Date: August 19-23, 2024

Venue: The Ritz Hotel at Garden Oases, Bo. Obrero, Davao City

No	Course/ Theme	Name	Designation	Region/Division	Role
1	Break-out Session 1 Module Title: Work Readiness Education	Catherine Alarzar	EPS II - ALS	V SDO Camarines Sur	Lead Writer
2		Gerald B. Olivar	EPS II - ALS	V SDO Masbate Province	Lead Writer
3		Maria Kristina Tabernero	EPS II - ALS	VIII SDO Leyte	Lead Writer
4		Maria Franchesca C. Fadri	EPS II - ALS	IV - A SDO Dasmariñas	Lead Writer
5		Braian B. Mahinay	EPS II - ALS	XI SDO Davao City	Lead Writer
6		Miguel H. Panugan Jr.	Principal I	XI SDO Mati City	Writer
7		Alma C. Ando	School Head	XI SDO Davao Oriental	Writer
8		Gemma C. Mabalod	School Head	XI SDO Tagum City	Writer
9		Gladys F. Aldaya	School Principal II	XI SDO Davao de Oro	Writer
10		Jocelyn D. Fernandez	Principal	XI SDO Davao del Norte	Writer
11	Break-out Session 2 Module Title: Voter Education	Sherly M. Cruz	EPS II - ALS	IV - A SDO Rizal	Lead Writer
12		John Carl Cabarles	EPS II - ALS	NCR Las Pinas City	Lead Writer
13		Romulous P. Guino	EPS II - ALS	NCR SDO Makati City	Lead Writer
14		Zaldy P. Fernandez	OIC EPS II-ALS	CAR SDO Apayao	Lead Writer
15		Christen Greece Ochavillo	ALS Teacher	XI SDO Panabo City	Lead Writer
16		Jeffrey B. Bagongon	PSDS	XI SDO Davao Occidental	Writer
17		Verleto C. Florentino	Principal II	XI SDO Davao del Sur	Writer
18		Elvie E. Timon	EPS II - ALS	XI SDO Digos City	Writer
19		Atty. Darwin Z. Polido	EPS, Math	XI SDO IGACOS	Writer
20		Leah C. Pana	PSDS	XI SDO Davao City	Writer
21	Breakout Session 3 Downloading of Supple- mental ALS Learning Materials/Res ources (Soft files/copies) to tablet units/IT gadgets	Rone N. Pequiro	EPS II - ALS	XI SDO Mati City	IT Specialists
22		Jo Divine Y. Belarmino	EPS II - ALS	XI SDO Davao Oriental	IT Specialists
23		Eddie Jr. A. Cabansag	EPS II - ALS	XI SDO Davao de Oro	IT Specialists
24		Shiela D. Sionosa	EPS II - ALS	XI SDO Davao del Norte	IT Specialists
25		Rosebeth C. Candelasa	EPS II - ALS	XI SDO Panabo City	IT Specialists
26		Jeffrey C. Langga	EPS II - ALS	XI SDO IGACOS	IT Specialists
27		Delio C. Caya	EPS II - ALS	XI SDO Tagum City	IT Specialists
28		Llartes L. Prasno	EPS II - ALS	XI SDO Davao del Sur	IT Specialists
29		Cheery Lyne B. Valiejo	EPS II - ALS	XI SDO Digos City	IT Specialists
30		Danilo J. Manuel	EPS II - ALS	XI SDO Davao Occidental	IT Specialists
31		Haroun P. Ranain	EPS II - ALS	XI SDO Davao City	IT Specialists
32		Aimee O. Langahid	Teacher III	XI SDO DVO City-DCNHS	TWG - Chair
33	RO XI	Mary Jeanne B. Aldeguer	Chief ES	XI CLMD	PMT-Chair
34		Maricel S. Langahid	EPS Reg. ALS FP	XI CLMD	PMT Co-Chair
35		Rochelle Mac E. Sadaya	ALS Staff/JO	XI CLMD	TWG-Member
36		Elouise Bern P. Montegrande	ALS Staff/JO	XI CLMD	TWG-Member
37		Vincent B. Dinero	ALS Staff/JO	XI CLMD	TWG-Member
38		Alma E. Obusa	ALS Staff/JO	XI CLMD	TWG-Member
39		Donn Marie D. Querubin	ALS Staff/JO	XI CLMD	TWG-Member
40	BAE - CO	Ernie M. Pamor	Supervising EPS	PMS - D	Lead Facilitator
41		Michael Angelo Infante	SEPS	PMS - D	Lead Facilitator
42		Iza A. Rubiales	SEPS	PMS - D	Lead Facilitator



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

Annex 1. B

ACTIVITY MATRIX
**Workshop on Additional Coursekits for Functional Education and Literacy (FELP)
Course**

Date: August 19-23, 2024

Venue: The Ritz Hotel at Garden Oases, Bo. Obrero, Davao City

Time	Day 0 (August 19, 2024) Monday	Day 1 (August 20, 2024) Tuesday	Day 2 (August 21, 2024) Wednesday	Day 3 (August 22, 2024) Thursday	Day 4 (August 23, 2024) Friday	
7:00-8:00AM		BREAKFAST				
8:00-9:00AM		Preliminaries				
9:00-10:00AM		Opening Program: <ul style="list-style-type: none">National AnthemPrayerRegional HymnDepEd Quality PolicyAcknowledgement of ParticipantsWelcome MessageStatement of PurposeMechanics of ConferencePhoto Opportunity	Note: For break-out Session 1 - Work Readiness Education Session 2 - Voters Education	Workshop 3 Grouping of Competencies according to themes	Workshop 5 Designing of Activities and Assessment Strategies/Methods for Work Readiness Education and Voters Education Course Kit	Workshop 7 Completion of the Additional FELP Work Readiness Education and Voters Education (Template 1)
10:00-12:00PM	Travel time	Plenary Session Session 1: Overview and Background of Functional Education and Literacy Program (FELP) Session 2: Orientation on the Guidelines and Mechanics of the Workshop on the Development of Course Outline for Functional Education and Literacy Program (FELP) Session 3: Rationale of Voters Education and Work Readiness Education Course	Note: Simultaneous Activity for Break-out Session 3	Presentation and Critiquing of Workshop 3 Output	Presentation and Critiquing of Workshop 5 Outputs	Presentation and Critiquing of the Completed FELP - Work Readiness Education and Voters Education Course Template
12:00-1:00PM		LUNCH				
1:00-3:00PM		Arrival, Registration & Briefing (Check-in)	Workshop 1 Discussion on FELP Course Outline Template	Workshop 4 Outlining of Specific Contents of Work Readiness Education and Voters Education	Workshop 6 Designing the Summative Assessment for Micro-certification	Finalization of FELP Course Outline for Work Readiness Education and Voters Education Course based on comments and suggestions
3:00-5:00PM	Workshop 2 Harvesting/Mapping of Competencies for Voters Education and Work Readiness Education		Presentation and Critiquing of Workshop 4 Outputs	Presentation and Critiquing of Workshop 6 Outputs	Submission of Final Outputs of Group Sessions 1,2,3	
5:00-6:00PM	Note: Continuation of Simultaneous Activity for Break-out Session 3		Open Forum Synthesis Closing Program <ul style="list-style-type: none">Nationalistic SongGiving of ImpressionsMessage of ChallengeAcceptance of ChallengePledge of CommitmentDistribution of CertificatesWays Forward and Reminders/Vote of ThanksClosing Prayer			
		DINNER				

Prepared by:

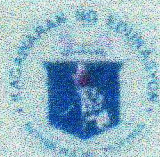
Noted by:

MARICEL S. LANGAHID

FPS CLMD, Regional ALS Focal Person

MARY JEANNE B. ALDEGUER, Ed.D

Chief Education Supervisor CLMD




Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

List of invited participants from other regions and DepEd Central Office-BAE	Catherine Alarzar	EPS II - ALS	V SDO Camarines Sur	Lead Writer
	Gerald B. Olivar	EPS II - ALS	V SDO Masbate Province	Lead Writer
	Maria Kristina Tabernero	EPS II - ALS	VIII SDO Leyte	Lead Writer
	Maria Franchesca C. Fadri	EPS II - ALS	IV - A SDO Dasmariñas	Lead Writer
	Sherly M. Cruz	EPS II - ALS	IV - A SDO Rizal	Lead Writer
	John Carl Cabarles	EPS II - ALS	NCR Las Pinas City	Lead Writer
	Romulous P. Guino	EPS II - ALS	NCR SDO Makati City	Lead Writer
	Zaldy P. Fernandez	GIC - EPS II - ALS	CAR SDO Apayao	Lead Writer
	Ernie M. Pamor	Supervising EPS	PMSDD DepEd - CO BAE	Lead Facilitator
	Michael Angelo Infante	SEPS	PMSDD DepEd - CO BAE	Lead Facilitator
	Iza A. Rubiales	Senior Education Program Specialist	PMSDD DepEd - CO BAE	Lead Facilitator

Prepared by:

Noted by:


MARICEL S. LANGAHEED
EPS CLMD, Regional ALS Focal Person


MARY JEANNE B. ALDEGUER, Ed.D
Chief Education Supervisor CLMD