



Department of Education  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**  
Banica, Roxas City

Telefax No. (036) 6210-974 / Tel. No. (036) 6216-118



December 14, 2017

**DIVISION MEMORANDUM**

No. 333, s. 2017

**ORIENTATION WORKSHOP ON THE ADOPTION OF NEW FORMS AND STANDARDIZATION OF PERMANENT RECORDS FOR ALTERNATIVE LEARNING SYSTEM**

To : Public Schools District Supervisors  
Officers-in-Charge of the District  
District ALS Coordinators  
ALS Mobile Teachers

1. In compliance to DepEd Order No. 58, s. 2017 titled **Adoption of New Forms for Kindergarten, Senior High School, Alternative Learning System, Health and Nutrition and Permanent Records**, this office will conduct an Orientation-Workshop on the **Adoption of New Forms and Standardization of Permanent Records for Alternative Learning System** on December 21, 2017, 8:30 A.M. – 5:00 P.M. at the Capiz Division ALS Resource Center, Tiza, Roxas City.
2. This activity aims to:
  - a. orient the District ALS Coordinators and Mobile Teachers on the new ALS Forms;
  - b. demonstrate the step-by-step procedure on filling out of forms correctly; and
  - c. identify possible problems/concerns that may be encountered in filling out the forms and offer possible solutions.
3. Food allowance of the participants shall be charged against the Division MOOE funds subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this memorandum is desired.

  
**MIGUEL MAC D. APOSIN, Ed.D., CESO V**  
Schools Division Superintendent