



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division of Capiz

DIVISION MEMORANDUM
No. 505, s. 2025

07 OCT 2025

**ORIENTATION OF STAKEHOLDERS ON THE DELIVERY OF ALTERNATIVE
DELIVERY MODES AND SHOWCASE OF SCHOOL-INITIATED INTERVENTIONS CUM
PREPARATION OF LEARNING PLAN FOR LEARNERS AT RISK**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CES)/OIC-CES
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary and Integrated Schools
All Others Concerned

1. To ensure equal access on the delivery of basic education services for all learners, including those who are disadvantaged and at risk of dropping out from school using alternative delivery modes, this Office, through the Curriculum Implementation Division (CID), will conduct ***Orientation of Stakeholders on the Delivery of Alternative Delivery Modes and Showcase of School-Initiated Interventions cum Preparation of Learning Plan for Learners at Risk*** on **November 18-20, 2025**. The venue will be announced later.
2. Specifically, the activity aims to:
 - a. orient the participants on the Alternative Delivery Mode One-Stop-Shop Policy;
 - b. showcase School Initiated Intervention, Open High School Program, and Farm School best practices as Alternative Delivery Mode offerings.
 - c. gain insights and appreciate the importance of Alternative Delivery Mode in crisis and emergencies in education;
 - d. encourage the participants in the districts to roll-out the activity in their own context;
 - e. develop learning plan for learners at risk and during crisis of emergencies.
3. In view thereof, this Office requests the attendance and participation of the selected participants and composite team/technical working group/facilitators/resource speakers specified below. In like manner, resource speakers, alternates, facilitators and technical working group members are advised to convene in advance during the Walkthrough and Day 0.

PARTICIPANTS

Level	Number/Participants
Secondary	54 School Heads
Elementary	18 District ADM Coordinators
SDO	9 Public Schools District Supervisors,



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	10 Education Program Supervisors
TOTAL	91 Participants

**RESOURCE SPEAKERS/FACILITATORS AND TECHNICAL WORKING
GROUP/MANAGEMENT TEAM**

Name	School/Station	Position
Lucille Paitone	Arturo Jugo NHS	Resource Speaker/Presenter
Mirasol Sol B. Jamog	Estefania Montemayor NHS	Resource Speaker/Presenter
Alan Vincent B. Altamia	SDO-CAPIZ	Resource Speaker/Facilitator
Dr. Myrthyl L. Coching	Pontevedra NHS	Resource Speaker
	Capiz NHS	Presenter
Analyn Lozada	Ishmael Orillos Farm School	Presenter (Farm School)
Jocelyn Garbosa	Roxas Farm School	Presenter (Farm School)
Glenda Marie Botin	SDO-CAPIZ	Resource Speaker
Marie Beth Flaga	Dumalag District	Resource Speaker/Facilitator
Mark Nel Venus	CLANHS	Head, TWG
Edwin Salanatin	CLANHS	TWG/Documenter
Milbert Bechayda	CLANHS	TWG/Documenter
Prince Ace Billones	FDDIS	TWG/Documenter
Reina R. Sartaguda	FYC NHS	TWG/Facilitator/Moderator
Esmeralda A. Dagmil	President Roxas	Facilitator
Jonna Aspera	Panitan District	Facilitator
Ladylyn Bibano	Panitan District	Facilitator
TBI	SDO-Capiz	Medical Staff
TBI	SDO-Capiz	Medical Staff
Ian B. Barcena	SDO-CAPIZ	TWG/Alternate
Dr. Rolando Jamora	SDO-CAPIZ	CES-CID
Immaculada J. Amores	SDO-CAPIZ	SEPS-HRD
Ronald Dile	SDO-CAPIZ	SEPS-M&E
Dr. Luz U. Banson	SDO-CAPIZ	ASDS
Dr. Roel F. Bermejo	SDO-CAPIZ	Schools Division Superintendent

4. Below is the timeline in preparation and implementation of the activity:

Activity	Schedule	Persons Involved	Platform
Pre- Conference of Core Group	November 16, 2025	Resource Speakers/Alternates/TWG/Facis/MT	Remote
Day 0	November 17, 2025	Resource Speakers/Alternates/TWG/Facis/MT	In-Person



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Orientation and Training Workshop proper	November 18-20, 2025	Participants including Resource Speakers/Alternates/TWG/Facis/MT	In-Person
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5. Official Participants are advised to attend all sessions of the program. The first session will start at 9:00 o' clock in the morning on the first day and conclude at 5:00 pm on the final day. The first meal is morning snacks on Day 1, and the last meal is afternoon snacks on Day 3.
6. In identification of the participants to this activity, there shall be no discrimination on account of age, civil status, religion or belief, ethnicity, political affiliation, employment status, disability, sexual orientation, gender identity or expression and other personal
7. Participants, resource person, facilitators and technical working group are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
8. Attached is the activity matrix. For further information, please contact Alan Vincent B. Altamia, EPS – EsP/Guidance at cellphone number 09394927866.
9. Food, accommodation and other operational expenses relative to the conduct of this activity shall be charged against FLO/ADM while travel expenses of the participants, technical working group/resource speakers/facilitators shall be charged to school MOOE subject to the usual accounting and auditing rules and regulations.
10. This Memorandum will serve as Authority to Travel for all participants.
11. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Attachment: As Stated
Reference: As Stated
To be indicated in the Perpetual Index
Under the following subjects:

ORIENTATION WORKSHOP ALTERNATIVE DELIVERY MODE



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ACTIVITY MATRIX

**ORIENTATION OF STAKEHOLDERS ON THE DELIVERY OF ALTERNATIVE
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November 18-20, 2025**

Day 0 (Walkthrough)

TIME	ACTIVITY	PERSON IN-CHARGE
8:00- 9:00 am	Arrival of TWG/Core Group	TWG/Core Group
9:00-11:00 am	Debriefing/Checking and Assessment of Training Venue and Facilities	TWG/MT/Facilitators
12:00-1:00 pm	LUNCH	
1:00-3:00 PM	Review of Training Targets and Framework/Presentation of Program Flow and Processes	Dr. Immaculada J. Amores And Mark Nel Venus
3:00-5:00 pm	Final Dry run of Presentations/ Critiquing and Adjustments	Alan Vincent B. Altamia
6:00pm	DINNER	
7:00-8:00 pm	Final sorting of training materials	TWG/MT/Facilitators

Time	Day 1	Day 2	Day 3
8:00-9:00	OPENING PROGRAM	MOL	MOL
9:00-10:30	PsychoSocial Support Activity Resource Speaker: Alan Vincent B. Altamia	Revisiting Open High School Program Resource Speaker: Lucille Paitone ADM Coordinator Arturo Jugo NHS	SWOT Analysis Resource Speaker: Myrthyl Coching Principal III



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10:30-11:30	Knowing and Understanding ADM Learners Resource Speaker: Alan Vincent B. Altamia	Utilizing Tablets and Digital Resources in ADM Resource Speaker: Emmanuel Lati Division ICT Focal Person	Workshop and Presentation of Outputs Moderators: Myrthyl Coching Mark Nel Venus
LUNCH BREAK			
1:30-3:00	The What, the Why and the How of Alternative Delivery Mode (ADM) Resource Speaker: Marie Beth Flaga	School-Initiated Intervention Showcase and Farm School Updates Presenters: Mira Sol Sol B. Jamog	Ways Forward/Action Planning Resource Speaker: Alan Vincent B. Altamia



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3:00-4:30	Sustainability of ADM Programs in Crisis and Emergencies Situations Resource Speaker: Glenda Marie Botin	School-Initiated Intervention Showcase and Farm School Updates Presenters: Analyn Lozada Principal II Ishmael Orillos Farm School Jocelyn Garbosa Master Teacher I Roxas Farm School	CLOSING PROGRAM