Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

DIVISION MEMORANDUM
No. 586 s. 2026

09 NOV 2026

CONDUCT OF THE THREE-DAY CAPACITY-BUILDING PROGRAM ON ICT INTEGRATION, DIGITAL LEARNING TOOLS, AND TECHNOLOGY-ENHANCED INSTRUCTION FOR ALTERNATIVE LEARNING SYSTEM (ALS) EDUCATORS

To: OIC- Assistant Schools Division Superintendent
OIC - Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary Schools
All Others Concerned

1. In line with the Department of Education's continuing commitment to strengthening the delivery of inclusive, accessible, and quality basic education, the Schools Division of Capiz shall conduct a three-day professional development activity entitled **"Empowering ALS Educators Through Digital Innovation: Capacity-Building Program on ICT Integration, Digital Learning Tools, and Technology-Enhanced Instruction"** on **December 4-6, 2026**, venue to be announced.

2. This capacity-building program aims to enhance the digital competencies of ALS teachers by equipping them with practical knowledge and skills in utilizing digital platforms, productivity applications, artificial intelligence (AI)-powered tools, and technology-enhanced instructional strategies to support effective learning delivery, learner assessment, data management, and online collaboration.

   Specifically, the training aims to:

   a. utilize digital platforms and productivity applications, including the ALS Learning Management System, Microsoft OneDrive, and Microsoft Teams, to facilitate learning delivery, manage digital resources, and strengthen online collaboration and communication;

   b. design and develop engaging, interactive, and learner-centered instructional materials and learning experiences using Canva, AI-powered tools, Microsoft PowerPoint, and gamification strategies appropriate to the needs and contexts of ALS learners; and

   c. apply digital tools and applications, particularly Microsoft Excel, Google Forms, and Google Sheets, in conducting learner assessment, processing and analyzing learner data, monitoring learning progress, and providing timely feedback.

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3. A **walkthrough and preparatory meeting** shall be conducted on **November 28, 2026**, to ensure the readiness of the training venue, equipment, ICT facilities, session requirements, and other logistical arrangements. The concerned organizers, technical working group, and resource persons are expected to participate in this activity.
4. Participants 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 and Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Services Rendered.*

5. In accordance with DepEd Order No. 9, s. 2005, entitled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith," all teacher-participants shall ensure that their participation in the activity does not result in the disruption or loss of regular instructional time. Teacher-participants who are scheduled to attend the activity during regular class hours shall make the necessary arrangements with their respective school heads to ensure the continuity of instruction and supervision of learners. Where necessary, an appropriate and qualified teacher shall be designated to handle the class, or the teacher-participant's schedule shall be appropriately arranged, consistent with existing DepEd policies and school procedures.

6. This Memorandum serves as an Authority to Travel.

7. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO
Schools Division Superintendent

Enclosure: As Stated
Reference:

Republic of the Philippines
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To be indicated in the Perpetual Index under the following subjects

TRAINING **WORKSHOP** **TEACHERS**

Enclosure No. 1 to Division Memorandum No. 586, s. 2026

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PROGRAM MANAGEMENT TEAM & TECHNICAL WORKING GROUP

MANAGEMENT TEAM and CONSULTANTS	Roel F. Bermejo	SDS
	Marlon P. Destreza	OIC, Office of ASDS
	Merlie J. Rubio	OIC Chief – CID, EPS – Filipino
	Ruth Gervero	EPS-ALS
	Francis Librando	EPS II, ALS
	Kenneth D. Anoche	EPS ll, ALS
	Emmanuel Lati	ITO 1
	Immaculada J. Amores	SEPS, HRD
M and E	Ronald Dile	SEPS, M & E/ OIC-SGOD
Technical Working Group	1. Mark Nel R. Venus	Principal 1, Maindang NHS
	2. Arnold O. Delfin	T-1, Braulio Morgan R. Patricio ES
	3. Christopher Obispado	MT 1, Sapian NHS
	4. Marielle Dolor	T-III, Commissioner Luis R Asis NHS

POOL OF RESOURCE PERSONS

Name of Resource Person	School	Designation
Emmanuel V. Lati	SDO	IT Officer I
Francis Librando	SDO	EPS II, ALS
Edwin C. Salanatin	Commissioner Luis R Asis NHS	Master Teacher III
Verny B. Tacuyan	Quiajo IS	Teacher VI
Milbert B. Bechayda		Teacher V

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Krizel M. Aguadera	Marciano M. Patricio NHS	Teacher VI
Ge D. Diaz	Maayon NHS	Teacher VI
Dr. Aileen May Isiderio	SDO	SEPS – Research &Development
Rossinni G. Medel	Tapaz NHS	Teacher VI
Ma. Sheila B. Dacles	Pontevedra NHS	Teacher III
Jonalyn Q. Buenvenida	Feliciano Yusay Consing NHS	Teacher VI

Enclosure No. 2 to Division Memorandum No. 586, s. 2026

CONDUCT OF THE THREE-DAY CAPACITY-BUILDING PROGRAM ON ICT INTEGRATION, DIGITAL LEARNING TOOLS, AND TECHNOLOGY-ENHANCED INSTRUCTION FOR ALTERNATIVE LEARNING SYSTEM (ALS) EDUCATORS

December 4–6, 2026

MATRIX OF ACTIVITIES

Day 1

Time	**Activity/Topic**	**Resource Person/ In-Charge**
	DAY 1	
7:00 - 8:30	Registration	**Secretariat**
8:30-10:00	Opening Program/Pretest	**TWG**
10:00-12:00	**Keynote Address:** Harnessing Digital Transformation in Alternative Learning: Emerging Trends, Opportunities, and Challenges in ALS Education	**Resource Person from UP**
12:00-1:00	Health Break	
1:00-5:00	**Session 1**: Maximizing the ALS Learning Management System (LMS) for Digital	**Emmanuel V. Lati** IT Officer 1

	Learning Delivery and Learner Management	
DAY 2		
7:30-8:00	Management of Learning/Presentation of the Results of M & E	**TWG**
8:00-10:00	**Session 2**: Designing Engaging ALS Learning Resources through Canva and AI-Powered Prompting	**Edwin C. Salanatin** MT-III
10:00-10:15	Health Break	
10:15-12:00	Continuation of Session 2	**Edwin C. Salanatin** MT-III
12:00-1:00	Health Break	
1:00-2:30	**Session 3**: Gamifying ALS Instruction: Designing Interactive and Learner-Centered Learning Experiences	**Dr. Verny B. Tacuyan** T-VI
2:30-4:00	**Session 4**: Essential ICT Troubleshooting: Addressing Common Hardware, Software, and Connectivity Issues	**Milbert B. Bechayda** T-V
4:00-5:00	**Session 5**: Organizing, Storing, and Sharing Digital Learning Resources through Microsoft OneDrive	**Krizel M. Aguadera** T-VI
DAY 3		
7:00-7:30	Management of Learning/Presentation of the Results of M & E	**TWG**
7:30-9:00	**Session 6**: Using Microsoft Excel for Learner Assessment, Data Management, and Performance Monitoring	**Ge D. Diaz** T-VI

9:00-10:30	**Session 7**: Creating Interactive and Instructionally Effective Presentations through Microsoft PowerPoint	**Dr. Aileen May Isiderio** SEPS, R & D
10:30-12:00	**Session 8**: Streamlining Learner Assessment and Feedback through Google Forms	**Rossinni G. Medel** T-VI
12:00	**Health Break**	
1:00-2:30	**Session 9:** Managing and Analyzing Learner Data through Google Sheets	**Ma. Sheila B. Dacles** T-III
2:30-4:00	Facilitating Online Collaboration, Communication, and Learning Management through Microsoft Teams	**Jonalyn Q. Buenvenida** T-VI
4:00-5:00	Workplace Application Planning	**Francis Librando** EPS II, ALS
5:00-5:30	Closing Program/Ways Forward/Call to Action	**TWG**