



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2024- *056*

To : CID Chief
Division ALS Focal Person
Education Program Specialists II
ALS Teachers

Subject : CONDUCT OF CAPACITY BUILDING FOR THE ALTERNATIVE
LEARNING SYSTEM (ALS) TEACHERS

Date : February 20, 2024

In line with the MATATAG agenda of the Department of Education to which the herewith attached Approved Project Proposal is anchored, all ALS Teachers are hereby directed to attend the said activity on March 6-8, 2024 at Megan Function Hall, Corner Lim Bataan Street, Digos City.

The activity aims to

- capacitate ALS Teachers and Community ALS implementers on Beginning Reading, Assessment in ALS, and Online Teaching;
- enhance teaching strategies through approaches relevant to the learners' needs; and
- integrate technology into teaching and learning process anchored to the changing needs of the learners.

Participants are required to bring their laptops for the activities during the training.

Meals and snacks of the participants are chargeable to downloaded Program Support Fund (PSF) 2023 subject to the usual government accounting and auditing rules and regulations.

For information, guidance, and compliance.

Schools Division of Digos City

RECORDS SECTION

RECEIVED
DATE: FEB 22 2024 TIME: 2:22pm

Enclosed: As stated.
CID/ALS/grs

Melanie P. Estacio
MELANIE P. ESTACIO, PhD, CESO VI
OIC- Schools Division Superintendent



Address: Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
Telephone No: (082)553-8396 | (082)553-8376 | (082)553-9170
|(082)553-8375

Matrix of Activities

Time	Topic/Activity	Speaker/Facilitator
Day 1 – March 6, 2024		
7:30- 8:00 am	Registration	Officer of the Day
8: 00 – 8: 30 am	Opening Program	
8:30 – 8:45 am	Quiz on the Curriculum of Language, Literacy, and Literature	Ernielyn S. Diaz Division Core of Trainer
8:45 – 9:35 am	Lecture 1: The Domains of Language, Literacy and Literature	Ernielyn S. Diaz Division Core of Trainer
9:35 – 10: 10 am	Lecture 2: Teaching Beginning Reading to Stage 1 Beginning Learners	Scarlet P. Presillas Regional Core of Trainer
10:10 – 10:20 am	Health Break	
10:20-11:10 am	Lecture 3: Teaching Beginning Reading to Stage 2 Learners	Rosemell L. Saavedra Division Core of Trainer
11:00 – 12:00 am	Lecture 4: Teaching Beginning Reading in Filipino	Cheery Lyn N. Nemis Regional Core of Trainer
12:00 – 1:00 pm	Lunch Break	
1:00 – 1: 10 pm	Energizer	Officer of the Day
1:10 – 2:00 pm	Lecture 5: Teaching Beginning Reading to Stage 3 Learners; Teaching Beginning Reading in English	Cristine I. Josol Division Core of Trainer
2:00 – 2:50 pm	Fuller Approach	Sheryl P. Bendisula Division Core of Trainer
2:50 - 3:00 pm	Health Break	
3:00 – 3:50 pm	Four-Pronged Approach in Teaching Reading	Dennis Salarda Division Core of Trainer
3:50 – 4:40pm	Lecture 6: Teaching Beginning Reading to Adult Learners	Manuel A. Caniban Jr. Division Core of Trainer
4:40 - 500pm	Plans	
Day 2 – March 7, 2024		
8: 00 – 8: 15 am	Management of Learning	Officer of the Day
8:15 – 9:15 am	Assessment for ALS Entry Level	Joselito L. Lim Division Core of Trainer
9:15 – 10:15 am	Teacher - Made Assessment - Formative Assessment - Summative Assessment	Cherry Lyne V. Gonzaga Regional Core of Trainer
10:15 – 10:25 am	Health Break	

10:25 – 10: 50 am	Developing Teacher-Made Assessment in ALS	
10:50 – 11:30 am	Performance Rubrics Understanding Rubrics	Jiemart S. Estrada Division Core of Trainer
11:30-12:00 nn	Crafting a Rubrics	
12:00 – 1:00 pm	Lunch Break	
1:00 – 1:10 pm	Energizer	Officer of the Day
1:10 – 2: 10 pm	Work Samples The Work Sample	Cherry Lyne V. Gonzaga Regional Core of Trainer
2:10 – 2:20 pm	Health Break	
2:20 – 3:20 pm	The Parts of Work Sample Guide	
3:20 – 4:00 pm	Crafting the Work Sample	
4:00 – 5:00 pm	Presentation of Work Sample	
Day 3 – March 8, 2024		
8: 00 – 8: 15 am	Management of Learning (Digos South District)	Officer of the Day
8:15 – 9:15 am	Mobile Technology for Teachers (MT4T) - Project Overview LAC Resource Package Overview	Cheery Lyn N. Nemis Regional Core of Trainer
9:15 – 10:15 am	Enhancing Digital Citizenship Through Mobile Technology for Teachers' Toolkit	Cristine I. Josol Division Core of Trainer
10:15 – 10:25 am	Health Break	
10:25 – 11: 10 am	- Contextualization of MT4T e-citizenship Learning Packets -The Whys of Contextualization	Joselito L. Lim Division Core of Trainer
11:10 – 12:00 am	- Contextualization of MT4T e-citizenship Learning Packets -The Hows of Contextualization	Cherry Lyne V. Gonzaga Regional Core of Trainer
12:00 – 1:00 pm	Lunch Break	
1:00 – 1:10 pm	Energizer	Officer of the Day
1:10 – 1: 40 pm	Online Teaching (Methods)	Cherry Lyne V. Gonzaga Regional Core of Trainer
1:40 – 2:20 pm	Synchronous Online Teaching	Sheryl P. Bendisula Division Core of Trainer
2:20 – 3:00 pm	Digitization (Asynchronous)	Joselito L. Lim Division Core of Trainer
3:00 – 3:30 pm	Video Lesson (Asynchronous)	Sheryl P. Bendisula Division Core of Trainer
3:30 – 4:00 pm	Closing Program	



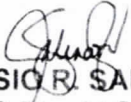
Republic of the Philippines
Department of Education
 DIGOS CITY DIVISION

Project Proposal

Program	ALTERNATIVE LEARNING SYSTEM					
Activity Title	Utilization of the Program Support fund for the conduct of Alternative Learning System (ALS) Activities					
General Objective	Provide Support for the Effective and Efficient Implementation of the ALS Programs/Projects					
Specific Objectives	<ol style="list-style-type: none"> 1. To launch and intensify the implementation of the Inclusive Education in ALS. 2. To conduct capacity building to the ALS teachers to enhance their knowledge and skills in the delivery of ALS instruction 3. To assist learners gain national certificate needed for their curriculum exit through skills and livelihood training 4. Conduct Presentation Portfolio Assessment SY 2023-2024 5. Conduct of graduation and completion ceremonies of ALS Passers SY 2023-2024 					
Proposed Date	January to December 2024					
Amount	Three Hundred Ninety-Four Thousand Three Hundred Eighty-Two Pesos (Php 394,382.00)					
Source of Funds	a. ASF ROP-11-23-1511 DTD 10/18/2023 – for P394,382.00					
	Stock No	Unit	Item Description	QTY	Unit Cost	Toal Cost
	1	head	a. Meals and snacks for the launching of Inclusive education in ALS b. Supplies and Materials	100	600.00/dav	60,000.00 74,382.00
	2	head	Conduct of Literacy Day/IP Day	50	600.00 x 2 days	60,000.00
	3	head	Transportation for the conduct of ALS activities	5	3,850.00/head	19,250.00
	4	head	Conduct of Capacity Building for ALS Teachers	25	550 x 3 days	41,250.00
	5	head	Skills and Livelihood Training	25		50,000.00
	6	head	Meals and snacks for the Conduct of	60	600 x 2 days	72,000.00

			Presentation Portfolio Assessment SY 2023-2024			
	7	head	1 Meals and 1 snacks for the Conduct of graduation and completion ceremony of ALS Passer SY 2023-2024	50	350.00	17,500.00
			TOTAL	P 394,382.00		
Rationale	<p>In line with DepED MATATAG agenda in the attainment of its goals and objectives in promoting the well-being and provision of positive learning environment to all types of learners, the Alternative Learning System of Digos City continues to serve its clientele by giving support through the implementation of ALS programs/projects effectively; and provide more learning opportunities to learners who are in diverse situations and are in special cases.</p> <p>The conduct of the different ALS activities such as Capacity building for teachers and learning facilitators, Literacy Day, IP Day, and other activities are anchored to DEDP targets (Access -strategy 4 and Equity Strategies 2 and 3). These will also give opportunities for the ALS learners and implementers to learn more things in the field and updates of the ALS Program.</p> <p>The Presentation Portfolio Assessment will also be conducted to assess all ALS learners as one of the bases for issuance of certificate of Completion in Elementary and Junior High School Program SY 2023-2024, while learners in SHS will be given assistance through skills and livelihood training.</p> <p>Finally, these activities will be supported with the purchase of supplies and materials. This is necessary to help teachers and learners for their year-round activities. The learning materials are needed for the development of life skills of the ALS learners.</p>					
General Methodology	Capacity building, showcasing of best practices of talents, and procurement					
Recipients	ALS teachers, learners and ALS Program Implementers					

Prepared by:


GERVASIO R. SALINAS, JR., PhD
 PSDS-Div. ALS Focal Person


Date: January 4, 2024

Reviewed by:


BEVERLY S. DAUGDAUG, EdD
 CID Chief

Date: 1-9-2024

Approved by:


MELANIE P. ESTACIO, EdD, CESO VI
 OIC-Schools Division Superintendent

Date: _____

PURCHASE REQUEST

Department of Education
DIVISION OF DIGOS CITY
Agency / Procuring Entity

Department : **DEPED DIGOS CITY**

PR No. _____

Date: **4-Jan-24**

Division : **DepED/ALS**

SAI No. : _____

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL COST
1	heads	<p>Title of Activity: Launching of the Inclusive Education venue/function room, board and lodging, audio-visual facility, free-flowing coffee and internet connection</p> <p>Specifications: Day 1- Date: February, 2024 AM Snacks: fruit juice and kakanin Lunch: Rice, Buttered Chicken, Beef Steak, Sotanghon Guisado and Fruit Juice PM Snacks: Buko juice and special siopao</p>	100	600.00/pax	60,000.00
2	heads	<p>Title of Activity: Conduct of Literacy Day/IP Day</p> <p>Specifications: Day 1- Date: July 2024 AM Snacks: canned fruit juice, chicken bam-I with two slices of tasty bread and kakanin Lunch: Rice, Buttered Chicken, Beef Steak, Sotanghon Guisado and Fruit Juice PM Snacks: Buko juice and special siopao Day 2-Date August 2024 AM Snack:Chocolate Cake, Mixed Fruit Juice and bottled water Lunch - Rice, Chicken Lumpia, Beef Potchero,Fish Fillet, Banana and Juice and bottled water PM Snack - beef baked macaroni with 2 slices tasty bread with fruit juice and bottled water</p>	50	600/pax x 2 days	60,000.00
3	heads	<p>Title of Activity: Conduct of Capacity Building for ALS Teachers</p> <p>Date : March 2024 AM Snacks: Bihon guisado with sliced bread Lunch-: Rice, Chicken Lumpia, Beef Potchero,Fish Fillet, Banana and Juice , kakanin PM Snacks: bihon guisado with slices of bread, with drinks</p>	25	550.00 x 3 days	41,250.00
4	heads	<p>Conduct of graduation and completion ceremony of ALS Passer SY 2023-2024 Date: July 2024 PM Snack - Chocolate Cake, Mixed Fruit Juice Early dinner - Rice, Buttered Chicken, Vegetable Salad, Grilled Fish, Fresh Fruits bottled water</p>	50	350.00	17,500.00

5	heads	Conduct of Presentation Portfolio Assessment SY 2023-2024 Day 1: June 2024 AM Snack - Bihon Guisado with Bread and Juice Lunch: Rice, Native Chicken Tinola, Beef Steak, Steamed Okra/eggplant, Fresh Fruit Juice PM Snack - Sipao (chicken asado), Mixed Fruit Juice Day 2: June 2024 AM Snack - Slice of Mango and Suman Lunch - Rice, Buttered Chicken, Vegetable Salad, Grilled Fish, Fresh Fruits and Cucumber Juice PM Snack - Chocolate Cake, Mixed Fruit Juice	60	600 x 2 days	72,000.00
6		Purchase of 'Supplies and Materials:			
	FT	a.. Tarpaulin Layout and Printing	6x10	10.00	600.00
	pack	b. Invitation Paper (legal)	5	124.00	620.00
	roll	c. Ribbon (green 2 rolls, blue 5 rolls) 2 inches-width	7	90.00	630.00
	m	d. Cloth for leis	30	35.00	1,050.00
	box	e. Thumbtucks	10	23.70	237.00
	pad	f. Pins	10	49.50	495.00
	pcs	g. Assorted cartolina	50	15.00	750.00
	m	h. Fungi Cloth yellow	20	40.00	800.00
	m	i. White	20	40.00	800.00
	m	j. blue	20	40.00	800.00
	ream	Paper Multipurpose (copy) A4, 80 gsm	100	290.00	29,000.00
	ream	Paper Multipurpose (copy) legal, 80 gsm	100	300.00	30,000.00
	pcs	Sign Pen 1.0 -50 pcs. Black	50	75.00	3,750.00
	pcs	Sign Pen 1.0 -50 pcs. Blue	50	75.00	3,750.00
	pcs	Brown Folder long size	100	11.00	1,100.00
					74,382.00
		SUBJECT TO WITHHOLDING TAX Funds Available: <i>125,132.00</i> NEPTUNE L. TAMBILAWAN Administrative Officer V- Budget Officer <i>(Center Funds)</i>			
			TOTAL		325,132.00

purpose: Utilization of the ALS Program Support Fund for the conduct of the different ALS Activities SY 2023-2024

nature:	Requested by:	Approved by:
Requested Name:	<i>[Signature]</i> GERVASIO B. SALINAS, JR. PSDS-Div. ALS Focal Person	<i>[Signature]</i> MELANIE P. ESTACIO, PhD CESO VI Schools Division Superintendent
Requested Date:	4-Jan-24	



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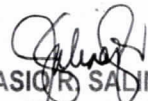
DATE : January 15, 2024
ATC No : ATC -
FOR : **MELANIE P. ESTACIO, CESO VI**
OIC – Schools Division Superintendent
FROM : **GERVASIO R. SALINAS, JR. PhD**
PSDS – Division ALS Focal Person
SUBJECT : Capacity Building for Alternative Learning System Teachers

NAME OF PROGRAM(S)/ PROJECTS	Output Code	Output	Physical Target
OUTPUT(S) TO BE PRODUCED AND ITS CODE		Capacitated ALS teachers on the approaches of Beginning Reading, ALS Assessment, Online Teaching.	25
ACTIVITY/IES TO BE BUMPED-OFF AND ITS CODE(S)	Activity Code	Name of Activity	Amount
			41, 250
		Grand Total:	41, 250
JUSTIFICATION			
FINANCIAL REQUIREMENTS	Activity Code	Name of Activity	Amount
		Capacity Building for Alternative Learning System Teachers	41, 250
		Grand Total:	41, 250
ANNEXES	1. Activity Design/Program of Activities		
	2. Accomplished Purchased Request (PR), if any		
	3. Portion of the approved WFP where activities are stipulated.		

All expenses incurred in this activity is subject to usual accounting and auditing rules and regulations.

Funds Available: 

Prepared by:


GERVASIO R. SALINAS, JR., PhD
PSDS – Division ALS Focal Person

NEPTUNE L. TAMBILAWAN
Budget Officer

1/15/24

Approved by:


MELANIE P. ESTACIO, CESO VI
OIC – Schools Division Superintendent





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Department of Education
 REGION XI
 SCHOOLS DIVISION OF TAGUM CITY

GAD Checklist for Project Identification and Designing

NAME OF THE PROGRAM Alternative Learning System **BUDGET:** P394,382.00
NAME OF THE PROGRAM OWNER Gervasio R. Salinas, Jr.
SCHOOL/OFFICE: CID
DURATION January-December, 2024
DESCRIPTION Utilization of Program Support Fund for ALS Activities

Element and item/question (col. 1)	DONE? (col. 2)			Score for an Item/Element	Gender Issues Identified/Remarks
	NO (2a)	PARTLY YES (2b)	YES (2c)		
Project Identification and Planning					
1.0 Involvement of women and men (max score: 2; for each item, 1)				2.00	
1.1 Participation of women and men in beneficiary groups in problem identification (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
1.2 Participation of women and men in beneficiary groups in project design (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1	
2.0 Collection of sex-disaggregated data and gender-related information (possible scores: 0, 1.0, 2.0)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	
3.0 Conduct of gender analysis and identification of gender issues (max score: 2; for each item, 1)				2.00	
3.1 Analysis of gender gaps and inequalities related to gender roles, perspectives and needs, or access to and control of resources (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
3.2 Analysis of constraints and opportunities related to women and men's participation in the project (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
Project Design					
4.0 Gender equality goals, outcomes, and outputs (possible scores: 0, 1.0, 2.0) Does the project have clearly-stated gender equality goals, objectives, outcomes or outputs?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
5.0 Matching of strategies with gender issues (possible scores: 0, 1.0, 2.0) Do the strategies and activities match the gender issues and gender equality goals identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
6.0 Gender analysis of likely impacts of the project (max score: 2; for each item, 0.67)				2.00	
6.1. Are women and girl children among the direct or indirect beneficiaries? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
6.2. Has the project considered its long-term impact on women's socioeconomic status and empowerment? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
6.3. Has the project included strategies for avoiding or minimizing negative impacts on women's status and welfare? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.7	
7.0 Monitoring targets and indicators (possible scores: 0, 1.0, 2.0) Does the project include gender equality targets and indicators to measure gender equality outputs and outcomes?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	2.00	
8.0 Sex-disaggregated database requirement (possible scores: 0, 1.0, 2.0) Does the project M&E system require the collection of sex-disaggregated data?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	



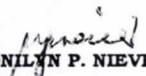


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Element and item/question (col. 1)	DONE? (col. 2)			Score for an Item/Element	Gender issues identified/Remarks
	NO (2a)	PARTLY YES (2b)	YES (2c)		
9.0 Resources (max score: 2; for each item, 1)				2.0	
9.1. Is the budget allotted by the project sufficient for gender equality promotion or integration? OR, will the project tap counterpart funds from LGUs/partners for its GAD efforts? (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
9.2. Does the project have the expertise to promote gender equality and women's empowerment? OR, is the project committing itself to invest project staff time in building capacities within the project to integrate GAD or promote gender equality? (possible scores: 0, 0.5, 1.0)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1.0	
10.0 Relationship with the agency's GAD efforts (max score: 2; for each item or question, 0.67)				2.00	
10.1 Will the project build on or strengthen the agency/NCRFW/ government's commitment to the empowerment of women? (possible scores: 0, 0.33, 0.67) IF THE AGENCY HAS NO GAD PLAN: Will the project help towards the formulation of the implementing agency's GAD plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
10.2. Will it build on the initiatives or actions of other organizations in the area? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
10.3 Does the project have an exit plan that will ensure the sustainability of GAD efforts and benefits? (possible scores: 0, 0.33, 0.67)	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	0.67	
TOTAL GAD SCORE - PROJECT IDENTIFICATION AND DESIGN STAGES (Add the score for each of the 10 elements, or the figures in the thickly bordered cells.)				18.00	Gender-responsive
Corresponding Budget of the PAFs that may be Attributed to the Agency GAD Budget				90%	

Annual Budget Program	7394,332.00
FUND Percentage	90%
Amount Attributable to GAD	7354,940.80

Assessed by:


RONILYN P. NIEVES
 Chairperson, GFPS M&E Committee
 11/15/2024

