

Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



CLMD-URM-2023-148

18 September 2023

Unnumbered Memorandum

2023 NATIONAL LITERACY CONFERENCE

To: **Schools Division Superintendents**

(Quezon, Cavite Province, Sta. Rosa City, Laguna, Batangas Province,
General Trias City and Rizal)

1. In reference to DepEd Memo 051, s. 2023, National Literacy Awards, the Department of Education (DepEd) through the Literacy Coordinating Council (LCC), announces the conduct of 2023 National Literacy Conference (NLC), with the theme Building a Culture of Literacy: The Power of Communities as Catalysts of Literacy Development, to be held on October 10-13, 2023. This will be live-streamed simultaneously on DepEd Philippines and Literacy Coordinating Council's FB page.
2. The 2023 NLC highlights the role that communities play in fostering and promoting literacy skills among learners and individuals through its four sub-themes, (1) Building a Culture of Literacy Towards a MATATAG Nation, (2) Strengthening Intercultural and Inclusive Teaching.
3. The 2023 NLC aims to:
 - a. Increase awareness of key education stakeholders on the current;
 - b. Strengthen intercultural and inclusive teaching and learning practices in an ever-changing education landscape;
 - c. intensify stakeholder participation in community-based literacy development; and
 - d. gather policy recommendations that may influence, shape or impact approaches, strategies, and mechanisms at the national and local level in building a to culture of literacy in the country.
4. In fulfillment of the objective to gather policy recommendations, an open call for research studies/papers relevant to literacy will be launched. Interested scholars, teachers, professionals, and other researchers may submit their abstract and other requirements to the LCC Secretariat through the link; https://bit.ly/2023NLC_Call for Research on or before September 8, 2023. (Extension on the submission of entries is posted at LCC FB page).



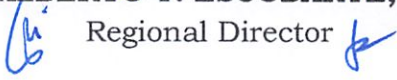
Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
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5. Participants in this conference are listed in Enclosure 1 of this Memo.
6. Official delegates are required to accomplish the registration form that will be sent by the LCC Secretariat upon receipt of the official list that will be sent by the regional office.
7. The first meal to be served for the conference is lunch on October 10, 2023 and the last meal is AM snack on October 13, 2023. Expenses incurred by the participants beyond these dates shall be on their personal account.
8. Board and lodging expenses will be charged to LCC Secretariat funds through the National Literacy Policies and Programs (NLPP) while transportation expenses of the official participants will be charged to Local Funds, subject to the usual accounting and auditing rules and regulations.
9. For further information, inquiries and clarifications, you may contact the Curriculum and Learning Management Division (CLMD) through the CLMD Chief, **VIERNALYN M. NAMA** and **ELAINE T. BALAOGAN**, Regional ALS Focal Person at email address elaine.balaogan@deped.gov.ph or at mobile number 0945-269-9447.
10. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II


Regional Director

Enclosure 1

**LITERACY COORDINATING COUNCIL
2023 NATIONAL LITERACY AWARDS
October 10-13, 2023**

OFFICIAL LIST OF REGIONAL DELEGATES**Region: IV-A CALABARZON**

No.	Name	Position	Affiliation	Contact No.	Email Ad
1	ATTY. ALBERTO T. ESCOBARTE	Regional Director	DepEd	09199302900	region4a@deped.gov.ph
2	ELAINE T. BALAOGAN	Reg. ALS Focal Person	DepEd	09452699447	elaine.balaogan@deped.gov.ph
3	EMELIA P. CRESCINI	Reg. MEP Focal Person	DepEd	09687026640	Emelia.crescini@deped.gov.ph
4	ASUNCION ILAO	SDO IPED Focal Person	DepEd	09063744824	asuncion.ilao@deped.gov.ph
5	NORMITA DATINGGALING	Reg. SPED Focal Person	DepEd	09926742238	normita.datinggaling@deped.gov.ph
6	EDITHA ATENDIDO	SDS Laguna	DepEd	09926742238	laguna@deped.gov.ph
7	ROSE TORRES	SDS Cavite	DepEd		deped.cavite@deped.gov.ph
8	HERBERT PEREZ	ASDS Quezon	DepEd		quezon@deped.gov.ph
9	RIZAL VIDALLO	SDO ALS Focal	DepEd	09453540426	rizal.vidallo002@deped.gov.ph
10	GERIME DECENA	Sta. Rosa City	DepEd	09355160434	gerime.decena002@deped.gov.ph
11	SHERLY CRUZ	EPSA	DepEd	09261815638	
12	ALEXANDER DE CASTRO	EPSA	DepEd	09457459127	alexander.decastro001@deped.gov.ph
13	LENY CORCOLON	PSDS	DepEd	09195876170	leny.corcolon@deped.gov.ph
14	DIONITO MANGAO	EPSA	DepEd	09235501554	dionitojr.mangao@deped.gov.ph
15	ARNEL MACABASCO	Principal	DepEd	09260652790	arnel.macabasco@deped.gov.ph
16	ROSEMARIE ENCARNACION	ALS Focal	DepEd	09778118162	rosemarie.encarnacion001@deped.gov.ph
17	VINCENT SORIANO	Municipal Mayor, Pakil, Lag.	LGU	049 5571766	rosemagsalansan@gmail.com
18	ROSE MAGSALANSAN	LGU Pakil, Lag.	LGU	09455709081	rosemagsalansan@gmail.com
19	DAN V. MASINSIN	LGU Pilillia, Rizal	LGU	09175122049	officeofthemayorpililla@gmail.com
20	JULIENNE A. ARGOSINO	LGU Sta. Rosa City	LGU	09985805616	santarosa.city@deped.gov.ph
21	FELISA MATEL	Academe	Cavite Prov.	09959228208	felisa.matel@deped.gov.ph
22	AL JERALD LEYSON	EPSA	Cavite Prov.	09171090273	aljerald.leyson@deped.gov.ph
23	ANA ROSE ATENDIDO	EPSA	Cavite Prov.	09178559789	ana.atendido@deped.gov.ph
24	IMELDA M. ASUNCION	PSDS	Rizal	09457954829,	imelda.asuncon007@deped.gov.ph



Republic of the Philippines
Department of Education



ORD-DM01-2023-406

SEP 05 2023

DepEd MEMORANDUM
No. **051**, s. 2023

2023 NATIONAL LITERACY CONFERENCE

To: Undersecretaries
Assistant Secretaries
Minister of Basic, Higher, and Technical Education, BARMM
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public and Private Elementary and Secondary School Heads
All Others Concerned

1. In celebration of the annual Literacy Week, as stipulated in Presidential Proclamation No. 239, s. 1993 titled **Declaring the Period from September 2 to 8 of Every Year as Literacy Week** and DepEd Memorandum No. 072, s. 2019 titled **Annual Celebration of the Literacy Week**, the Department of Education (DepEd), through the Literacy Coordinating Council (LCC), announces the conduct of the **2023 National Literacy Conference (NLC)** with the theme, *Building a Culture of Literacy: The Power of Communities as Catalysts of Literacy Development*, which will be held on **October 10-13, 2023** inclusive of travel time at a venue that will be announced later. The 2023 NLC will be live-streamed simultaneously on DepEd Philippines and Literacy Coordinating Council's Facebook pages.

2. The 2023 NLC highlights the role that communities play in fostering and promoting literacy skills among learners and individuals through its four sub-themes, namely, (1) Building a Culture of Literacy Towards a MATATAG Nation, (2) Strengthening Intercultural and Inclusive Teaching and Learning Practices, (3) Recognizing the Vital Role of Communities in Literacy Development, and (4) Advancing Literacy Through Research and Development. It hopes to signify the importance of creating a culture of literacy where communities are inspired to enhance and provide educational opportunities, advocate for lifelong learning, and empower community members to participate actively in society.

3. The 2023 NLC specifically aims to:

- a. Increase awareness of key education stakeholders on the current initiatives of the Department of Education geared on building a culture of literacy;
- b. Strengthen intercultural and inclusive teaching and learning practices in an ever-changing education landscape;
- c. Intensify stakeholder participation in community-based literacy development; and
- d. Gather policy recommendations that may influence, shape, or impact approaches, strategies, and mechanisms at the national and local level in building a culture of literacy in the country.

4. **Call for Papers.** This year, in fulfillment of the objective to gather policy recommendations, an open call for research studies/papers relevant to literacy will be launched. Interested scholars, teachers, professionals, and other researchers may submit their abstract and other relevant requirements to the LCC Secretariat through the link: https://bit.ly/2023NLC_CallForResearch on or before **September 8, 2023** (Friday). Specific guidelines on the submission of entries are found on **Enclosure No. 2 – Guidelines on the Call for Papers.**

5. The expected participants to this conference are as follows:

Agency/ Organization	Expected Participants	No. of Participants
Department of Education	Regional Directors or Assistant Regional Directors	16 (one per region)
	Minister of Basic, Higher and Technical Education (MBHTE)	1 (one from the Bangsamoro Autonomous Region in Muslim Mindanao)
	Regional Alternative Learning System (ALS) Focal Persons	17 (one per region)
	Regional Focal Persons for the Special Needs Education (SNEd) Program	17 (one per region)
	Regional Indigenous Peoples Education (IPEd) Program Focal Persons	17 (one per region)
	Regional Focal Persons for the Madrasah Education Program (MEP)	17 (one per region)
	Schools Division Superintendents or Assistant Schools Division Superintendents	34 (two per region)
	Division ALS Focal Persons	34 (two per region)
	Education Program Specialists II for ALS (EPS II for ALS)	34 (two per region)
	ALS Teachers	34 (two per region)
	Elementary/Secondary School Heads	34 (two per region)
Department of Interior and Local Government	Local Government Unit officials who implement community-based literacy programs, e.g., Mayor, Vice Mayor, <i>Sangguniang Panlungsod/ Sangguniang Barangay</i> members, or Chairman on Committee of Education	51 (three per region)
	Barangay Officials actively involved in the universalization of literacy	34 (two per region)
Other government and nongovernment organizations	Heads and/or members of Civil Society Organizations (CSOs), including NGOs that are actively involved in implementing literacy programs and projects	34 (two per region)
	Heads and/or members of state universities and colleges (SUCs)/local universities or private academic institutions	34 (two per region)
	TOTAL	408 (24 attendees per region including BARMM)

6. DepEd Regional Offices (ROs) are enjoined to identify and invite their respective delegates based on the above breakdown and distribution of participants. No registration fees will be collected for the purpose of this conference and only those who will be officially endorsed by the ROs will be considered as the official delegate. ROs shall submit to the LCC Secretariat the official list of participants on or before **September 8, 2023** (Friday) via email at lcc@deped.gov.ph using the template provided in **Enclosure No. 1 – Official List of Regional Delegates**. Official delegates are required to accomplish the registration form that will be sent by the LCC Secretariat upon receipt of the official list of regional delegates.

7. The first meal to be served for the conference is lunch on **October 10, 2023** (Tuesday) and the last meal will be AM snacks on **October 13, 2023** (Friday). Expenses to be incurred by the participants beyond these dates shall be on their personal account.

8. Board and lodging expenses will be charged to LCC Secretariat funds through the National Literacy Policies and Programs (NLPP) while transportation expenses of the official participants will be charged to local funds, subject to the usual accounting and auditing rules and regulations.



9. Enclosed is a copy of the indicative program of activities for the 2023 National Literacy Conference (**Enclosure No. 3 – Indicative Program of Activities**). Additional details and information will be posted in LCC's Facebook page and website at <https://www.facebook.com/LiteracyCoordinatingCouncil> and <https://lcc.deped.gov.ph/>.

10. For more information, please contact the Literacy Coordinating Council Secretariat, 2nd Floor, Bonifacio Building, Department of Education Central Office, DepEd Complex, Meralco Avenue, Pasig City through email at lcc@deped.gov.ph or at telephone numbers (02) 8631-0590 and (02) 8635-9996.

11. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:




GINA O. GONONG
Undersecretary 

Encl.:

As stated

References:

DepEd Memorandum Nos.: (072, s. 2019 and 081, s. 2022)

To be indicated in the Perpetual Index
under the following subjects:

CELEBRATIONS
CONFERENCES
FESTIVALS
LITERACY
OFFICIALS
WORKSHOPS



**LITERACY COORDINATING COUNCIL
2023 NATIONAL LITERACY CONFERENCE**

October 10-13, 2023

OFFICIAL LIST OF REGIONAL DELEGATES

Region: _____

No.	Name	Position	Affiliation (Office/ School/ Organization/ LGU)	Contact Number/s	Email Address
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
Add rows as necessary.					

Prepared by:

Approved by:

Regional ALS Focal Person

Regional Director

Note: Kindly submit the official list of delegates per region not later than **September 8, 2023** through email at lcc@deped.gov.ph.



**LITERACY COORDINATING COUNCIL
2023 NATIONAL LITERACY CONFERENCE**

October 10-13, 2023

GUIDELINES ON THE CALL FOR PAPERS

In fulfillment of one of the objectives of this year's National Literacy Conference (NLC) which is to gather policy recommendations that may influence, shape, or impact approaches, strategies, and mechanisms at the national and local level in building a culture of literacy in the country, the LCC hereby issues the guidelines on the Call for Papers.

- 1. Target Participants.** Scholars, academicians, teachers, professionals, and other researchers are invited to submit their **abstracts and original research articles** to the LCC Secretariat who, if selected and qualified, will present their paper at the 2023 National Literacy Conference which will be held in Ecotech Center, Cebu City, and will be live-streamed through the Facebook pages of DepEd Philippines and Literacy Coordinating Council.
- 2. Research Topics.** The papers must focus on the following topics:
 - **Intercultural and Inclusive Education.** *This topic aims to explore the impact of culturally responsive teaching strategies on academic achievement and diverse student populations, investigate the effectiveness of inclusive educational policies in promoting equal opportunities and reducing achievement gaps and analyze the role of intercultural competence development in fostering understanding and empathy in educational settings.*
 - **Community-based Literacy Development.** *This topic aims to assess the effectiveness of community-led literacy programs in enhancing reading and writing skills among marginalized populations, investigate the role of parental involvement in community-based literacy initiatives and its impact on children's literacy outcomes, and examine the partnership between schools, libraries, and local organizations in promoting community-based literacy development.*
 - **Literacy Teaching Pedagogies.** *This topic aims to investigate the impact of technology integration in literacy instruction on student engagement and learning outcomes, explore the effectiveness of differentiated instruction in meeting the diverse literacy needs of students and examine the influence of teacher professional development programs on instructional practices and student literacy achievement.*
 - **Local Literacy Governance.** *This topic aims to analyze the role of local government policies in promoting literacy initiatives and improving literacy rates within a community, investigate the collaboration and coordination among stakeholders in developing comprehensive literacy plans at the local level, assess the impact of community-based literacy assessments and interventions on literacy governance and outcomes, and raise awareness on the importance of resource mobilization and management, among many others.*
 - **Stakeholder Engagement in Literacy.** *This topic aims to examine the role and contribution of community organizations, associations, and businesses in supporting literacy initiatives and fostering a culture of*

reading, investigate the effective strategies for engaging families in supporting literacy development at home and in the community and analyze the impact of volunteer tutoring programs and other literacy initiatives on student literacy outcomes and community engagement.

3. Submission of Entries and Documentary Requirements. Researchers may submit their **abstracts** to the LCC Secretariat through the link: <https://bit.ly/2023NLC CallForResearch>. The following requirements must be observed in their submission:

- Abstracts must be between 200 to 300 words with not more than six (6) keywords. It must contain the following: problem, participants, research design, methods, major conclusions, and policy recommendations.
- A copy of the **research article** must also be provided for easy reference of the LCC Research Evaluation Committee. The article must observe the **Introduction, Methods, Results, and Discussion (IMRD) Format** with a maximum of **5000 words** following the **APA 7th Edition style** in its references and citations section.
- Entries must be typewritten in **Times New Roman**, font size **12** and **1.5 spacing**, the margin must be **one inch on all sides**, and must be submitted in Word document format. References must follow the APA 7th Edition style.

4. Timeline of Activities. For the participants' guidance and information, the following indicative dates relative to the Call for Papers are as follows:

- **September 8, 2023** (Friday) – Deadline for the submission of entries;
- **September 11 to September 22, 2023** – Evaluation of entries by the LCC Research Evaluation Committee;
- **September 25, 2023** (Monday)– Notification of qualified entries that will be presented during the 2023 NLC;
- **September 29, 2023** (Friday) – Deadline for the slide presentation of qualified entries subject for review of the LCC Research Evaluation Committee;
- **October 12, 2023** (Thursday) – Presentation of the papers during the 2023 NLC.

5. Templates. Interested participants are required to follow the templates of the abstract and research article below which will be uploaded in the abovementioned link:

- **Template of the Abstract:**

TITLE

FULL NAME

Affiliation

City / Region

Email address

ABSTRACT

Abstract of 200-300 words in full block format.

Keywords: Word 1, Word 2, Word 3 (up to 6 words max.)

- **Template of the Research Article:**

TITLE

FULL NAME

Affiliation

City / Region

Email address

Introduction

Body in regular type face, 1.5-space and full block format.

Method

Body in regular type face, 1.5-space and full block format.

Results and Discussion

Body in regular type face, 1.5-space and full block format.

Conclusion and Recommendation

Body in regular type face, 1.5-space and full block format.

References (Last Page)

APA 7th Edition Style format.



**LITERACY COORDINATING COUNCIL
2023 NATIONAL LITERACY CONFERENCE**

October 10-13, 2023

INDICATIVE PROGRAM OF ACTIVITIES

OCTOBER 10, 2023 (TUESDAY)	
TIME	ACTIVITY
12:00 NN – 5:00 PM	ARRIVAL OF PARTICIPANTS <ul style="list-style-type: none">• Registration• Accomplishment of Conference Pre-work• Billeting

OCTOBER 11, 2023 (WEDNESDAY)		
TIME	ACTIVITY	FACILITATOR/SPEAKER/ RESOURCE PERSON
OPENING PROGRAM		
8:00 - 8:15 AM	National Anthem Interfaith Prayer/Doxology	
8:15 – 8:25 AM	Opening Number	
8:25 – 8:35 AM	Introduction of Participants	
8:35 – 8:45 AM	Statement of Purpose	GINA O. GONONG Undersecretary for Curriculum and Teaching Department of Education (DepEd)
8:45 - 8:50 AM	Welcome Remarks	ATTY. BENJAMIN C. ABALOS, JR. Secretary, Department of the Interior and Local Government (DILG)
8:50 – 9:05 AM	Inspirational Messages	HON. SHERWIN T. GATCHALIAN Senator Chairperson, Committee on Basic Education, Arts and Culture Senate of the Philippines HON. ROMAN T. ROMULO Representative, Lone District of

OCTOBER 11, 2023 (WEDNESDAY)

TIME	ACTIVITY	FACILITATOR/SPEAKER/ RESOURCE PERSON
		Pasig City Chairperson, Committee on Basic Education and Culture House of Representatives
9:05 - 9:10 AM	Introduction of Keynote Speaker	GINA O. GONONG Undersecretary for Curriculum and Teaching, DepEd
9:10 - 9:30 AM	Keynote Address	SARA Z. DUTERTE Vice President of the Republic of the Philippines Secretary of the DepEd
9:30 – 9:40 AM	BREAK	
9:40 - 9:45 AM	ADVOCACY VIDEO	
9:45 – 11:45 AM	PLENARY SESSION I: Building a Culture of Literacy Towards a MATATAG Nation The Revised K to 10 Curriculum The National Learning Recovery Program Infrastructure for Literacy: Physical Facilities Infrastructure for Literacy: Digital Technology	JOCELYN D.R. ANDAYA Director IV, Bureau of Curriculum Development, DepEd G.H. S. AMBAT Assistant Secretary Curriculum and Teaching – Education Assessment and Alternative Learning System, DepEd RESOURCE SPEAKER Infrastructure and Facilities, DepEd RESOURCE SPEAKER Information and Communications Technology Service, DepEd
11:45 AM – 12:00 NN	OPEN FORUM	GIRLIE GRACE J. CASIMIRO- IGTIBEN Director, Social Development Staff National Economic and Development Authority LCC Member Representative Moderator

OCTOBER 11, 2023 (WEDNESDAY)		
TIME	ACTIVITY	FACILITATOR/SPEAKER/ RESOURCE PERSON
12:00 NN – 1:00 PM	LUNCH BREAK	
1:00 – 1:15 PM	Cultural Presentation	
1:15 – 2:45 PM	PLENARY SESSION II: Strengthening Intercultural and Inclusive Teaching and Learning Practices	RESOURCE SPEAKER Philippine Normal University RESOURCE SPEAKER ALS Teacher RESOURCE SPEAKER Focal Person for Madrasah Education Program
2:45 - 3:00 PM	BREAK	
3:00 – 4:00 PM	CONTINUATION OF PLENARY SESSION II: Strengthening Intercultural and Inclusive Teaching and Learning Practices	RESOURCE SPEAKER Focal Person for Indigenous Peoples Education RESOURCE SPEAKER Philippine Deaf Resource Center
4:00 - 4:30 PM	OPEN FORUM	LCC Member Representative Philippine Normal University
4:30 – 5:00 PM	ANNOUNCEMENT AND WRAP UP OF DAY 1	

OCTOBER 12, 2023 (THURSDAY)		
TIME	ACTIVITY	FACILITATOR/SPEAKER/ RESOURCE PERSON
8:00 – 8:15 AM	PRELIMINARIES	
8:15 – 8:30 AM	RECAP OF DAY 1	LCC-TWG MEMBER
8:30 – 10:00 AM	PLENARY SESSION III: Recognizing the Vital Role of Communities in Literacy Development	RESOURCE SPEAKER LGU of Bacnotan, La Union 2022 National Literacy Awards First Placer, Outstanding Local Government Unit – 1 st to 3 rd Class Municipality Sub- category RESOURCE SPEAKER Nongovernment Organization

OCTOBER 12, 2023 (THURSDAY)

TIME	ACTIVITY	FACILITATOR/SPEAKER/ RESOURCE PERSON
		RESOURCE SPEAKER Literacy Worker
10:00 – 10:15 AM	OPEN FORUM	LCC Member Representative Nongovernment Organization
10:15 – 10:25 AM	BREAK	
10:25 – 10:30 AM	VIDEO PRESENTATION	
10:30 AM – 11:10 NN	PLENARY TALK III: Recognizing the Vital Role of Civil Society Organizations in Literacy Development	RESOURCE SPEAKERS LCC Member Representative Philippine Information Agency Talk Show Host/Facilitator
11:10 – 11:15 AM	VIDEO PRESENTATION	
11:15 AM – 12:00 NN	PLENARY TALK III: Recognizing the Vital Role of Local Government Units in Literacy Development	<p>LGU of Butuan City 2022 National Literacy Awards First Placer, Outstanding Local Government Unit – Highly Urbanized City</p> <p>LGU of Sorsogon City 2022 National Literacy Awards First Placer, Outstanding Local Government Unit – Independent Component/Component City</p> <p>LGU of Kauswagan, Lanao del Norte 2022 National Literacy Awards First Placer, Outstanding Local Government Unit – 4th to 6th Class Municipality</p> <p>LCC Member Representative Philippine Information Agency Talk Show Host/Facilitator</p>
12:00 NN –	LUNCH	

OCTOBER 12, 2023 (THURSDAY)		
TIME	ACTIVITY	FACILITATOR/SPEAKER/ RESOURCE PERSON
1:00 PM		
1:00 – 2:45 PM	PLENARY SESSION IV: Advancing Literacy Through Research and Development PAPER PRESENTATION OF SELECT RESEARCHERS	RESEARCHER #1 RESEARCHER #2 RESEARCHER #3 RESEARCHER #4 RESEARCHER #5
2:45 – 3:00 PM	BREAK	
CLOSING PROGRAM		
3:00 – 3:15 PM	Presentation and Summary of the Policy Recommendations	LCC Member NGO Representative
3:15 – 3:30 PM	Synthesis	DR. BERT J. TUGA President, Philippine Normal University
3:30 – 3:45 PM	Ways Forward	ANNA LIZA F. BONAGUA Director, Bureau of Local Government Development Department of the Interior and Local Government
3:45 – 4:00 PM	Closing Remarks	ALMA RUBY C. TORIO Assistant Secretary for Curriculum and Teaching Curriculum Development, Learning Resources, and Learning Delivery DepEd
END OF ACTIVITY		

OCTOBER 13, 2023 (FRIDAY)	
TIME	ACTIVITY
8:00 AM – 5:00 PM	CHECKING OUT OF PARTICIPANTS HOME BOUND