



CLMD-UM01-2023-463

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

08 November 2023

**Unnumbered Memorandum**

**DEVELOPMENT WRITESHOP OF THE ADM  
ONE-STOP-SHOP SCHOOL POLICY**

To **Schools Division Superintendents**  
Batangas City, Tayabas City, Bacoor City, Tanauan City, Cabuyao City,  
Lucena City, Cavite Province

1. In support to the Department of Education commitment in ensuring equal access for all learners at risk of dropping out of basic education, the Bureau of Learning Delivery (BLD) will conduct the Development Writeshop of the ADM One-Stop-Shop School Policy on **November 14-17, 2023** at **Tanza Oasis Hotel and Resort, Tanza, Cavite**.
2. Participants in this activity are advised to bring laptop, mapping tools and survey forms on identifying learners at risk developed by the division and/or school. They are requested to register through the link: <https://tinyurl.com/ADM1SSSPDT23C> not later than November 10, 2023.

SDO	NAME	DESIGNATION
Batangas City	Marietta Perez	Div. ADM Focal Person
Tayabas City	Louie Fulleo	Div. ADM Focal Person
Bacoor City	Michael M. Acuña	Div. ADM Focal Person
Tanauan City	Julius Rhayan Quine	Div. ADM Focal Person
Cabuyao City	Reynaldo Talavera	Div. ADM Focal Person
Lucena City	Carmen H. Macatugob	Alternate ADM Focal Person
Cavite Province	Josephine Monzaga	Div. ADM Focal Person

3. Participants are expected to arrive at the venue before the workshop commences at 10:00am on the first day. The first meal to be served is AM snack and PM snack on the last day of the activity.
4. Board and lodging of the participants shall be charged against 2023 ADM Funds while travel expenses shall be charged to ADM Travel Funds downloaded to the regions, subject to the usual government accounting and auditing rules and regulations.



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Certificate No. PHP QMS  
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5. 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 ADM Focal Person at email address [elaine.balaogan@deped.gov.ph](mailto:elaine.balaogan@deped.gov.ph) or at mobile number 0945-269-9447.
6. Immediate dissemination of this Memorandum is required.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director

cc:02-ROC3