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:

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<tr>
<th>SDO</th>
<th>NAME</th>
<th>DESIGNATION</th>
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<tbody>
<tr>
<td>Batangas City</td>
<td>Marietta Perez</td>
<td>Div. ADM Focal Person</td>
</tr>
<tr>
<td>Tayabas City</td>
<td>Louie Fulsedo</td>
<td>Div. ADM Focal Person</td>
</tr>
<tr>
<td>Bacoor City</td>
<td>Michael M. Acuña</td>
<td>Div. ADM Focal Person</td>
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<tr>
<td>Tanauan City</td>
<td>Julius Rhayan Quine</td>
<td>Div. ADM Focal Person</td>
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<tr>
<td>Cabuyao City</td>
<td>Reynaldo Talavera</td>
<td>Div. ADM Focal Person</td>
</tr>
<tr>
<td>Lucena City</td>
<td>Carmen H. Macatugob</td>
<td>Alternate ADM Focal Person</td>
</tr>
<tr>
<td>Cavite Province</td>
<td>Josephine Monzaga</td>
<td>Div. ADM Focal Person</td>
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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.
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 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