



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



17 July 2025

Regional Memorandum
No. 554, s.2025

**ADDENDUM TO RM NO. 479, S. 2025 RE: REGIONAL
CONSULTATIVE CONFERENCE FOR ALS FOCAL
PERSONS AND SELECT SDO OFFICIALS**

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 479, s. 2025, dated June 26, 2025, this office through the Curriculum and Learning Management Division hereby announces the final schedule of the **Regional Consultative Conference for ALS Focal Persons and Select SDO Officials** shall be on August 6-8, 2025 at M.I. Sevilla Resort, Brgy. Domoit, Lucena City, Quezon Province, Philippines.
2. The official lists of participants and RTWG are in the attached Enclosure No. 1. Moreover, Training Matrix is attached in Enclosure No. 2 while Terms of Reference is found in Enclosure No. 3.
3. The first meal to be served is breakfast on August 6, 2025 (Wednesday), while the last meal is PM Snacks on August 8, 2025 (Friday).
4. This memorandum serves as Travel Authority of the Regional Office Personnel involved in this activity.
5. Travel and other incidental expenses shall be charged to the comprehensively downloaded ALS PSF to SDOs. Moreover, should there be an insufficiency in the amount downloaded, the deficit may be charged against any available MOOE/local funds, subject to the usual government accounting and auditing rules and regulations.
6. For clarification and further inquiries, contact Philips T. Monterola, ALS Regional Focal Person, and Viernalyn M. Nama, CLMD Chief Education Supervisor, at (02) 8681-2114 local 420.
7. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROC18



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Certificate No. PHP QMS
22 93 0085

Enclosure No. 1**REGIONAL CONSULTATIVE CONFERENCE FOR ALS FOCAL PERSONS AND SELECT SDO OFFICIALS**

A. Regional Technical Working Group	
Name	Position/ Designation
Chairperson	
Viernalyn M. Nama	CLMD Chief ES
Vice-chairperson/ Focal Person	
Philps T. Monterola	ALS Regional Coordinator
Regional Technical Working Group	
Eugene Ray F. Santos	Regional Personnel
Neal Protacio	Regional Personnel
John Christian P. Galvez	Regional Personnel
Carl Joseph T. Salac	Regional Personnel
Jona M. Malonzo	Regional Personnel
Layne Ortega	Facilitator (from CO ConCon)
Maria Josefina Lagman	Facilitator (from CO ConCon)
Ragaam Dela Cruz	Facilitator (from CO ConCon)
Raquel Esguerra	Facilitator (from CO ConCon)
Madonna Abrugena	Facilitator (from CO ConCon)
Adolfo Ibayan	Facilitator (from CO ConCon)
Alfonso V. Mabuting	Documenter/ Minute Taker
Jefferson V. Amparo	Documenter/ Minute Taker
Maria Criselda Mendoza	Documenter/ Minute Taker
Maria Concepcion Gallardo	Documenter/ Minute Taker
Don Kirby Alvarez	Documenter/ Minute Taker
Simon Christopher Concepcion	Documenter/ Minute Taker

B. Resource Persons	
Dr. Loida N. Nidea	Assistant Regional Director
Dr. Viernalyn M. Nama	CLMD Chief ES
Marites L. Gloria	Finance, Chief AO
Laarni A. Evaristo	Finance, AOV
Rey M. Valenzuela	ICT Unit Head
Dir. Marilette R. Almayda	Director IV, CO-BAE
Dr. Roderick P. Corpuz	Chief EPS, CO-BAE-PQAD
Dr. Andrew Villarba	Chief EPS, CO-BAE-PMSDD
Mr. Jonathan Caracas	SVEPS, CO-BAE-PQAD
Ms. Ma. Cristina Marquez	SVEPS, CO-BAE-PMSDD
Mercy C. Trio	PDO IV, CO-SratMa-EPMISD
Atty. Tara Rama	PM III, CO-Finance-EPMO

NO.	NAME	POSITION	SCHOOLS DIVISION
1	DR. CRISTINA C. SALAZAR	CID CHIEF	ANTIPOLO CITY
2	RAQUEL F. ESGUERRA	ACCOUNTANT	ANTIPOLO CITY
3	MYRA B. VILLAREAL	PLANNING OFFICER	ANTIPOLO CITY
4	ANSELMO C. CELESTE, JR.	ALS FOCAL	ANTIPOLO CITY
5	LERMA V. REGALARIO	EPSA	ANTIPOLO CITY
6	RANITO S. GALLEG0	EPSA	ANTIPOLO CITY
7	ALEXANDER M. MORRON	CID CHIEF	BAC00R CITY
8	MARISSA A. FACTO	ACCOUNTANT	BAC00R CITY
9	JOHNEDEL M. BACULOD	PLANNING OFFICER	BAC00R CITY
10	LEONORA M. MEDINA	ALS FOCAL	BAC00R CITY
11	MARIAN FLOR S. MEMPIN	EPSA	BAC00R CITY
12	DR. SACORO R. COMIA	CID CHIEF	BATANGAS CITY
13	MARIA JOSEFINA M. LAGMAN	ACCOUNTANT	BATANGAS CITY
14	MADONNA B. ABRUGENA	PLANNING OFFICER	BATANGAS CITY
15	ROSSANA P. BAGON	ALS FOCAL	BATANGAS CITY
16	ELIZABETH M. ALEA	EPSA	BATANGAS CITY
17	ROSA JEALYN M. MANALO	EPSA	BATANGAS CITY
18	DAVID M. NUAY	CID CHIEF	BATANGAS PROVINCE
19	EDUARDA U. ALON	ACCOUNTANT	BATANGAS PROVINCE
20	ARIS U. DIMAANO	PLANNING OFFICER	BATANGAS PROVINCE
21	ROSEMARIE A. ENCARNACION	ALS FOCAL	BATANGAS PROVINCE
22	ALEXANDER R. DE CASTRO	EPSA	BATANGAS PROVINCE
23	JAYSEN R. TORALIZA	EPSA	BATANGAS PROVINCE
24	JESUSA D. PEREZ	EPSA	BATANGAS PROVINCE
25	BRENDA C. GREGORIO	EPSA	BATANGAS PROVINCE

26	MARY ANN L. TATLONGMARIA	CID CHIEF	BIÑAN CITY
27	MA. OLIVIA E. MIRANDA	ACCOUNTANT	BIÑAN CITY
28	CHARLES M. PATIO	PLANNING OFFICER	BIÑAN CITY
29	LANI A. ALONTE	ALS FOCAL	BIÑAN CITY
30	MARCHY JOY T. SANCHEZ	EPSA	BIÑAN CITY
31	JIE ANN B. OTILLA	EPSA	BIÑAN CITY
32	EDNA F. HEMEDez	CID CHIEF	CABUYAO CITY
33	NATHALIE U. DON	ACCOUNTANT	CABUYAO CITY
34	TROY ALLAN H. PEDRON	PLANNING OFFICER	CABUYAO CITY
35	RAQUEL C. AUSTRIA	ALS FOCAL	CABUYAO CITY
36	JUNO S. GAVASAN	EPSA	CABUYAO CITY
37	ELOISA C. FARENAS	EPSA	CABUYAO CITY
38	MARILIZA T. ESPADA	CID CHIEF	CALAMBA CITY
39	ALYSSA JEANNE L. GARCIA	ACCOUNTANT	CALAMBA CITY
40	LIGAYA G. MARTIR	PLANNING OFFICER	CALAMBA CITY
41	VICTORINA D. PALANAS	ALS FOCAL	CALAMBA CITY
42	WILMER J. NOMBRADO	EPSA	CALAMBA CITY
43	RONNA F. BALIDOY	EPSA	CALAMBA CITY
44	REGIN REX P. TOSCO	CID CHIEF	CAVITE CITY
45	MICHELLE L. MATA	ACCOUNTANT	CAVITE CITY
46	JUSTIN LAMPAS	PLANNING OFFICER	CAVITE CITY
47	MA. GLADYS A. DELOS REYES	EPSA	CAVITE CITY
48	ELPIDIA B. BERGADO	CID CHIEF	CAVITE PROVINCE
49	CHERRY BAYOT	ACCOUNTANT	CAVITE PROVINCE
50	RENIEL PATRICK S. TEJIDOR	PLANNING OFFICER	CAVITE PROVINCE
51	ELMA P. AURE	EPSA	CAVITE PROVINCE
52	FELISA C. MATEL	EPSA	CAVITE PROVINCE

53	ANA ROSE B. ATENDIDO	EPSA	CAVITE PROVINCE
54	AL JERALD V. LEYSON	EPSA	CAVITE PROVINCE
55	DIONITO F. MANGAO, JR	EPSA	CAVITE PROVINCE
56	GEMMA G. CORTEZ	CID CHIEF	DASMARINAS CITY
57	RAQUEL MOJICA	ACCOUNTANT	DASMARINAS CITY
58	MELANIE PAMIENTA	PLANNING OFFICER	DASMARINAS CITY
59	MARITES O. MANICIO	ALS FOCAL	DASMARINAS CITY
60	MARIA FRANCESCA C. FADRI	EPSA	DASMARINAS CITY
61	SERMA H. HERNANDEZ	EPSA	DASMARINAS CITY
62	LAURA O. GARCIA	CID CHIEF	GENERAL TRIAS CITY
63	CHRISTINE ANN B. CORTEZ	ACCOUNTANT	GENERAL TRIAS CITY
64	NOIMEE VARIAS	PLANNING OFFICER	GENERAL TRIAS CITY
65	RIZAL M. VIDALLO	ALS FOCAL	GENERAL TRIAS CITY
66	ROSELLA S. ARELLANO	EPSA	GENERAL TRIAS CITY
67	MARILYN A. LIMPIADA	EPSA	GENERAL TRIAS CITY
68	GLENDA DS. CATADMAN	CID CHIEF	IMUS CITY
69	PRECILA E. CUSTODIO	ACCOUNTANT	IMUS CITY
70	NAAMAH C. MAMBALOS	PLANNING OFFICER	IMUS CITY
71	LEAH J. GUILLANG	ALS FOCAL	IMUS CITY
72	CRISTINA S. ADVINCULA	EPSA	IMUS CITY
73	ORLANDO T. VALVERDE	CID CHIEF	LAGUNA
74	IRENE FERNANDEZ	ACCOUNTANT	LAGUNA
75	DYESSA JANE C. PUNELAS	PLANNING OFFICER	LAGUNA
76	ROCEL M. LEYNES	ALS FOCAL	LAGUNA
77	JOHN PAULO D. NEQUINTO	EPSA	LAGUNA
78	JENIFER I. VELASQUEZ	EPSA	LAGUNA
79	MICHAEL E. CONSIGNADO	EPSA	LAGUNA

80	MARK M. ANGELES	EPSA	LAGUNA
81	LORNA R. MEDRANO	CID CHIEF	LIPA CITY
82	REMELYN B. DE GALICIA	ACCOUNTANT	LIPA CITY
83	JAY-AR Z. GUTIERREZ	PLANNING OFFICER	LIPA CITY
84	GERARDO R. MOSCA	ALS FOCAL	LIPA CITY
85	GABRIEL R. ESPIRITU	EPSA	LIPA CITY
86	MYLA K. MENDIOLA	CID CHIEF	LUCENA CITY
87	RHEA G. MOJICA	ACCOUNTANT	LUCENA CITY
88	MARCK ANDRO BERNABE	PLANNING OFFICER	LUCENA CITY
89	LARRYWEL A. ENRIQUEZ	ALS FOCAL	LUCENA CITY
90	MYLENE R. DAPOL	EPSA	LUCENA CITY
91	ELESIO C. LADINES JR.	EPSA	LUCENA CITY
92	LORENA S. WALANGSUMBAT	CID CHIEF	QUEZON PROVINCE
93	EDMUNDO R. MARIN JR.	ACCOUNTANT	QUEZON PROVINCE
94	MARBIN JERAMIL D. FRAGATA	PLANNING OFFICER	QUEZON PROVINCE
95	ASUNCION C. ILAO	ALS FOCAL	QUEZON PROVINCE
96	ANANIAS R. AGUNIAS	EPSA	QUEZON PROVINCE
97	LAARNI ROSE R. GUTIERREZ	EPSA	QUEZON PROVINCE
98	MARICRIS M. GROBADOR	EPSA	QUEZON PROVINCE
99	ARLENE P. CORONADO	EPSA	QUEZON PROVINCE
100	MARIA CHERRYL J. MANONGSONG	EPSA	QUEZON PROVINCE
101	ADELINE A. BUENAFE	EPSA	QUEZON PROVINCE
102	FRANK FREDERICK R. LAURORA	EPSA	QUEZON PROVINCE
103	GERMAN E. DEZA	EPSA	QUEZON PROVINCE
104	BUENA D. JARO	EPSA	QUEZON PROVINCE
105	ROSEMARIE C. BLANDO	CID CHIEF	RIZAL
106	JOHN PATRICK N. OCOL	ACCOUNTANT	RIZAL

107	CRISTINA G. TIA	PLANNING OFFICER	RIZAL
108	KARL ERICKSON I. EBORA	ALS FOCAL	RIZAL
109	GRACE T. ADRIANO	EPSA	RIZAL
110	SHERLY H. CRUZ	EPSA	RIZAL
111	MARCIAL A. ELECHO	EPSA	RIZAL
112	ANIVER M. VERGARA	EPSA	RIZAL
113	ISRAEL M. ANZALDO	EPSA	RIZAL
114	VINCENT EMMANUEL I. ILAGAN	CID CHIEF	SAN PABLO CITY
115	ARLLAN A. BENGAN	ACCOUNTANT	SAN PABLO CITY
116	CARMENA A. GOZO	PLANNING OFFICER	SAN PABLO CITY
117	LERMA M. BALDONADO	ALS FOCAL	SAN PABLO CITY
118	NORTON A. ASACTA	EPSA	SAN PABLO CITY
119	HENRICH A. YASON	EPSA	SAN PABLO CITY
120	ERMA S. VALENZUELA	CID CHIEF	SAN PEDRO CITY
121	EDGARDO B. MUJECO	ACCOUNTANT	SAN PEDRO CITY
122	ZAIDA A. ABRIGO	PLANNING OFFICER	SAN PEDRO CITY
123	APRIL CLAIRE P. MANLANGIT-BANAAG	ALS FOCAL	SAN PEDRO CITY
124	ROWENA JUNE B. MIRONDO	EPSA	SAN PEDRO CITY
125	LUHINIA M. OFREN	CID CHIEF	STA. ROSA CITY
126	MA. ELENA P. ORBETA	ACCOUNTANT	STA. ROSA CITY
127	ADOLFO IBAYAN	PLANNING OFFICER	STA. ROSA CITY
128	GERIME C. DECENA	ALS FOCAL	STA. ROSA CITY
129	JAIME L. CADANG JR.	EPSA	STA. ROSA CITY
130	VENSON T. COSIO	EPSA	STA. ROSA CITY
131	JHOMAR C. SOR	CID CHIEF	STO. TOMAS CITY
132	JAY ROEL D. VILLANUEVA	ACCOUNTANT	STO. TOMAS CITY
133	CARINA V. PEDRAGOSA	PLANNING OFFICER	STO. TOMAS CITY

134	ROY N. REA	ALS FOCAL	STO. TOMAS CITY
135	JENNIFER MAY C. SALAZAR	EPSA	STO. TOMAS CITY
136	JULIUS RHYAN M. QUINE	CID CHIEF	TANAUAN CITY
137	ELENITA T. CARANDANG	ACCOUNTANT	TANAUAN CITY
138	GENRE G. ANGUSTO	PLANNING OFFICER	TANAUAN CITY
139	ZENAIDA G. RIVERA	ALS FOCAL	TANAUAN CITY
140	LEONIDA G. TORREON	EPSA	TANAUAN CITY
141	NOEMI A. NERBAL	EPSA	TANAUAN CITY
142	EDWIN R. RODRIGUEZ	CID CHIEF	TAYABAS CITY
143	AGNES M. LUZADAS	ACCOUNTANT	TAYABAS CITY
144	MARIFE R. LAGAR	PLANNING OFFICER	TAYABAS CITY
145	MILDRED Z. GALLENO	ALS FOCAL	TAYABAS CITY
146	TEOFILA A. OCUMIN	EPSA	TAYABAS CITY

Enclosure No. 2

3 DAY MATRIX
Regional Consultative Conference for ALS Focal Persons and Select
SDO Officials

August 6-8, 2025

M.I. Sevilla Resort, Brgy. Domoit, Lucena City, Quezon Province

Day 1		
Time	Sessions/Activities	Person-in-Charge
7:00 – 9:00	ARRIVAL/REGISTRATION	PMT
9:00 – 9:30	SNACKS	PMT
9:30 – 10:30	OPENING PROGRAM	PMT
10:30 – 11:00	Opening and Approval of ALS Regional ConCon Agenda	Dr. Viernalyn M. Nama Chief ES, CLMD
11:00-12:15	The Region's Road Map for ALS Program (REDP)	Dr. Loida N. Nidea, CESO V Assistant Regional Director (with PPRD)
12:15 – 1:00	LUNCH	PMT
1:00 – 1:30	ROOM ASSIGNMENTS & CHECK-IN	PMT
1:30 – 2:00	MANAGEMENT OF LEARNING	PMT
2:00-3:00	RO ALS Accomplishments, Issues & Concerns and Ways Forward	Dr. Viernalyn M. Nama Chief ES, CLMD
2:00-3:00	Presentation of SDO's Accomplishments, Issues & Concerns and Ways Forward	per SDO (5-minute video presentation)
3:00 – 3:15	SNACKS	PMT
3:15 – 4:15	Presentation of SDO's Accomplishments, Issues & Concerns and Ways Forward	per SDO (5-minute video presentation)
4:15 – 4:45	Appreciation	Dr. Loida N. Nidea, CESO V Dr. Viernalyn M. Nama
4:45 – 5:00	Wrapped Up/ Announcements	PMT
Day 2		
Time	Sessions/Activities	Person-in-Charge
7:45 – 8:30	Management of Learning	PMT
8:00 – 9:00	The Direction & PPAs of BAE-PMSDD	Andrew Villarba Chief EPS, BAE-PMSDD
9:00 – 10:00	Issues and Concerns in Forms, ILA & LRs	Cristina Marquez SVEPS, BAE-PMSDD
10:00 – 10:15	SNACKS	PMT
10:15 – 11:15	The BAE's Road Map: Director's Hour	Marilette R. Almayda Director IV Bureau of Alternative Education

11:15 – 12:15	The Direction & PPAs of BAE-PQAD	Roderick P. Corpuz Chief EPS, BAE-PQAD
12:15 – 1:00 PM	LUNCH	PMT
1:00 – 2:00 PM	Issues and Concerns in TTAs, SHA, Voucher & PSF	Jonathan Caracas SVEPS, BAE-PQAD
2:00 – 3:15 PM	Education Management Information System of the Department and Common Problems and Solutions in the ALS LIS, Ticketing System of LIS and Report, and Escalation Process	Mercy C. Trio Project Development Officer IV, Officer-in-Charge, Education Programs Management Information System Division
3:15 – 3:30 PM	SNACKS	PMT
3:30 – 4:30 PM	Finance Matters: The BAE's Budget Utilization Report and Schedule of the ALS Downloaded Fund to Regional Offices	Atty. Tara Rama Project Manager III, Education Programs Management Office
4:30 – 5:00 PM	SESSION ANNOUNCEMENTS	PMT
Day 3		
Time	Sessions/Activities	Person-in-Charge
8:00 – 8:30	Management of Learning	PMT
8:30 – 10:00	The Finance Reserve: RO ALS Budget Utilization Report and PSF Provisions	Marites L. Gloria Chief AO Laarni A. Evaristo AO-V
10:00 – 10:15	SNACKS	PMT
10:15 – 11:15	The HOWs of ALS Tablet (Guidelines on the Distribution, Accountability Measures and Utilization)	Dr. Rey M. Valenzuela ITO I ICT Unit Head
10:15 – 12:00	Open Forum	PMT All Speakers
12:00 – 1:00	LUNCH	
1:00-2:30	Key Action & Ways Forward: Creation of WAP & SDO ALS Road Map	Philips T. Monterola SNED Regional Focal Person, CLMD
2:30 – 3:15	CLOSING PROGRAM	PMT
	Thank you!	

Enclosure No. 3

TERMS OF REFERENCE

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

A. The Training Management Chairperson and Vice-Chairperson shall:

- prepare the ATC, RBA, proposal, memorandum and Authority to Procure;
- Coordinate with the training venue management and prepare the contract for the event;
- Coordinate with the Supplies Officer for the supplies needed;
- Conduct meetings with the facilitators;
- Lead the review and evaluation of the presentation to be used for the activity;
- Oversee the conduct of the activity; and
- Lead the team in the conduct of debriefing sessions.

B. The Members of the TWG shall:

- Prepare the completion report;
- Prepare the contract and supplies;
- Prepare the room listing;
- Coordinate with the moderator regarding the materials needed for the workshop and the documents needed to be accomplished daily;
- Prepare the documents needed for the payment/liquidation;
- Prepare and print certificates of recognition, participation and appearance; and
- Submit the needed requirements to respective functional divisions after the conduct of the activity.

C. The Resource Persons shall:

- Prepare the presentation slide deck;
- Deliver the assigned topic convincingly;
- Provide instructions and inputs during the training;
- Ensure maximum participation and learnings from the participants; and
- Answer all the queries and questions of the participants satisfactorily.

D. The Facilitators shall:

- Lead the MOL;
- Check the attendance;
- Introduce the participants and resource speakers;
- Lead the FGD;
- Prepare materials needed for the workshop;
- Facilitate the collection and presentation of outputs;
- Give the synthesis;

- Ensure maximum & active participation of the participants; and
- Address all concerns of the participants;

E. The Documenter/ Minute Taker shall:

- Document agreements, issues and concerns, important scenario or proceedings during the training; and
- Submit the newsletter at the end of the training.

F. The Participants shall:

- Always observe punctuality and mutual respect;
- Follow the house rules and regulations of the venue;
- Attend and participate actively in all engagements and activities;
- Secure and submit all necessary forms and other documents necessary;
- Report any significant event related to the activity; and
- Submit all the target outputs on time.