



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



CLMD-RM-2025-622

18 August 2025

Regional Memorandum
No. 622 s. 2025

ADDENDUM TO REGIONAL MEMORANDUM NO. 542, S. 2025

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 542, s. 2025, dated July 15, 2025, this Office through the Curriculum and Learning Management Division hereby announces the venue of the **Regional Orientation to 100 Pilot School Implementers of the Alternative Delivery Mode (ADM) One-Stop Shop Program** scheduled on August 25-27, 2025 at M.I. Sevilla Resort, Brgy. Domoit, Lucena City, Quezon Province, Philippines.
2. Enclosure 1 presents the official participants in this activity. In addition, the members of the Regional Technical Working Group (RTWG) are listed in Enclosure 2. Meanwhile, Enclosure No. 3 shows the Indicative Program of Activities, while Terms of Reference is found in Enclosure 4.
3. The first meal to be served is breakfast on August 25, 2025 (Monday), while the last meal is PM Snacks on August 27, 2025 (Wednesday).
4. The scheduled activity falls on a holiday (August 25, National Heroes Day). Pursuant to DepEd Order No. 4, s. 2025, officials and personnel required to report on-site during holidays are entitled to compensatory overtime credit or overtime pay. Further, in line with DepEd Order No. 53, s. 2003, participation in DepEd-wide programs may warrant the grant of vacation service credits. Participants are thus entitled to the appropriate compensatory time-off or service credit, consistent with these central-office policies.
5. Other provisions in R.M. No. 542, s. 2025 remain in effect.
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.

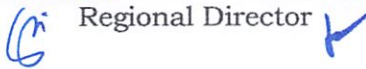


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Certificate No. PHP QMS
22 93 0085

7. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
 Regional Director

02/ROC18



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

Enclosure 1. Official Participants

**Regional Orientation To 100 Pilot School Implementers
Of The Alternative Delivery Mode (ADM)
One-Stop Shop Program**

August 25-27, 2025

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

SDO Antipolo City

No.	NAME	POSITION/DESIGNATION
1.	PRISCILLA V. SALO	ADM Focal Persons
2.	DECIE F. GARCIA	Asst. Principal
3.	ESTEBAN B. CASAUAY	Principal
4.	JAZMIN E. LAUZON	ADM School Coor
5.	ROMMEL S. BELTRAN	Principal
6.	NERA L. CABARLES	ADM School Coor
7.	ANNALYN P. RAYMUNDO	Principal
8.	DEOMARK T. YUSON	ADM School Coor
9.	JOCELYN P. MONTES	Principal
10.	MA. LUISA M. LINING	ADM School Coor

SDO Bacoar City

No.	NAME	POSITION/DESIGNATION
11.	MICHAEL M. ACUNA	ADM Focal Persons
12.	JANET G. VILLAROYA	SGOD Private School Focal
13.	JOY S. ABUAN	Principal
14.	JAYMAR BERLAN	ADM School Coor
15.	ALFREDO N. SARABUSAB	Principal
16.	WENCESLAO P. CLAVERIA	ADM School Coor

SDO Batangas City

No.	NAME	POSITION/DESIGNATION
17.	RICKY M. REALINGO	ADM Focal Persons
18.	FE M. FALLURIN	SGOD Private School Focal
19.	TEODORICA S. PORCINO	Assistant Principal II
20.	SHIELA MARIE P. ARCEGA	ADM School Coordinator
21.	JOHN PAOLO S. PERLAS	AP-MAPEH Dept. Head
22.	RHEA GRACE M. GARCIA	Grade School Academic Coordinator

23.	BERNADETTE I. MANALO	Principal
24.	IMELDA B. VERGARA	Institutional Planning Officer
25.	ETHEL M. LUALHATI	Prinnicipal IV
26.	CARLA F. FALCULAN	ADM School Coordinator
27.	MARINA C. MARQUEZ	ADM School Coordinator
28.	ALVIN D. COLOT	Assistant Principal II

SDO Batangas Province

No.	NAME	POSITION/DESIGNATION
29.	ROSALINDA A. MENDOZA	ADM Focal Person
30.	ELIZALDE L. PIOL	ADM Co-Focal Person
31.	MARIA ELIZABETH S. ANDINO	School Head
32.	EVANGELINE E. BOCO	School ADM Coordinator
33.	RITCHELL G. SERRANO	School Head
34.	RUBY ANN A. DIMAANDAAL	School ADM Coordinator
35.	MARCELA A. AGDAN	School Head
36.	ANNABELLE E. SANTOS	School ADM Coordinator
37.	DONNA SUSANA A. GODOY	School Head
38.	MARICHO F. SJAFRUDDIN	School ADM Coordinator
39.	LANNY A. TOLENTINO	School Head
40.	GERONIMA H. PEREZ	School ADM Coordinator
41.	SONIA L. DIMAYUGA	School Head
42.	SHIELA V. TIPAN	School ADM Coordinator
43.	ROWENA R. MASILANG	School Head
44.	JUVELYN B. MENDOZA	School ADM Coordinator
45.	NOEL L. LARA	School Head
46.	FAITH E. FALCUNITIN	School ADM Coordinator
47.	THELMA A. PASCUA	School Head
48.	IMELDA M. ABARINTOS	School ADM Coordinator
49.	JOCELYN M. MANSET	School Head
50.	CRIS T. ZITA	School ADM Coordinator
51.	DULCE AMOR ABANTE	School Head
52.	Lorielyn A. Bulanhagui	School ADM Coordinator
53.	MYLENE H. LIMJOCO	School Head
54.	MA. THERESA T. BALINGIT	School ADM Coordinator

SDO Biñan City

No.	NAME	POSITION/DESIGNATION
55.	JOEL J. VALENZUELA	ADM Focal Person
56.	ISIDRA L. GALMAN	SGOD Private School Focal
57.	NENETTE M. LACUARIN	Principal
58.	RECEL S. MULINGBAYAN	ADM School Coordinator
59.	MA. BEATRIZ T. MANAIG	Principal
60.	JESTONIE M. ORDONEZ	ADM School Coordinator

SDO Cabuyao City

No.	NAME	POSITION/DESIGNATION
61.	REYNALDO A TALAVERA	ADM Focal Persons
62.	MARVIN VICENTE	SGOD Private School Focal
63.	MELINDA CAPARAS	Principal
64.	VECCA CAPURAL	ADM School Coordinator
65.	Erlinda H. Serdon	Principal III
66.	Fatima P. Caro	Principal

SDO Calaca City

No.	NAME	POSITION/DESIGNATION
67.	MAUREEN C. DE CLARO, EdD	ADM Focal Persons
68.	APRILITO C. DE GUZMAN, EdD	SGOD Private School Focal
69.	NALDIE M. MARASIGAN	Principal
70.	JEAZELLE C. DE GALA	ADM School Coordinator
71.	JENIE H. BAY	Project Development Officer I
72.	CHRISTINE A. ALLONES	OIC-Librarian II

SDO Calamba City

No.	NAME	POSITION/DESIGNATION
73.	CLARIZA G. TERONES	ADM Focal Persons
74.	AIMEE P. ALDEA	SGOD Private School Focal
75.	RONALDO M. CANTA	Principal
76.	JEMUEL M. MORATO	ADM School Coor
77.	CHARLENE C. ANGELES	Principal
78.	SHINE MAIGTING	ADM School Coor
79.	CHARITO V. BERNAS	Principal
80.	MA.ELLEN B. HADAP	ADM School Coor
81.	MILDRED DE LEON	Principal
82.	REGGIE MEDALLA	ADM School Coor

SDO Cavite City

No.	NAME	POSITION/DESIGNATION
83.	YOLANDA S. OLIVER	ADM Focal Persons
84.	PATRICIA ANN M. GARCIA	Education Program Specialist II
85.	CHERRY LEEN C. MARQUEZ	Principal
86.	JOSEFINA JUSTO	ADM School Coor
87.	MA. THERESA C. REMALLA	Assistant Principal
88.	ALOHA A. MANGAHAS	Principal

SDO Cavite Province

No.	NAME	POSITION/DESIGNATION
89.	JOSEPHINE M MONZAGA	ADM Focal Persons
90.	CECILIA P. ARBULANTE	School Principal
91.	HYJASMIN G. CABAÑA	Principal
92.	GRETCHEN V. CACHUELA	OHSP Coordinator
93.	LEAH C. MAGCALING	OHSS Coordinator
94.	ELMER L. AGRIPA	OHSS Coordinator
95.	MARICAR L. DIGMA	OHSP Coordinator
96.	GRACIELA Z. HEBREO	OHSP Teacher
97.	JANTRUTH RANAS	OHSP tEACHER
98.	ALMA A. JUSTO	OHSP Coordinator
99.	NORWELL DELOS REYES	OHSP Coordinator
100.	PILITA R. NARVAEZ	OHSP Coordinator
101.	ESTER M. ZUNIGA	OHSP Coordinator
102.	CARMEN D. VALENZUELA	OHSS Coordinator
103.	ALFRED O. GALLARDO	OHSS- MT
104.	RUTH D. ANCIADO	OHSP Coordinator
105.	LOVELY MAY C. BATISLA-ONG	OHSP Coordinator
106.	ROSEMARIE A. ZABALA	ADM Coordinator
107.	EMMANUELLE G. SAN MIGUEL	MT 1/OHSP Coordinator

SDO DASMARIÑAS CITY

No.	NAME	POSITION/DESIGNATION
108.	CESAR CHESTER O. RELLEVE	ADM Focal Persons
109.	KAREN LYNN G. MACAWILE	SGOD Private School Focal
110.	MARIA LALAINA M. BARRAMEDA	Principal
111.	MARISSA S. DORDAS	ADM School Coordinator
112.	MARICRIS D. PABLO	Principal
113.	MICHELLE M. OLASO	ADM School Coor

SDO GENERAL TRIAS CITY

No.	NAME	POSITION/DESIGNATION
114.	MA. CHERINA D. MANALO	ADM Focal Persons
115.	VICKY E. ELISES	EPS II-SMME
116.	RAMY R. DALIDA	Principal
117.	MARICEL C. SOMBRERO	ADM School Coordinator
118.	MARK AIRON P. CREUS	Principal IV
119.	REGINE C. REFORMA	ADM School Coordinator

SDO IMUS CITY

No.	NAME	POSITION/DESIGNATION
120.	RUBY B. HERAMIA	EPS/ADM Focal Person
121.	MEDEL CARLOS C. ZARSUELO JR.	SGOD Private School Focal
122.	PETRONIA N. TARUN	Principal III

123.	MARILOU M. MARTIN	HT VI/ADM School Coordinator
124.	LAILANI N. TORRES	Principal I
125.	SHIELA JOY P. MACADO	TIII/OHSP Coordinator

SDO LAGUNA

No.	NAME	POSITION/DESIGNATION
126.	LUCIA F. PAGALANAN	EPS-ADM Focal Persons
127.	NAZARETH V. ADVENTO	EPS-SGOD Private School Focal
128.	ARTHUR ROBERT P. LIMONGCO	Principal II
129.	AMALIA A. DE GUZMAN	ADM School Coor/HT
130.	LAUREL N.PANAGLIMA	Schoolhead/ Principal II
131.	WARNER V. MONTEIRO	Teacher/Head Teacher II
132.	FRANCISCO JR. P. PANOPIO	Schoolhead/ Principal III
133.	DIVINA S. ELECHO	Teacher/Master Teacher I
134.	RHODORA C. ALCANTARA	Schoolhead/Principal II
135.	CHARLYNE M. FLORES	Master Teacher I
136.	MEL ANTHONY P. LIBOON	Schoolhead/Principal II
137.	BRYAN MON G. ROSA	Teacher/Master Teacher I
138.	REYNALEEN A. GANZALES	Head Teacher III
139.	STEVEN S. AQUINO	Head Teacher IV
140.	MELVIN C. UBALDO	HEAD TEACHER VI
141.	CATHERINE A. MACABASCO	Master Teacher II
142.	JENNIFER G. PAMIS	Head Teacher I
143.	SHERELL R. SERATO	Master Teacher I
144.	ROSIE C. ABAD	Principal IV
145.	JUDELYN D. DE LEON	Principal I

SDO LIPA CITY

No.	NAME	POSITION/DESIGNATION
146.	EVANGELINE B. ESCABEL	ADM Focal Persons
147.	MINERVA C. CARAOS	SGOD Private School Focal
148.	JOE I. TITULAR	Principal
149.	JOSEPH A. ANGELES	HT/ADM School Coor
150.	NELSON V. EVANGELISTA	Principal
151.	JOYNAROSE F. PERMENTILLA	ASP/ADM Focal
152.	MARIBEL T. LESCANO	Principal IV
153.	JAIMELYN V. SUBOL	HT/ADM School Coor
154.	EBELNE G. FORNAL	Principal
155.	MICHAEL L. SANGALANG	HT/ADM School Coor

SDO LUCENA CITY

No.	NAME	POSITION/DESIGNATION
156.	LARRYWEL A. ENRIQUEZ	ADM Focal Persons
157.	ROLAN B. CATAPANG	SGOD Private School Focal-Representative
158.	JUNET ANDREA M. LAVARRO	Principal
159.	MA. AURA A. SEPTIMO	ADM School Coordinator
160.	SHERIN D. BUSTAMANTE	Principal
161.	CECILIA ABIGAIL M. ALFONSO	ADM School Coordinator
162.	MARIBEL M. RAMOS	ADM School Coordinator
163.	MICHAEL T. LEYNES	ADM School Coordinator

SDO QUEZON

No.	NAME	POSITION/DESIGNATION
164.	ASUNCION C. ILAO	ADM Focal Persons
165.	MARIA CHERRY L. J. MANONGSONG	ADM Alternate Focal
166.	CARLA JOBELLE J. CULAJARA	SOCMONET
167.	REYNALDO V. NANONG	School head
168.	ROGELIO P. VILLAPANDO	School head
169.	ESPERANZA R. VILLA	School head
170.	FELIZA B. QUEVADA	School head
171.	ELIAS E. DE CASTRO	School head
172.	BUENAVENTURA D. LUCES	School head
173.	SERAFIN M. CARINGAL	School head
174.	RENE L. PORTADES	School head
175.	BERNARDO CRISTINO P. ALTAMIRA	School head
176.	JESSIE V. VASQUEZ	School head
177.	VICTOR EMMANUEL MADERAZO	School head
178.	ANALYN V. ATIENZA	School head
179.	MARILOU T. BAÑAL	School head
180.	JANET N. SUABERDEZ	School head
181.	NIMFA M. NOLASCO	Coordinator
182.	MARITESS B. DIMAYUGA	School Head
183.	RUTH M. DULAY	School Head
184.	MARITES C. SEMANING	School Coordinator
185.	ROWENA S. CASTRO	School head
186.	MARINA R. ABUEVA	School head
187.	DARYL IANNE M. PEÑAMORA	School Coordinator
188.	JOSEPH C. HINANAY	School head
189.	ARMINDA D. RED	School head
190.	MARICAR L. TAGARA	School head
191.	LEAH LYN M. DATUIN	School Coordinator
192.	GREGORIO I. RACELIS	School head
193.	CALIXTO S. BLAZO	School head
194.	Benedicto A. Portales	School Coordinator
195.	Rhodora C. Geneza	School Coordinator

SDO RIZAL

No.	NAME	POSITION/DESIGNATION
196.	VIVENCIO M. DOBLADA JR.	ADM Focal Persons
197.	MARLON S. AMRQUEZ	Private School Focal
198.	ALLAN C. DILAGAN	Principal
199.	LEONIDA P. PIALANE	ADM School Coor
200.	SUSANA J. SACATRAPOS	Principal
201.	ROSELLE C. CORANES	ADM School Coor
202.	NENITA N. DE LEON	Principal III
203.	RONELL VICTOR C. SAMUDIO	ADM School Coor
204.	MARYCEL DL. JACOB	Head Teacher I
205.	CHRYZELLE ANN V. ARAGON	ADM School Coor
206.	LUCILLIE P. ANGELES	Principal
207.	JOHN KING C. ANTIPORDA	ADM School Coor/ Head Teacher III
208.	EDGAR P. DIÑOZO	School Head
209.	JUNELLE LEE S. NIONES	ADM School Coor/ Head Teacher I

SDO SAN PABLO CITY

No.	NAME	POSITION/DESIGNATION
210.	NORA M. CALABIA, EDD	ADM FOCAL PERSON
211.	JASPER M. DEL VALLE, PHD	Head Teacher 4/OHSP Coordinator
212.	ROWELL P. CORCEGA	Assistant Principal
213.	JENNIFER A. RAYCO	Teacher I - OHSP Teacher
214.	MELVIN G. HERNANDEZ	Teacher III/OHSP Teacher
215.	SONNY A. CABAEL	ASSISTANT PRINCIPAL
216.	ARIEL D. PARAN	School Principal I
217.	ARLENE A. PAGAR	Education Program Specialist II

SDO SAN PEDRO CITY

No.	NAME	POSITION/DESIGNATION
218.	CRISPENIANA P. BAUYON	ADM Focal Persons
219.	ARMIE JOYCE P. ATERRADO	SGOD Private School Focal
220.	OMAR M. JACALNE	Principal
221.	KATHERINE KATE S. JASA	ADM School Coor

SDO STA. ROSA CITY

No.	NAME	POSITION/DESIGNATION
222.	GEMMA B. MANZANERO	ADM Focal Persons
223.	LAARNI O. TOLENTINO	OIC-SCH.PRINCIPAL
224.	ROSEMARIE N. LADRINGAN	OHSP-Sch.Coor
225.	JOY D. BAUTISTA	OHSP-ICT Teacher
226.	ERIST A. CAPUL	SDO-CID
227.	SAMMY M. EMPLEO	SDO-CID

SDO STO. TOMAS CITY

No.	NAME	POSITION/DESIGNATION
228.	LOUIEGRACE G. MARGALLO	ADM Focal Persons
229.	ROMEL E. GARCIA	SDO
230.	RAYMUNDO F. HERMO	Principal
231.	GENE CLAIRE V. LACERNA	ADM School Coor
232.	ROSIE B. LLANES	Head Teacher III
233.	MARITES R. MACASIAB	EPS - SCIENCE

SDO TANAUAN CITY

No.	NAME	POSITION/DESIGNATION
234.	JULIUS RHYAN M. QUINE	ADM Focal Persons
235.	SHAINA SOPHIA MENDOZA	SGOD Private School Focal
236.	CRISPIN O. BOBADILLA	Head Teacher
237.	RAQUEL M. ACERON	ADM School Coordinator
238.	SEIGFRED NEIL A. UY	Principal I
239.	NANCY MARALIT	Principal III

SDO TAYABAS CITY

No.	NAME	POSITION/DESIGNATION
240.	LOUIE L. FULLEDO	ADM Focal Persons
241.	MONTANO L. AGUDILLA	SGOD Private School Focal
242.	CHERRY G. HUGO	Principal
243.	GERALDINE M. CONSTANTINO	ADM School Coor
244.	RAMONA R. GATA	ADM School Coor
245.	JOY B. GO	Principal
246.	JOSEPHINE C. VILLAVERDE	Master of Ceremony
247.	ALFONSO V. MABUTING	Documenter
248.	JEFFERSON V. AMPARO	Documenter
249.	JOJO J. OABEL	Documenter
250.	GEE ANN R. CABUYAO	Documenter

No.	NAME	SDO
251.	JENELYN L. TUAZON	ANTIPOLO CITY
252.	ALVIN G. ALEJANDRO	ANTIPOLO CITY
253.	JOHN ALBERT A. RICO	ANTIPOLO CITY
254.	JOAN YAGUEL-BUSA	ANTIPOLO CITY
255.	ROSHANN AIMIELLE UBA	ANTIPOLO CITY

No.	NAME	SDO
256.	BONG D. INTAC	BATANGAS CITY
257.	ANA MARIE D. MAGADIA	BATANGAS CITY
258.	ALDRIN V. ROSALES	BATANGAS CITY
259.	KARL MARLOE M. OCHOA	BATANGAS CITY
260.	DEBBIE A. ACOB	BATANGAS CITY
261.	BRYAN ARVIN C. ACOB	BATANGAS CITY
262.	JOHN CHESTER C. MACATANGAY	BATANGAS CITY

No.	NAME	SDO
263.	ANNALYN M. FLORES	BIÑAN CITY
264.	BELINDA S. PARAYAOAN	BIÑAN CITY
265.	ANGELO R. LILOC	BIÑAN CITY
266.	ABNER A. CAYA	BIÑAN CITY
267.	MARIA IMEELYN M. ZAMORA	BIÑAN CITY
268.	DARWIN E. CLUTARIO	BIÑAN CITY
269.	LIEZL R. VILLANUAC	BIÑAN CITY
270.	WENDELL S. FLORES	BIÑAN CITY
271.	MARK JOHN I. MARTE	BIÑAN CITY
272.	LUISA AUREA P. ATIENZA	BIÑAN CITY

No.	NAME	SDO
273.	JACQUILINE A. BENAID	CABUYAO CITY
274.	CELESTE A. PATIO	CABUYAO CITY

No.	NAME	SDO
275.	ISMAEL P. REGUCERA	CALAMBA CITY

No.	NAME	SDO
276.	SALVACION C. MONTENEGRO	CAVITE CITY

No.	NAME	SDO
277.	SHERILYN A. BARIENTOS	CAVITE PROVINCE
278.	MARK RONNEL D. BERNALDEZ	CAVITE PROVINCE
279.	JHUCEL A. DEL ROSARIO	CAVITE PROVINCE
280.	ALEXANDER E. BLANCO	CAVITE PROVINCE
281.	MA. CRISTINA C. OCAY	CAVITE PROVINCE
282.	DAISY M. ABENOJAR	CAVITE PROVINCE

283.	MARLON C. DEJESA	CAVITE PROVINCE
284.	JOANNE C. VILAN	CAVITE PROVINCE
285.	APOLINARIO ROSANES, JR.	CAVITE PROVINCE
286.	ROLANDO BAYBAY	CAVITE PROVINCE
287.	SHANE SHEIKA AMULONG	CAVITE PROVINCE
288.	SHELA MARIE E. SARMIENTO	CAVITE PROVINCE
289.	GLAIZA MAE H. COME	CAVITE PROVINCE
290.	PRECIOUS MAÑABO	CAVITE PROVINCE
291.	MARSHIELA D. ABDULA	CAVITE PROVINCE
292.	DIANA D. GAGARIN	CAVITE PROVINCE
293.	KRIZETTE P. GRANADA	CAVITE PROVINCE
294.	RICRIS RAPADA DEPOSAY	CAVITE PROVINCE
295.	ALJON L. DINLASAN	CAVITE PROVINCE
296.	SHAINA RITA I. KREBS	CAVITE PROVINCE
297.	LAARNI P. APAWAN	CAVITE PROVINCE
298.	MELVIN M. MOJICA	CAVITE PROVINCE
299.	CAREN E. LEX MILLIONIC	CAVITE PROVINCE
300.	JADE M. DIMCO	CAVITE PROVINCE
301.	RAIHANN AARAV GABO	CAVITE PROVINCE
302.	JHUCEL A. DEL ROSARIO	CAVITE PROVINCE

No.	NAME	SDO
303.	GERAMIE JOHN HAROLD S. GARAS	DASMARIÑAS CITY
304.	VICBERT N. MACEDA	DASMARIÑAS CITY
305.	BRYAN C. RACUYA	DASMARIÑAS CITY
306.	RICHER C. FERNANDEZ	DASMARIÑAS CITY
307.	MICHAEL G. MACALINAO	DASMARIÑAS CITY
308.	JOVELLE F. PADERNOS	DASMARIÑAS CITY

No.	NAME	SDO
309.	SHERALD C. SALAMAT	GENERAL TRIAS CITY
310.	JOHN NICO N. BEHIL	GENERAL TRIAS CITY
311.	IVAN BRIAN L. INDUCTIVO	GENERAL TRIAS CITY

No.	NAME	SDO
312.	ALLEYN MAE C. LIZANO	IMUS CITY

No.	NAME	SDO
313.	DHARVIN F. RAMOS	LAGUNA
314.	JAYPEE E. LOPO	LAGUNA

No.	NAME	SDO
315.	GISELLE Z. REMOLONA	LUCENA CITY

No.	NAME	SDO
316.	MAHARLIKA D. PORQUERINO	QUEZON PROVINCE

317.	KELVIN A. RAMINTAS	QUEZON PROVINCE
318.	VIEN LESTER L. FLORES	QUEZON PROVINCE

No.	NAME	SDO
319.	CLARISSE P. CAGUNTAS	RIZAL
320.	GERALDINE V. TONITO	RIZAL

No.	NAME	SDO
321.	JOVEN D. MENDOZA	SAN PABLO CITY
322.	JAYSON K. LATADE	SAN PABLO CITY

No.	NAME	SDO
323.	RAISSA P. MARQUEZ	SANTA ROSA CITY
324.	RIANNE EVANGELISTA	SANTA ROSA CITY
325.	GERALD G. DE JESUS	SANTA ROSA CITY
326.	SIMONET P. ESTOPACE	SANTA ROSA CITY

No.	NAME	SDO
327.	JOHN RONNEL G. POPA	TANAUAN CITY
328.	CHEDY SHANE G. LOPEZ	TANAUAN CITY

No.	NAME	
329.	BENEDICT REYNA	RESOURCE SPEAKER
330.	HARRY MONZON	RESOURCE SPEAKER
331.	MELANIE RAMIREZ	RESOURCE SPEAKER
332.	GERARD CONCEPCION	RESOURCE SPEAKER
333.	AL ROMUALD ESTRELLA	RESOURCE SPEAKER
334.	DOMINIC AGSAWAY	RESOURCE SPEAKER
335.	IVAN BRYAN REVERENTE	RESOURCE SPEAKER
336.	DARYL TEVES	RESOURCE SPEAKER
337.	RAYMOND ROBERT SANTOS	RESOURCE SPEAKER
338.	JERRY GRACIO	RESOURCE SPEAKER
339.	GENARO R. GOJO CRUZ	RESOURCE SPEAKER
340.	ZARAH GAGATIGA	RESOURCE SPEAKER
341.	RAQUEL E. SISON-BUBAN	RESOURCE SPEAKER
342.	AURORA E. BATNAG	RESOURCE SPEAKER
343.	MARIA CARLIZZA C. PAGADUAN	RESOURCE SPEAKER
344.	HAROLD MONZON	RESOURCE SPEAKER
345.	JEJOMAR C. ALDA	RESOURCE SPEAKER
346.	JHUCEL A. DEL ROSARIO	RESOURCE SPEAKER
347.	JOHN RONNEL G. POPA	RESOURCE SPEAKER
348.	EMIL REAMBILLO	RESOURCE SPEAKER
349.	ZALDY O. BUENO	RESOURCE SPEAKER
350.	MARLON DE JESA	RESOURCE SPEAKER



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

Enclosure 2. Regional Technical Working Group

**Regional Orientation to 100 Pilot School Implementers of the ADM
One-Stop Shop Program**

August 25-27, 2025

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

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
Virgilio O. Guevarra	Regional Personnel
Lowiesito O. Erni	Regional Personnel
John Christian P. Galvez	Regional Personnel
Neal Protacio	Regional Personnel
Redgynne A. Bernales	Regional Personnel
Lhovie C. Damian	Regional Personnel
Nenette Arcelle Joy P. Larinay	Regional Personnel
Jerusalem V. Cruz	Regional Personnel

B. Resource Persons	
Dr. Loida N. Nidea	Assistant Regional Director
Dr. Viernalyn M. Nama	CLMD Chief ES
Dr. Luz E. Osmania	QAD Chief
Ms. Angelika D. Jabines	SVEPS-BLD
Rosalina J. Villaneza	SVEPS-BLD
Melvin D. Punzalan	Computer Programmer II

Enclosure No. 3

3 DAY MATRIX
Regional Orientation to 100 Pilot School Implementers of the ADM
One-Stop Shop Program

August 25-27, 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
10:30-12:00	The Region's Road Map for ADM Program	Dr. Viernalyn M. Nama Chief ES, CLMD
12:15 – 1:00	LUNCH	PMT
1:00 – 1: 15	MANAGEMENT OF LEARNING	PMT
1:15-3:00	The HOWs of ADM Tablet and Its LMS (Guidelines on the Distribution, Accountability Measures, LMS Guide)	Mr. Melvin D. Punzalan ITO ICT Unit
3:00 – 3:15	SNACKS	PMT
3:15 – 4:15	Continuation...	Mr. Melvin D. Punzalan ITO ICT Unit
4:15 – 4:45	ADM LR Matters	Mr. Redgelyn Bernales
4:45 – 5:00	Wrapped Up/ Announcements ROOM ASSIGNMENTS & CHECK-IN	PMT
Day 2		
Time	Sessions/Activities	Person-in-Charge
7:45 – 8:30	Management of Learning	PMT
8:00 – 10:00	The Region's Road Map for ADM Program (REDP)	Dr. Loida N. Nidea, CESO V Assistant Regional Director
10:00 – 10:30	SNACKS	PMT
10:30 – 12:15	The Direction & PPAs of BLD-ADM	Rosalina J. Villaneza, Chief Education Program Specialist
12:15 – 1:00 PM	LUNCH	PMT
1:00 – 3:15 PM	Updates and Ways Forward of ADM Program and Pilot Implementation of ADM One-Stop-Shop	Ms. Angelika D. Jabines, SVEPS
3:15 – 3:30 PM	SNACKS	PMT
3:30 – 4:30 PM	A Strategic Lens on CLMD's KRA 2: Contextualized Learning Delivery	Eugene Ray F. Santos Education Program Supervisor
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 Budget Matters: ADM Budget Utilization Report and PSF Provisions	Ms. Angelika D. Jabines, SVEPS
10:00 – 10:15	SNACKS	PMT
10:15 – 11:15	Quality Assurance Division Process on ADM Program's Application for Special Order	Dr. Emelia Aytona QAD Education Program Supervisor
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 ADM Road Map	Philips T. Monterola SNED Regional Focal Person, CLMD
2:30 – 3:150	CLOSING PROGRAM	PMT
	Thank you!	



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Enclosure 4

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.



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D. The Facilitators shall:

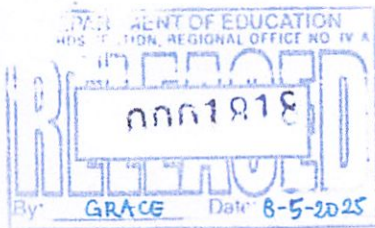
- Lead the MOL;
- Check the attendance;
- Introduce the participants and resource speakers;
- Lead the FGD;
- Prepare materials needed for the workshop;
- Facilitate the collection and presentation of outputs;
- Give the synthesis;
- Ensure maximum & active participation of the participants; and
- Address 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.



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



15 July 2025

Regional Memorandum
No. 542, s. 2025

**REGIONAL ORIENTATION TO 100 PILOT SCHOOL
IMPLEMENTERS OF THE ALTERNATIVE
DELIVERY MODE (ADM) ONE-STOP
SHOP PROGRAM**

To **Schools Division Superintendents**

1. To ensure a unified understanding and effective pilot implementation of the Alternative Delivery Mode (ADM) One-Stop Shop Program of the 100 school implementers in the Region, this Office through the Curriculum and Learning Management Division (CLMD) will hold the Regional Orientation to 100 Pilot School Implementers of the ADM One-Stop Shop Program on August 25-27, 2025 at a venue that will be announced through a separate issuance.
2. This activity aims to lay the foundation for the effective rollout of this initiative. It will serve as a strategic capacity-building activity to ensure that key school-level stakeholders have a clear understanding of the program's framework, operational guidelines, and expected outcomes. Specifically, the orientation will:
 - a. present the key provisions and implementation strategies outlined in the Policy Guidelines on ADM One-Stop Shop Program;
 - b. guide pilot schools in establishing functional ADM teams aligned with the one-stop shop model;
 - c. provide tools and protocols for learner profiling, instructional planning, monitoring, and reporting;
 - d. share good practices, challenges, and contextual innovations in ADM delivery; and
 - e. foster a network of pilot implementers that can serve as learning hubs and mentoring sites for future scale-up.
3. Participants in this activity are Division Supervisors of ADM, School Heads and Teachers of the 100 pilot school implementers of One-Stop Shop Program. The list of participants, together with the Indicative Program of Activities,



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Program Management Team (PMT), and Terms of Reference (ToR) will be issued through a separate memorandum.

4. All expenses relative to the conduct of this activity, such as food and accommodation, honorarium of the resource speakers, and training and advocacy materials shall be charged against 2025 Flexible Learning Options – Alternative Delivery Mode (FLO-ADM) Funds in accordance with the Cash-Based Budgeting System and consistent with the General Provisions of the FY 2025 GAA. Meanwhile, transportation and incidental expenses may be charged against any available local funds, subject to the usual government accounting and auditing rules and regulations.
5. For questions and clarifications, you may contact Philips T. Monterola, Regional Coordinator-ADM, CLMD, via email at philips.monterola@deped.gov.ph.
6. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director