



October 3, 2016

**DIVISION MEMORANDUM**

NO. 171 s. 2016

To: ASDS  
Division Chiefs  
Public Schools District Supervisors  
Elementary & Secondary School Principals  
School ALS Coordinators  
All Others Concerned

**ALS ORIENTATION AND SEMINAR WORKSHOP OF  
INSTRUCTIONAL MANAGERS**

1. This is to inform the field of the ALS Orientation and Seminar Workshop of Instructional Managers on October 5-7, 2016 from 8:00 AM to 5:00 PM at eSkwela Center, Pabahay Muzon, this City.
2. The activity aims to enhance Instructional Managers' understanding of ALS concepts, methods of implementation, standards of engagement, trends and social mobilization.
3. The lunch and snacks of the participants shall be charged against the City General Fund subject to the usual accounting and auditing rules and regulations.
4. Attached is the training matrix for immediate reference.
5. Dissemination of this memorandum to all concerned is enjoined.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent



"Collaborating with our Leaders, Caring for our Learners"





Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**CITY SCHOOLS DIVISION**  
**CITY OF SAN JOSE DEL MONTE**  
**ALTERNATIVE LEARNING SYSTEM**



**ALS ORIENTATION AND SEMINAR WORKSHOP OF INSTRUCTIONAL MANAGERS**  
**Theme: 'Sa ALS Kayang Kaya Pag Sama-Sama**  
**October 5-7, 2016**

| TIME        | October 5, 2016<br>Wednesday                                                                                                                                                                        | Resource Speaker<br>Focal Person                     | OCTOBER 6, 2016<br>Thursday                                                                                                                          | Resource Speakers<br>Focal Person                                                     | OCTOBER 7, 2016<br>Friday                                                     | Resource Speakers<br>Focal Person |
|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-----------------------------------|
| 8:00-8:10   | Registration of Participants, Training Facilitators, Speakers, Guests                                                                                                                               | NORABEL JUAN<br>Literacy Volunteer                   | Morning Praise,<br>Roll Call & Energizers,<br>Recap                                                                                                  | Assigned participants                                                                 | Morning Praise,<br>Roll Call & Energizers,<br>Recap                           | Assigned participants             |
| 8:10-8:20   |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 8:20-8:30   |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 8:30-8:40   | Opening Program                                                                                                                                                                                     | JUDITH LYN<br>APAWAN, Mobile Teacher                 | What is IPCRF?<br>Make a sample output of IPCRF                                                                                                      | VILMA A. MARQUEZ<br>ALS Education Program Specialist                                  | Education Situation Recap:<br>Mission, Vision, Goals<br>Engagement procedures | SENEN JANE<br>EPS ALS             |
| 8:40-8:50   |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 8:50-9:00   | SNACK BREAK                                                                                                                                                                                         | VILMA A. MARQUEZ<br>ALS Education Program Specialist | SNACK BREAK                                                                                                                                          | SNACK BREAK                                                                           | SNACK BREAK                                                                   | SNACK BREAK                       |
| 9:00-9:10   |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 9:10-9:20   |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 9:20-9:30   |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 9:30-9:40   |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 9:40-9:50   | How to conduct a community mapping? What is the importance of education survey, what are the tools used? What tools, forms & document your work to assess your effort progress and reportorial req. | ROMAN F. CACHO<br>ALS East District Coordinator      | Reporting system The importance of reporting and datakeeping Hands On practice in data encoding of MIS 001, 002, and other reportorial requirements. | ROMAN F. CACHO<br>ALS East District Coordinator & EVANESSA GARALDE,<br>Mobile Teacher | The 4A Teaching Methods                                                       | SENEN JANE<br>EPS ALS             |
| 9:50-10:00  |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 10:00-10:10 | SNACK BREAK                                                                                                                                                                                         | ROMAN F. CACHO<br>ALS East District Coordinator      | Reporting system The importance of reporting and datakeeping Hands On practice in data encoding of MIS 001, 002, and other reportorial requirements. | ROMAN F. CACHO<br>ALS East District Coordinator & EVANESSA GARALDE,<br>Mobile Teacher | The 4A Teaching Methods                                                       | SENEN JANE<br>EPS ALS             |
| 10:10-10:20 |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 10:20-10:30 | SNACK BREAK                                                                                                                                                                                         | ROMAN F. CACHO<br>ALS East District Coordinator      | Reporting system The importance of reporting and datakeeping Hands On practice in data encoding of MIS 001, 002, and other reportorial requirements. | ROMAN F. CACHO<br>ALS East District Coordinator & EVANESSA GARALDE,<br>Mobile Teacher | The 4A Teaching Methods                                                       | SENEN JANE<br>EPS ALS             |
| 10:30-10:40 |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 10:40-10:50 | SNACK BREAK                                                                                                                                                                                         | ROMAN F. CACHO<br>ALS East District Coordinator      | Reporting system The importance of reporting and datakeeping Hands On practice in data encoding of MIS 001, 002, and other reportorial requirements. | ROMAN F. CACHO<br>ALS East District Coordinator & EVANESSA GARALDE,<br>Mobile Teacher | The 4A Teaching Methods                                                       | SENEN JANE<br>EPS ALS             |
| 10:50-11:00 |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 11:00-11:10 | SNACK BREAK                                                                                                                                                                                         | ROMAN F. CACHO<br>ALS East District Coordinator      | Reporting system The importance of reporting and datakeeping Hands On practice in data encoding of MIS 001, 002, and other reportorial requirements. | ROMAN F. CACHO<br>ALS East District Coordinator & EVANESSA GARALDE,<br>Mobile Teacher | The 4A Teaching Methods                                                       | SENEN JANE<br>EPS ALS             |
| 11:10-11:20 |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 11:20-11:30 | SNACK BREAK                                                                                                                                                                                         | ROMAN F. CACHO<br>ALS East District Coordinator      | Reporting system The importance of reporting and datakeeping Hands On practice in data encoding of MIS 001, 002, and other reportorial requirements. | ROMAN F. CACHO<br>ALS East District Coordinator & EVANESSA GARALDE,<br>Mobile Teacher | The 4A Teaching Methods                                                       | SENEN JANE<br>EPS ALS             |
| 11:30-11:40 |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |
| 11:40-11:50 | SNACK BREAK                                                                                                                                                                                         | ROMAN F. CACHO<br>ALS East District Coordinator      | Reporting system The importance of reporting and datakeeping Hands On practice in data encoding of MIS 001, 002, and other reportorial requirements. | ROMAN F. CACHO<br>ALS East District Coordinator & EVANESSA GARALDE,<br>Mobile Teacher | The 4A Teaching Methods                                                       | SENEN JANE<br>EPS ALS             |
| 11:50-12:00 |                                                                                                                                                                                                     |                                                      |                                                                                                                                                      |                                                                                       |                                                                               |                                   |



| Lunch Break    |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
|----------------|---------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|--------------------------------|-------------------------------------|
| 12:00-1:00     |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 1:00-1:10      | Do's & Don'ts in Partnership Building, Its importance in ALS implementation                             | FROILAN V. HERRERA, ALS East District Coordinator and SHERWIN ROJAS, Mobile Teacher | Reporting system; importance of reporting and datakeeping Hands On practice in data encoding of MLS 001, 002, and other reportorial requirements. | ROMAN F. CACHO, ALS East District Coordinator & EVANESSA GARALDE, Mobile Teacher | 4As DEMO TEACHING              | Participants                        |
| 1:10-1:20      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 1:20-1:30      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 1:30-1:40      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 1:40-1:50      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 1:50-2:00      | ALS Curriculum; Formal School & ALS Compared; 5 Teaching Modes & The 5 Learning Strands; The A&E System |                                                                                     | Yearly Calendar of ALS Activities Mapping, Classes Review, Seminars Cultural & sports Graduation, PED                                             | VILMA A. MARQUEZ Education Program Specialist                                    |                                |                                     |
| 2:00-2:10      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 2:10-2:20      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 2:20-2:30      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 2:30-2:40      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 2:40-2:50      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 2:50-3:00      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 3:00-3:10      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 3:10-3:20      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 3:20-3:30      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 3:30-3:40      | SNACK BREAK                                                                                             |                                                                                     | SNACK BREAK                                                                                                                                       |                                                                                  | Closing Program<br>Snack Break | Judith Lyn Apawan<br>Mobile Teacher |
| 3:40-3:50      | ILA & FLT The ALS Modules Lesson Planninr                                                               | FROILAN V. HERRERA, ALS East District JOEL JAVILLIONAR & ALS Mobile Teacher         | Sharing of CLC experiences, Learners attitude, Community engagement experiences                                                                   | MILAGROS DURAN, JUDITH APAWAN Mobile Teachers                                    | Homeward bound                 |                                     |
| 3:50-4:00      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 4:00-4:10      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 4:10-4:20      | Workshop on ILA, FLT and Lesson Planning                                                                |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 4:20-4:30      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 4:30-4:40      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 4:40-4:50      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 4:50-5:00      |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |
| 5:00-6:00      | Housekeeping                                                                                            | Assigned personnel                                                                  | Housekeeping                                                                                                                                      | Assigned personnel                                                               | Housekeeping                   | Assigned personnel                  |
| HOMeward BOUND |                                                                                                         |                                                                                     |                                                                                                                                                   |                                                                                  |                                |                                     |

Prepared by:

**VILMA A. MARQUEZ**

Education Program Specialist II, ALS

Noted:

**DR. ROLANDO F. SOTELO**

Chief, CID

Submitted by:

**SENEN B. JANE**

Education Supervisor I, ALS