



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

DEC 03 2024

MEMORANDUM

**ALTERNATIVE DELIVERY MODE (ADM) ORIENTATION – WORKSHOP
FOR SCHOOL FOCAL PERSONS IN THE ADM OPERATIONALIZATION IN SCHOOLS**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

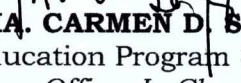
1. This Office announces the conduct of the Alternative Delivery Mode (ADM) Orientation – Workshop for School Focal Persons for the ADM Operationalization in Schools on **December 4 and 5, 2024 (Wednesday and Thursday); 8:00 a.m. to 5:00 p.m.** at the SDO Activity Area 4th Floor, Student Center for Life Skills Building, Centennial Avenue, Tunasan, Muntinlupa City.
2. The activity aims to capacitate the participants understanding of the Alternative Delivery Mode and its application in crisis situations; equip participants with skills to develop school-based Education in Emergencies (EiE) plans that include flexible and alternative learning options; strengthen monitoring and evaluation mechanisms to ensure the effective implementation of EiE interventions; and foster collaboration among school leaders and communities in ensuring learning continuity.
3. Attached in this Memorandum is the two-day activity matrix and list of participants. A substitution scheme for teacher-representatives should be properly enforced to avoid disruption of classes. Participants are expected to bring their laptops.
4. Immediate and wide dissemination of this Memorandum is desired.

For:

VIOLETA M. GONZALES

Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

By:


MA. CARMEN D. BOLAYAO
Education Program Supervisor
Officer-In-Charge

Office of the Assistant Schools Division Superintendent

UN-2024-486

Encl: None
 Reference: As stated
 To be indicated in the Perpetual Index
 Under the following subjects

TEACHERS

LEARNERS

ALTERNATIVE DELIVERY MODE

MELL/ ALTERNATIVE DELIVERY MODE (ADM) ORIENTATION – WORKSHOP FOR SCHOOL FOCAL PERSONS IN THE ADM OPERATIONALIZATION IN SCHOOLS
 ___/ December 3, 2024

Enclosure 1: Activity Matrix

**ALTERNATIVE DELIVERY MODE (ADM) ORIENTATION – WORKSHOP
 FOR SCHOOL FOCAL PERSONS IN THE ADM OPERATIONALIZATION IN SCHOOLS**

December 4 and 5, 2024 (Wednesday and Thursday) 8:00 a.m. to 5:00 p.m
 SDO Activity Area 4th Floor, Student Center for Life Skills Building, Centennial Avenue, Tunasan, Muntinlupa City

Time	Activity	Persons Involved
Day 1: December 4, 2024 8:00 – 8:30 AM Breakfast and Registration		
8:31 – 9:00 AM	Preliminaries (Opening Program): Galaw Pilipinas, National Anthem, Prayer, DepEd Policy Statement, Mission, Vision and Core Values, SDO Hymn Acknowledgement of Participants Statement of the Purpose Message	PMT AVP Ms. Mariel Eugene L. Luna <i>EPS and Division ADM Focal Person</i> Ms. Madeline Ann L. Diaz <i>Chief Education Supervisor, CID</i> Dr. Violeta M. Gonzales <i>Assistant Schools Division Superintendent OIC, Office of the Schools Division Superintendent</i>
9:01 – 10:00 AM	Topic 1: ADM Issuances and Updates	Ms. Mariel Eugene L. Luna <i>EPS and Division ADM Focal Person</i>
10:01 AM – 11:00 AM	Topic 2: ADM in Education in Emergencies	Ms. Maria Elena B. Araja <i>Head Teacher V, MBHS</i>
11:01 AM – 12:00 NN	Topic 3: Duties and Responsibilities of the ADM Focal Person	Ms. Mariel Eugene L. Luna <i>EPS and Division ADM Focal Person</i>
12:01 – 1:00 PM	Lunch Break	
1:01 – 2:00 PM	Topic 4: Presentation and Cliniquing of the Process Flow during Education in Emergencies	Ms. Mariel Eugene L. Luna <i>EPS and Division ADM Focal Person</i>
2:01 – 4:45 PM	Workshop: Moving Forward for ADM Sustainability in Schools	Ms. Mariel Eugene L. Luna <i>EPS and Division ADM Focal Person</i>
4:46 – 5:00 PM	Clearing House	
Day 2: December 5, 2024 8:00 – 8:30 AM Breakfast and Registration		
8:31 – 9:00 AM	Preliminaries (Opening Program): Galaw Pilipinas, Nationalistic Song, Prayer, DepEd Policy Statement, Mission, Vision and Core Values, SDO Hymn	PMT AVP
9:01 AM – 12:00 NN	Continuation Workshop on Moving Forward for ADM Sustainability in Schools	<i>Learning Area Supervisors and Participants</i>
12:01 – 1:00 PM	Lunch Break	

1:01 – 2:00 PM	Continuation Workshop on Moving Forward for ADM Sustainability in Schools	<i>Learning Area Supervisors and Participants</i>
2:01 – 4:45 PM	Presentation of Outputs per Learning Area	<i>Learning Area Supervisors and Participants</i>
4:46 – 5:00 PM	Clearing House	

Enclosure 2: List of Participants

**ALTERNATIVE DELIVERY MODE (ADM) ORIENTATION – WORKSHOP
FOR SCHOOL FOCAL PERSONS IN THE ADM OPERATIONALIZATION IN SCHOOLS**

December 4 and 5, 2024 (Wednesday and Thursday) 8:00 a.m. to 5:00 p.m

SDO Activity Area 4th Floor, Student Center for Life Skills Building, Centennial Avenue, Tunasan, Muntinlupa City

	OFFICE/ SCHOOL	NAME	DESIGNATION
1	SDO- OASDS	Violeta M. Gonzales	OIC- Schools Division Superintendent
2	SDO – CID	Madeline Ann L. Diaz	Chief Education Supervisor
3	SDO Instructional Management Unit	Mariel Eugene L. Luna	Education Program Supervisor - AP
4		Marissa M. Andanza	Education Program Supervisor - Kinder
5		Armida S. Oblinada	Education Program Supervisor - Science
6		Ma. Carmen D. Solayao	Education Program Supervisor - English
7		Edison C. Enerlas	Education Program Supervisor - MAPEH
8		Lambert G. Quezada	Education Program Supervisor - Math
9		John Albert B. Colle	Education Program Supervisor - Filipino
10		Liliosa B. Palce	Education Program Supervisor - EsP
11		Leonaida L. Gutierrez	Education Program Supervisor - TVL
12		SDO LR Management Unit	Cecilia A. Ilarde
13	Victoria Homes ES	Jecelyn Salmon	Master Teacher I
14	Poblacion ES	Dr. Joana E. Nugoy	Master Teacher I
15	Itaas ES	Enrico D. Madarcos	Master Teacher II
16	Muntinlupa ES	Delia B. Tanseco	Master Teacher II
17	Tunasan ES	Melissa D. Columna	Master Teacher II
18	Lakeview Integrated School	Mervin F. Gona	Master Teacher II
19	F. De Mesa ES	Cherry Mae Fuentes	Master Teacher I
20	Soldiers Hills ES	Raquel L. Montana	Master Teacher I
21	Putatan ES	Mary Jean Pangan	Master Teacher I
22	Bayanan ES – Main	Narcisa R. Inocencio	Master Teacher I
23	Bayanan ES – Unit 1	Ferdinand Gaddi	Master Teacher I
24	Alabang ES	Emily M. Lapuz	Teacher III
25	Filinvest Alabang ES	Juliet D. Jajalla	Master Teacher I
26	Cupang ES – Main	Almarie F. Morales	Master Teacher II
27	Cupang ES – Annex	Rhea D. Dula	Teacher III
28	Buli ES	Benelin G. Rumbaoa	Master Teacher II
29	Bagong Silang ES	Dr. Estelita A. Sagun	Master Teacher I
30	Sucacat ES – Main	Vivian Mendoza	Master Teacher I
31	Sucacat ES – Zone 3	Ernah T. Diaz	Master Teacher I
32	Sucacat ES – Zone 4	Sony P. Recto	Master Teacher I
33	Sucacat SHS	Jasmine Velasco	Teacher I
34	Cupang SHS	Virginia V. Cayabyab	Teacher II
35	Muntinlupa Business HS – SA	Arlene Joy C. Mananguit	Master Teacher II
36	Muntinlupa Business HS – Main	Maria Elena B. Araja	Head Teacher V
37	Pedro E. Diaz HS	Josie Zapanta	Master Teacher II
38	Lakeview Integrated School	Maygleen L. Lunar	Head Teacher I
39	Muntinlupa National HS	Verna Liza Ramoran	Teacher III
40	Tunasan National HS	Benjamin Maalala	Teacher III
41	Muntinlupa Science HS	Gemma Jereza	Master Teacher I
42	Poblacion National HS	Hernan DG. Nobleta	Head Teacher III
43	PMT	Vina Angela A. Padlan	Administrative Officer II
44		Rhea P. Garcia	Administrative Assistant II
45		Vanessa D. Clamana	Administrative Assistant VI