



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

*Office of the Schools Division Superintendent*

**DIVISION MEMORANDUM**

CID-2025-0561

To: Janette G. Veloso, CESO VI – Assistant Schools Division Superintendent  
Eduard C. Amoguis, EdD – Chief Education Supervisor, CID  
Lordelyn A. Buyo, EdD – Education Program Supervisor  
Eric P. Indie – PSDS, Sto. Tomas West District  
Bernardo F. Boyles – PSDS, Carmen District  
Reynaly G. Santos – District Coordinating Principal, Kapalong West

Subject: **ATTENDANCE TO THE WORKSHOP OF THE COURSE DESIGNS FOR ADDITIONAL FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP) COURSES (WORK READINESS AND VOTERS EDUCATION) PHASE 3 AND 4**

Date: June 19, 2025

1. Attached is the Regional Memorandum CLMD-2025-295 titled Attendance to the Workshop of the Course Designs for Additional Functional Education and Literacy Program (FELP) Courses (Work Readiness and Voters Education) Phase 3 and 4. The specifics are:

Activity	Date	Venue
Phase 3: Evaluation of the Additional Course Kits: Work Readiness Education and Voter Education	June 20-23, 2025	Macatabo Farm, Brgy. Cadalian, Baguio District, Davao City
Phase 4: Revision of the Evaluated Additional FELP Course Kits	June 23-26, 2025	

2. Participants from this Division are listed below:

- 2.1: Activity: Phase 3: Evaluation of the Additional Course Kits: Work Readiness Education and Work Education  
Date: June 20-23, 2025

No.	Course / Theme	Name	Designation	Office	Role
1.	Break-out Session 1: Module Title: Work Readiness Education	Shiela D. Sionosa	EPSP II	CID-ALS	Writer



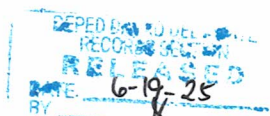
**Republic of the Philippines**  
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**REGION XI**  
**SCHOOLS DIVISION OF DAVAO DEL NORTE**

2.2: Activity: Revision of the Evaluated Additional FELP Course Kits

Date: June 23-26, 2025

No.	Course/Theme	Name	Designation	School/Office	Role
1.	Break-out Session 1: Module Title: Work Readiness Education	Shiela D. Sionosa	EPSp II	CID - ALS	Writer
2.		Jocelyn D. Fernandez	Principal IV	Sampao IS/ Kapalong West	Writer
3.		Florence P. Malinao	ALS Teacher	STCESSS SBLC/Sto. Tomas West	Writer
4.		Melody Joy A. Haro	ALS Teacher	Anibongan SBLC/ Carmen	Writer
5.		Lordelyn A. Buyo	EPS- ALS FP	CID	Overseer/ Validator

- The School Heads are advised to ensure that classes are managed during the participation of teachers in the activity to strictly observe the “No Disruption of Class Policy” as per DepEd Order No. 9, s. 2025 entitled “Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith”.
- Participants shall be granted with 2-day Compensatory Overtime Credit for non-teaching personnel /Service Credits for teaching personnel for their participation on June 21-22, 2025 (Saturday & Sunday)) per DepEd Order No. 53, s. 2003 or the Updated Guidelines on Grant of Vacation Service Credits to Teachers and Non-Teaching Personnel.
- Food and accommodation are chargeable against ALS PSF FELP-OSEC-11-25-00102 while travel and other incidental expenses of the participants shall be charged to the Schools Division Office downloaded funds ALS PSF and other local funds subject to the usual government accounting and auditing rules and regulations.
- In adherence to all policies, everyone is encouraged to continuously support and value equality and diversity (Equal Opportunity Principle) within the Department.
- Kindly refer to the enclosures of the memorandum for further details.
- Immediate dissemination of this Memorandum to all concerned is desired.



**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

cid/sds

Fm: Attendance to the Workshop of the Course Designs for Additional FELP Courses (Work Readiness And Voters Education) Phase 3 and 4





Republic of the Philippines  
**Department of Education**  
DAVAO REGION

June 9, 2025

REGIONAL MEMORANDUM  
CLMD-2025-295

ATTENDANCE TO THE WORKSHOP OF THE COURSE DESIGNS FOR ADDITIONAL  
FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP) COURSES  
(WORK READINESS AND VOTERS EDUCATION) PHASE 3 AND 4

To: Schools Division Superintendents

1. The Bureau of Alternative Education (BAE) and the Department of Education Region XI, Curriculum and Learning Management Division – Alternative Learning System will conduct a Workshop of the Course Designs for Additional Functional Education and Literacy Program (FELP) Courses (Work Readiness and Voters Education). The specifics are:

Activity	Date	Venue
Phase 3: Evaluation of the Additional Course Kits: Work Readiness Education and Voter Education	June 20-23, 2025	Macatabo Farm, Brgy. Cadalian, Baguio District, Davao City
Phase 4: Revision of the Evaluated Additional FELP Course Kits	June 23-26, 2025	

2. List of participants and the program matrix are in Annexes 1.A and 1.B. Participants are requested to bring laptops and other gadgets needed in the activity.

3. The School Heads are advised to ensure that classes are managed during the participation of teachers in the activity to strictly observe the "No Disruption of Class Policy" as per DepEd Order No. 9, s. 2005 entitled "Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance Therewith".

4. Participants shall be granted with two-days Compensatory Overtime Credit for non-teaching personnel/ Service Credits for teaching personnel for their participation on June 21-22, 2025 (Saturday and Sunday) per DepEd Order No.53, s. 2003 or the Updated Guidelines on Grant of Vacation Service Credits to Teachers and Non-Teaching Personnel.

5. Food and accommodation are chargeable against ALS PSF FELP-OSEC-11-25-00102 downloaded to Davao City Division, while travel and other incidental expenses of the participants shall be charged to the Schools Division Office's downloaded funds ALS PSF and other local funds subject to the usual government accounting and auditing rules and regulations.

6. All other details are in the enclosure.

7. Immediate dissemination and strict compliance of this Memorandum to all concerned is directed.

RECORDS SECTION  
RELEASED

By: *[Signature]*  
Date: June 13, 2024  
20474

**ALLAN G. FARNAZO**  
Director IV

ROC6/msl



Address: F. Torres St., Davao City (8000)  
Telephone Nos.: (082) 291-1665; (082) 221-6147  
Email Address: region11@deped.gov.ph  
Website: www.depedroxi.ph





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**Annex 1. A**

**LIST OF PARTICIPANTS**  
**Evaluation of the Additional Course Kits: Work Readiness Education and Voter Education**

Date: June 20-23, 2025

Venue: Macatabo Farm, Brgy. Cadalian, Baguio District, Davao City

No	Course/Theme	Name	Designation	Division	Role
1	Break-out Session 1 Module Title: Work Readiness Education	Braian B. Mahinay	SEPS, SGOD	Davao City	Lead Writer
2		Rogelio Rodel	EPS, LR	Davao City	Evaluator/Validator
3		Jhoniell S. Razonable	EPSA	Davao Occidental	Writer
4		Shiela D. Sionosa	EPSA	Davao Del Norte	Writer
5		Miguel H. Panugan Jr.	Principal I	Mati City	Writer
6		Erlivic Bajade	Teacher	CBNHS, Davao City	Writer
7		Myrane Ablanque	Teacher	CBNHS, Davao City	Writer
8		Participants from DOLE			
9		(To be identified)			
10	Break-out Session 2 Module Title: Voter Education	Christen Greece Ochavillo	ALS Teacher	Panabo City	Lead Writer
11		Verleto C. Florentino	Principal III	Davao del Sur	Writer
12		Leah C. Paña	PSDS	Davao City	Writer
13		Silvano Camillo	OIC PSDS	Davao Occidental	Writer
14		Mario Jr. T. Rivera	ALS SHS Teacher	IGACOS	Writer
15		Charlyn Emata	EPS, LR	Tagum City	Evaluator/Validator
16		Jake Guitorig	Teacher	CBNHS, Davao City	Writer
17		Teresa Verbo	Teacher	CBNHS, Davao City	Writer
18		Jasper N. Econg	ALS Teacher	Davao City	Writer
19		Participant from COMELEC			
20		(To be identified)			
21	RO XI	Mary Jeanne B. Aldeguer	Chief ES	RO XI CLMD	PMT-Chair
22		Maricel S. Langahid	EPS Regl. ALS FP	RO XI CLMD	PMT-Co-Chair
23		Analiza Almazan	EPS, LRM	RO XI CLMD	Evaluator/Validator
24		Rochelle Mae E. Sadaya	ALS Staff/JO	RO XI CLMD	TWG-Member
25		Vincent B. Dinero	ALS Staff/JO	RO XI CLMD	TWG-Member

Prepared by:

  
**MARICEL S. LANGAHID**  
 EPS CLMD, Regional ALS Focal Person

roc6/msl





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**Annex 1. B**

**LIST OF PARTICIPANTS**  
**Revision of the Evaluated Additional FELP Course Kits**

Date: June 23-26, 2025

Venue: Macatabo Farm, Brgy. Cadalian, Baguio District, Davao City

No	Course/ Theme	Name	Designation	Division	Role
1	Break-out Session 1 Module Title: Work Readiness Education	Braian B. Mahinay	SEPS, SGOD	Davao City	Lead Writer
2		Rogelio Rodel	EPSA, LR	Davao City	Evaluator/ Validator
3		Jhoniell S. Razonable	EPSA	Davao Occidental	Writer
4		Shiela D. Sionosa	EPSA	Davao Del Norte	Writer
5		Alma C. Ando	School Head	Davao Oriental	Writer
6		Gemma C. Mabalod	School Head	Tagum City	Writer
7		Gladys F. Aldaya	School Principal II	Davao de Oro	Writer
8		Jocelyn D. Fernandez	Principal	Davao del Norte	Writer
9		John Paul Albarracin	ALS Teacher	Tagum City	Writer
10		Ralph Evander Idul	ALS Teacher	Tagum City	Writer
11		Teresita Manceras	ALS Teacher	Tagum City	Writer
12		Arnel Dungog	ALS Teacher	Tagum City	Writer
13		Florence P. Malinao	ALS Teacher	Davao del Norte	Writer
14		Melody Joy A. Haro	ALS Teacher	Davao del Norte	Writer
15		Erlivic Bajade	Teacher	CBNHS, Davao City	Writer
16		Myrane Ablanque	Teacher	CBNHS, Davao City	Writer
17		Participants from DOLE (To be identified)			
18					
19		Christen Greece Ochavillo	ALS Teacher	Panabo City	Lead Writer
20		Verleto C. Florentino	Principal III	Davao del Sur	Writer
21		Leah C. Paña	PSDS	Davao City	Writer
22		Silvano Camillo	OIC PSDS	Davao Occidental	Writer
23		Mario Jr. T. Rivera	ALS SHS Teacher	IGACOS	Writer
24	RO XI	Charlyn Emata	EPS, LR	Tagum City	Evaluator/ Validator
25		Jul Khayr Jalali	ALS Teacher	Tagum City	Writer
26		Alfredo III Macayan	ALS Teacher	Tagum City	Writer
27		Cecille Mamay	ALS Teacher	Tagum City	Writer
28		Mary Joy Bibat	ALS Teacher	Tagum City	Writer
29		Mae C. Vasquez	ALS Teacher	Panabo City	Writer
30		Mona Jireh Sebio	ALS Teacher	Panabo City	Writer
31		Jake Guitorig	Teacher	CBNHS, Davao City	Writer
32		Teresa Verbo	Teacher	CBNHS, Davao City	Writer
33		Jasper N. Econg	ALS Teacher	Davao City	Writer
34		Participant from COMELEC (To be identified)			
35					
36		Mary Jeanne B. Aldeguez	Chief ES	RO XI CLMD	PMT-Chair
37		Maricel S. Langahid	EPS Regl. ALS FP	RO XI CLMD	PMT-Co-Chair
38		Analiza C. Almazan	EPS, LRM	RO XI CLMD	Evaluator/ Validator
39		Rochelle Mae E. Sadaya	ALS Staff/JO	RO XI CLMD	TWG-Member
40		Vincent B. Dinero	ALS Staff/JO	RO XI CLMD	TWG-Member
41		Jima A. Gelmo	Div. ALS FP, PSDS	Davao City	Overseer/ Validator
42		Noemi P. Canales	Div. ALS FP, EPS	Davao de Oro	
43		Lordelyn A. Buayo	Div. ALS FP, EPSA	Davao del Norte	
44		Eric C. Tubat	Div. ALS FP, PSDS	Davao del Sur	
45		Nilo S. Octura Jr.	Div. ALS FP, EPS	Davao Occidental	
46		Antonio I. Palma Gil	Div. ALS FP, EPS	Davao Oriental	



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47		Gervasio R. Salinas, Jr., PhD	Div. ALS FP, EPS	Digos City	
48		Jeffrey C. Langga	Div. ALS FP, EPSA	IGACOS	
49		Rone N. Pequiro	Div. ALS FP OIC, EPSA	Mati City	
50		Jaime C. Carlom	Div. ALS FP, EPS	Panabo City	
51		Leila L. Ibita	Div. ALS FP, EPS	Tagum City	

Prepared by:

  
**MARICEL S. LANGAHID**

EPS CLMD, Regional ALS Focal Person

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**Annex 1. A**

**ACTIVITY MATRIX**

**A. Workshop on the Evaluation of the Additional Course Kits: Work Readiness Education and Voter Education.**

Date: June 20-23, 2025  
Venue: Macatabo Farm, Baguio District Calinan, Davao City

Time	Day 0 (June 19, 2025) Friday	Day 1 (June 20, 2025) Saturday	Day 2 (June 21, 2025) Sunday	Day 3 (June 22, 2025) Monday	Day 4 (June 23, 2025) Tuesday
7:00-7:30		BREAKFAST			
7:31-8:00	Arrival/ Registration	Management of Learning			
8:01-9:00		<div>I. <b>OPENING PROGRAM</b> <i>*National Anthem</i> <i>*Prayer</i> <i>*DepEd Quality Policy</i> <i>*Acknowledgment of the *Participants</i> <i>*Welcome Remarks</i> <i>*Message</i> <i>*Statement of the Purpose and Presentation of Mechanics</i> <i>*Photo Opportunity</i></div> <div><b>PLENARY SESSION 1:</b> Overview and Background of Work Readiness and Voter Education for FELP Pilot Implementation</div>	<div><b>Workshop 2:</b> Team Evaluation Discussion with teammate</div>	<div><b>Presentation and Critiquing of Outputs</b></div>	
9:01-10:00					
10:01-10:10		Health Break			
10:11-11:00		<div><b>PLENARY SESSION 2:</b> Orientation on the Guidelines and Mechanics of the Workshop on the Evaluation of Work Readiness and Voter Education for FELP Pilot Implementation.</div> <div><b>PLENARY SESSION 3:</b> Discussion of the Evaluation Tools and Summary of Findings, Correction, and Review Form (SFCR).</div> <div>Distribution of the Assigned Modules for Evaluation.</div>	<div><b>Continuation of Workshop 2:</b> Team Evaluation Discussion with teammate</div>	<div><b>Presentation and Critiquing of Outputs</b></div>	
11:01-12:00					



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12:01-1:00		<b>LUNCH BREAK</b>			
1:01-2:00		<b>Workshop 1</b> Individual Evaluation (Content, Design, Layout, and Pedagogy)	<b>Workshop 3:</b> Preparation of Team Summary of Findings Report	<b>Continuation of the Presentation and Critiquing of Outputs</b>	
2:01-3:00					
3:01-3:10		<b>Health Break</b>			
3:01-4:00		Continuation of Workshop 1 Individual Evaluation (Content, Design, Layout, and Pedagogy)	<b>Continuation of Workshop 3:</b> Preparation of Team Summary Findings Reports	<b>Submission of Final Outputs</b>	
4:01-5:00				<b>CLOSING PROGRAM</b> <i>*National Anthem</i> <i>*Prayer</i> <i>*Insights and Impressions</i> <i>*Message of the Director</i> <i>*Awarding of Certificates</i> <i>*Challenge</i> <i>*Acceptance of Challenge</i> <i>*Closing Remarks</i>	
Expected Outputs		<ul style="list-style-type: none"> <li>Participants were given orientation on the Guidelines and Mechanics of the Workshop on the Quality Assurance of the Newly Developed Additional SHS Modules and Session Guides.</li> </ul>	<ul style="list-style-type: none"> <li>The consolidated, agreed comments and recommendations in the Summary of Correction Reports for FELP.</li> </ul>	<ul style="list-style-type: none"> <li>Submitted final outputs</li> </ul>	
Officer of the Day					





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Annex 1. B

ACTIVITY MATRIX

B. Workshop Revision of the Evaluated Additional FELP Course Kits

Date: June 23-26, 2025  
Venue: Macatabo Farm, Baguio District Calinan, Davao City

Time	Day 0 (June , 2025) Tuesday	Day 1 (June 23, 2025) Wednesday	Day 2 (June 24, 2025) Thursday	Day 3 (June 25, 2025) Friday	Day 4 (June 26, 2025) Saturday
7:00- 7:30	Arrival/ Registration	BREAKFAST			
7:31- 8:00		Management of Learning			
8:01- 9:00		I. OPENING PROGRAM *National Anthem *Prayer *DepEd Quality Policy *Acknowledgment of the Participants *Welcome Remarks *Message *Statement of the Purpose and Presentation of Mechanics *Photo Opportunity	Continuation of Workshop 1: Revision of Assigned Modules	Continuation of Workshop 2: Discussion with the Development Team (Writers, Editors, Illustrators, and Layout Artists) on the consensus revisions to be implemented on the modules.	Workshop 3 Language Review
9:01- 10:00		II. PLENARY SESSION SESSION 1: Overview and Background of Functional Education and Literacy Program (FELP).			
10:01- 10:10		Health Break			
10:11- 11:00			Continuation of Workshop 1: Revision of Assigned Modules	Continuation of Workshop 2 Discussion with the Development Team (Writers, Editors, Illustrators, and Layout Artists) on the consensus revisions to be implemented on the modules.	Finalization of Outputs: Version 2 of Additional ALS
11:01- 12:00					
12:01- 1:00	LUNCH BREAK				



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1:01- 2:00 2:01- 3:00		<b>Workshop 1: Revision of Assigned Modules</b>	<b>Workshop 2:</b> Discussion with the Development Team (Writers, Editors, Illustrators, and Layout Artists) on the consensus revisions to be implemented on the modules.	<b>Workshop 3</b> Language Review	<b>Finalization of Outputs:</b> Version 2 of Additional ALS
3:01- 3:10 3:10- 4:00		<b>Health Break</b>			
4:01- 5:00		<b>Continuation of Workshop 1:</b> Revision of Assigned Modules	<b>Continuation of Workshop 2:</b> Discussion with the Development Team	<b>Workshop 3</b> Language Review	<b>Submission of Final Outputs</b>  <b>CLOSING PROGRAM</b> *National Anthem *Prayer