



Republic of the Philippines
Department of Education
 CORDILLERA ADMINISTRATIVE REGION

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REGIONAL MEMORANDUM

No. 680.2023

**PARTICIPANTS TO THE DEVELOPMENT WRITESHOP OF THE ADM
 ONE-STOP-SHOP SCHOOL POLICY**

To: Assistant Regional Director
 Schools Division Superintendents
 All Others Concerned

1. Relative to DM-CT-2023-, the Bureau of Learning Delivery (BLD) will conduct the **“Development Writeshop of the ADM One-Stop-Shop Policy”** in support of the Department of Education (DepEd) commitment to ensuring equal access for all learners at risk of dropping out of basic education on November 14-17, 2023 in Tanza Oasis Hotel and Resort, Tanza, Cavite.

2. The activity aims to formulate policy guide in the implementation of the One-Stop-Shop School model to address the learners of at risk of dropping out of Basic Education.

3. The identified participants are the following:

NAME OF PARTICIPANTS	POSITION	STATION/ OFFICE/SCHOOL
Emelda B. Donato	P-1	Mano NHS, Manabo, Abra
Marylyn A. Yumul	ADM-Focal	Tabuk City National High School
Sonia Bugnay	P-III	Apayao Agro-Industrial & Agricultural High School
Fernando Galdoc	P-II	Biga NHS, Tanudan, Kalinga
Elmer Sagubo	P-1	Tuba Central NHS, Benguet

4. Official participants are advised to register through the link: <https://tinyurl.com/ADMISSSPLDT23C> not later than November 10, 2023.

5. The participants must bring their laptop, mapping tools, and survey forms on identifying learners at risk developed and used by the region, division and or school.

6. Participants are expected to arrive at the venue before the workshop that commences at 10:00 am on Day 1. The first meal is AM snacks of day 1 and the last meal is PM snacks on the last day.

7. Board and lodging shall be charged against 2023 ADM Funds while travelling expenses shall be charged against the Flexible Learning Options–Alternative Delivery Mode (FLO-ADM) Current Funds to the division, subject to the usual accounting rules and regulations.



Address: DepEd-CAR Complex, Wangal, La Trinidad, Benguet, 2601
 Telephone No: (074) 422 – 1318
 Email Address: car@deped.gov.ph



DepEd Tayo Cordillera



<https://depedcar.ph>

8. For any queries or clarifications, please contact Jennifer P. Ande, the CLMD Chief at the Curriculum and Learning Management Division, through landline number (074) 422-7096 or email address: car.clmd@deped.gov.ph.

9. Immediate and widest dissemination of and compliance with this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III

Director IV/Regional Director

For the Regional Director:



RONALD E. CASTILLO, CESO V

Director III/Asst. Regional Director *ford*

CLMD/JPA/wcb/



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2023-_____

TO : REGIONAL DIRECTORS

FROM : *ALMA RUBY C. TORIO*
ALMA RUBY C. TORIO
Assistant Secretary
Officer-In-Charge
Undersecretary for Curriculum and Teaching

SUBJECT : DEVELOPMENT WRITESHOP OF THE ADM ONE-STOP-SHOP
SCHOOL POLICY

DATE : October 26, 2023

In support of the Department of Education's commitment to ensuring equal access for all learners at risk of dropping out of basic education, the Bureau of Learning Delivery (BLD) will conduct the **Development Writeshop of the ADM One-Stop-Shop School Policy** from November 14 to 17, 2023 at Tanza Oasis Hotel and Resort, Tanza, Cavite.

In line with this, this Office requests for participants indicated in Annex A. They are further advised to register through the link: <https://tinyurl.com/ADM1SSSPDT23C> not later than November 10, 2023.

Participants must bring their laptops, mapping tools, and survey forms on identifying learners at risk developed and used by the region, division, and/or school.

They are expected to arrive at the venue before the workshop commences at 10:00 a.m. on Day 1. The first meal is AM snacks on Day 1, and the last meal is PM snacks on the last day. The activity shall conclude at 3:00 p.m. on Day 3. Attached is the program of activities as Annex B.

Board and lodging shall be charged against the 2023 ADM Funds while traveling expenses shall be charged against the *FLO-ADM Travel Funds* and/or to the Program Support Funds downloaded to the region, subject to the usual government accounting and auditing rules and regulations.

For inquiries and other concerns, please contact Ms. Angelika D. Jabines, Senior Education Program Specialist of BLD, through mobile number +63 995 904 4259 or email at adm.bld@deped.gov.ph



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Immediate dissemination of and compliance with this Memorandum is desired.

Copy furnished:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations





Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

ANNEX A

NUMBER OF PARTICIPANTS PER REGION Development Writeshop on the ADM One-Stop-Shop School Policy November 14-17, 2023

	TOTAL PER REGION	MISOSA	SII	NIGHT SCHOOL
I	4	1	2	1
II	2	1	1	0
III	7	2	3	2
IV-A	7	2	3	2
IV-B	3	1	1	1
V	6	2	2	2
CAR	5	1	2	2
NCR	2		1	1
VI	18	6	6	6
VII	9	3	3	3
VIII	6	2	2	2
IX	4	1	2	1
X	2	1	1	
XI	4	1	1	2
XII	4	1	2	1
CARAGA	6	2	2	2

*** Participants for SII

- Preferably those who participated in the Program Implementation Review on School Initiated Intervention held on October 11-13, 2023
- Preferably from the Secondary Education Development and Improvement Division (SEDIP)

*** Participants for Night School

- Preferably those who participated in the Program Implementation Review on Night School held on December 5-8, 2022 and those who attended the previous development writeshop held on October 3-6, 2023

*** Participants for MISOSA

- Preferably those who are pilot implementers and/or are implementing MISOSA and those who attended the PIR for MISOSA on November 7- 10, 2023 and previous development writeshop held on October 3-6, 2023

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: quct@deped.gov.ph



Attachment B.2

Session Topic/Activity	Session Objective	Timeline/Duration	Method	Resources Needed	Responsible Person/Office	Output
DAY 5						
Arrival and Settling-In		8:15 - 10:00			Hotel Staff	
Opening Program		10:00 - 10:30	Facilitator-led	Presentation Videos for prayer/national anthem	Management team	
Leveling of Expectations	Set the norms for the conduct of the activity	10:30 - 11:30	Facilitator-led	Presentation Metacard Marker Masking tape	Management team	Rules to be observed on the conduct of the activity
Plenary Presentation of the Agreements during the Phase 1 presentation of the improved policy (on focus parts of Phase 1)		1:15 - 2:00	Facilitator-led		Management team	
Break Out Workshop 1 Improving the Proposed ADM Policy (per modality Program Implementation - Availment - General Implementation Provisions)	Revise Program Implementation - Availment - General Implementation Provisions Provisions for Public Schools Provisions for Private Schools	2:00 - 5:00	Facilitator-led	Presentation Session Guide Draft policy	Management team	Revised Program Implementation - Availment - General Implementation Provisions Provisions for Public Schools Provisions for Private Schools

Attachment B.2

Session Topic/Activity	Session Objective	Timeline/Duration	Method	Resources Needed	Responsible Person/Office	Output
Provisions for Public Schools Provisions for Private Schools						
DAY 6						
Continuation of Workshop 1		8:15- 10:00				
Break Out Presentation and Giving of Feedback	Give comments and suggestions on the Program Implementation - Availment - General Implementation Provisions Provisions for Public Schools Provisions for Private Schools	10:00 - 11:30	Facilitator-led	Presentation Session Guide Draft policy	Management team	Comments and suggestions on the Program Implementation - Availment - General Implementation Provisions Provisions for Public Schools Provisions for Private Schools
Break Out Improving the Draft Policy parts based on the comments and suggestions	Revise the policy based on the comments and suggestions	1:15 - 3:00				
Break Out Workshop 2 Improving the Proposed ADM Policy (per modality)	Revise the policy	3:00 - 5:00	Facilitator-led	Presentation Session Guide Draft policy	Management team	Improved Roles and responsibilities of each level of governance

Attachment B.2

Session Topic/Activity	Session Objective	Timeline/Duration	Method	Resources Needed	Responsible Person/Office	Output
Roles and responsibilities of each level of governance Program Monitoring, Evaluation and Research						Program Monitoring, Evaluation and Research Per modality
Day 7						
Continuation of Workshop 2		8:15 - 11:30				
Break Out Presentation of Output on Workshop Giving Comments and Suggestions	Give comments and suggestions	1:15 -3:00	Facilitator-led	Session Guide Draft policy		Comments and suggestions on the Roles and responsibilities of each level of governance Program Monitoring, Evaluation and Research Per modality
Break Out Workshop Improving the Draft Policy parts based on the comments and suggestions	Revise the policy based on the comments and suggestions	3:00 - 5:00	Facilitator-led	Session Guide Draft policy		Improved draft policy
DAY 8						
Break Out Presentation of		8:15 - 11:30	Facilitator-led	Session Guide Draft policy		

Attachment B.2

Session Topic/Activity	Session Objective	Timeline/Duration	Method	Resources Needed	Responsible Person/Office	Output
the Improved Policy Parts						
Synthesis Agreements Closing Program		1:15 - 4:00	Facilitator-led			