REGIONAL MEMORANDUM
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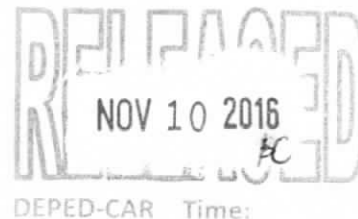
To   : Schools Division Superintendents
            All Divisions

From   : BEATRIZ G. TORNO, Ph. D., CESO IV
            Regional Director

Date   : November 9, 2016

Subject : **Trainers Methodology for Alternative Learning System (ALS) Implementers**

1.   In order to intensify the ALS implementation and enhance the performance of the field implementers in the Learning Strand No. 3, "Sustainable Use of Resources and Productivity" for the Informal education (Infed) teaching-learning process. A trainers Methodology for 16 days to the ALS implementers who are NC-2 holders to be held on December 1-16, 2016 at Baguio City School of Arts and Trades (BCSAT) Baguio City.

2.   Participants shall attend a one day pre - orientation seminar on November 30, 2016 and post conference on December 17, 2016 at the SNC Hall, Regional Office, Wangal, La Trinidad, Benguet. Please bring the following:

a.   Laptop, portable wifi, extension cord
b.   Original NC-2 Certificate and Certificate of employment
c.   Xerox copy of Official Transcript of Record and Designation as ALS implementer
d.   3 pcs. Passport size I.D. picture with collar & white background

3.   All registered participants to the Trainers Methodology are entitled for per diem of P800.oo/day for 15 days chargeable against the downloaded BLD funds subject to the usual accounting and auditing rules and regulations. Below are the documents needed for the disbursement of per diem and to be submitted on the last day of the training.

1.   Original Travel Order
2.   Reimbursement Voucher (4 copies)
3.   ORS (3 copies)
4.   Certificate of travel completed (2 copies)
5.   Certificate of Appearance
6.   Narrative Report on the Training
7.   Regional Memo
8.   Certificate of Completion

4.   Attached are the names of ALS implementers who are NC-2 holders submitted to this office to attend the said training.

5.   Widest dissemination and appropriate action is desired.

clmd/mmt/11/8/16