

Republic of the Philippines
Department of Education
Region V- Bicol

SCHOOLS DIVISION OFFICE OF LIGAO CITY



Office of the Schools Division Superintendent

January 14, 2025

DIVISION MEMORANDUM

No. 15, s.2025

11425025

**DIVISION TRAINING ORIENTATION ON UTILIZATION OF LEARNING
RESOURCES FOR ALTERNATIVE DELIVERY MODE - EDUCATION IN
EMERGENCIES (ADM-EIE)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, (CID/SGOD)
Elementary and Secondary School Heads
All Other Concerned

1. The Department of Education upholds the importance of uninterrupted learning during disasters and calamities, especially for learners in disaster-prone areas. In line with the existing policies stipulated in DepEd Order No. 22, s. 2024, schools shall shift to distance learning modalities through online distance learning, modular distance learning, or blended learning to ensure learning continuity in the event of face-to-face class suspensions.

2. In support of the DepEd's agenda in ensuring that education shall continue even in times of emergencies/disasters regardless of the circumstances surrounding the situation, this Office through the Curriculum Implementation Division (CID) shall conduct the Division Training Orientation on Utilization of Learning Resources for Alternative Delivery Mode -Education in Emergencies (ADM-EIE) on January 29-31, 2025 at Twin Palace Hotel and Convention Center, Oas, Albay.

3. The training will focus on equipping participants with the knowledge and skills necessary for the effective utilization of learning resources in implementing ADM-EIE in their respective roles.

4. The schedule and target participants are as follows.:

Date	Participants
January 29, 2025	School ICT Coordinators
January 30, 2025	School Librarian Designates
January 31, 2025	School Heads/PSDs/EPSSs

5. Participants are expected to bring a laptop, extension wire, report on the total number of learners, and inventory of ADM learning resources.



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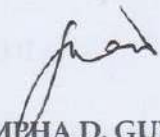
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6. Enclosed are the lists of the Executive Committee and the Technical Committee, and the Training Matrix (see Enclosures 1 & 2).

7. Considering that January 29, 2025, was declared an additional special non-working day per Presidential Proclamation No. 727, participants and TWG members are entitled to the Compensatory Overtime Credit pursuant to DO No. 53, s. 2003 (Updated Guidelines on the Grant of Vacation Service Credits for Teachers) and CSC-DBM Joint Circular No. 3, s. 2004 (Non-Monetary Remuneration for Overtime Services Rendered).

8. Expenses relative to the conduct of this activity shall be charged against the Flexible Learning Options-Alternative Delivery Mode Program Support Fund (FLO-ADM PSF) while the traveling expenses of the participants are chargeable against the school MOOE subject to the usual accounting and auditing rules and regulations.

9. For information and guidance.


NYMPHA D. GUOMO
Schools Division Superintendent

Enclosure: As stated
References: DepEd Order No. 22, s. 2024
Memorandum DM-CT-2024-030



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ENCLOSURE 1

EXECUTIVE COMMITTEE

NYMPHA D. GUEMO- Schools Division Superintendent
MELCHIZEDEK C. TONGCO-Assistant Schools Division Superintendent
TITA V. AGIR- Chief Education Supervisor, CID
ERNIE M. BARANQUEL- Chief Education Supervisor, SGOD

PROGRAM MANAGEMENT TEAM

Training Team	ROMMEL CARL R. PERALTA -EPS/Division ADM Coordinator ALEX M. ALANO - PSDS JOAN B. QUIPID - PSDS GERALDINE R. CARILLO - PDO II GRACE G. SARET -Librarian II
Registration & Documentation Committee	MARIBETH D. VILLAREAL -EPSA II ELIZABETH A. BORROMEO - ADA VI
QAME In-charge	ANGELO QUINTAN - SEPS, M&E
Logistics & DRRM Committee	JULIUS B. GONZALES - PDO-II/Division DRRM Coordinator
Medical & Health Committee	1 Nurse On Duty



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ENCLOSURE 2

TRAINING MATRIX

Day 1: Training Orientation on School ICT Coordinators

January 29, 2025

Time	Activities	Responsible Persons
8:00-8:30 am	Registration	Maribeth D. Villareal EPSA II
8:30-9:15 am	Opening Program	Geraldine R. Carillo PDO-II
9:15-9:30 am	Health Break	
9:30-10:30 am	Session 1: Education in Emergencies (EiE)	Joan B. Quipid PSDS
10:30 am – 12:00 nn	Session 2: Management of Resources for Education in Emergencies (EiE)	Grace G. Saret Librarian II
12:00nn -1:00 pm	Lunch Break	
1:00-2:30 pm	Session 3: Navigation of Online Learning Resources	Geraldine R. Carillo PDO-II
2:30-4:00 pm	Session 4: Dynamic Learning Program (DLP)	Rommel Carl R. Peralta Education Program Supervisor
4:00-4:30 pm	Closing Program	Geraldine R. Carillo PDO-II



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Day 2: Training Orientation on School Librarian Designates

January 30, 2025

Time	Activities	Responsible Persons
8:00-8:30 am	Registration	Maribeth D. Villareal EPSA II
8:30-9:15 am	Opening Program	Geraldine Carillo PDO-II
9:15-9:30 am	Health Break	
9:30-10:30 am	Session 1: Education in Emergencies (EiE)	Geraldine Carillo PDO-II
10:30 am – 12:00 nn	Session 2: Navigation of Online Learning Resources	Geraldine Carillo PDO-II
12:00nn -1:00 pm	Lunch Break	
1:00-2:30 pm	Session 3: Management of Resources for Education in Emergencies (EiE)	Grace G. Saret Librarian II
2:30-4:00 pm	Session 4: Dynamic Learning Program (DLP)	Grace G. Saret Librarian II
4:00-4:30 pm	Closing Program	Geraldine Carillo PDO-II



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Day 3: Training Workshop on School Leaders

January 31, 2025

Time	Activities	Responsible Persons
8:00-8:30 am	Registration	Maribeth D. Villareal EPSA II
8:30-9:00 am	Opening Program	Geraldine R. Carillo PDO-II
9:00-10:00 am	Session 1: Education in Emergencies (EiE)	Joan B. Quipid PSDS
10:00-11:00 am	Session 2: Dynamic Learning Program (DLP) and Preparation of ADM-EiE Learning Resource Management Plan	Rommel Carl Peralta EPS/ Division ADM Coordinator
11:00 am – 12:00 nn	Session 3: Navigation of DepEd Online Resources	Geraldine R. Carillo PDO-II
12:00nn -1:00 pm	Lunch Break	
1:00-3:30 pm	Continuation of Session 3	Geraldine R. Carillo PDO-II
3:30-4:00 pm	Session 4: Monitoring & Evaluation of ADM-EiE Implementation in Schools	Alex M. Alano PSDS
4:00-4:30 pm	Closing Program	Geraldine R. Carillo PDO-II