



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-512

To : CID-Chief
ADM Division Focal
Public Schools District Supervisors
Identified School Heads

Subject : **CHANGE OF PARTICIPANT FOR THE ACTION PLANNING OF SCHOOL HEADS IN MEDIUM AND HIGH-RISK SCHOOL RE: GUIDELINES ON CLASS SUSPENSION AND ADM PROGRAM (BATCH 2) IN CONNECTION WITH DM-CID-2025-492 (RE: ATTENDANCE TO THE SERIES OF ACTIVITIES TO SUPPORT ALTERNATIVE DELIVERY MODE PROGRAM (ADM))**

Date : October 21, 2025

Relative to the conduct of the **Series of Activities to Support Alternative Delivery Mode Program (ADM) on Action Planning of School Heads in Medium and High-risk Schools re: Guidelines on Class Suspension and ADM Program (Batch 2)** on Oct 23-25, 2025 at Greatfields Forest Mountain Resort, Kaputian District, IGACOS, Mrs. Emily Igalinos is hereby directed to attend in said activity in lieu of Mr. Jave Indar.

Meals and accommodation shall be charged against ADM Program Support Funds while the travel and other incidental expenses shall be charged against MOOE/Local Funds, subject to existing budgeting, accounting, and auditing rules.

Participants shall bring a laptop, charger, extension cord, and required ADM implementation data from their respective offices/schools.

Participants are entitled to service credits pursuant to CSC and DBM Joint Circular No. 2, s. 2004 "Non-Monetary Remuneration for Overtime Service Rendered" and DepED Order No. 53 s. 2003 "Updated Guidelines on Grant of Vacation Service Credits to Teachers".

Other details of the activities are in the DM-CID-2025-492.

Immediate and wide dissemination of this Memorandum for the information and guidance of all concerned is directed.

DepEd Schools Division of Digos City
RECORDS SECTION

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

Enclosed: As stated
CID/jmn

RELEASED
DATE: NOV 27 2025 TIME: 1:14 PM



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375
(082) 553-8396 | (082) 553-8376
www.depeddigoscity.org | digos.city@deped.gov.ph



Republic of the Philippines
Department of Education
DAVAO REGION

20935



1025070976

October 16, 2025

REGIONAL MEMORANDUM
CLMD-2025-562

CONDUCT OF SERIES OF ACTIVITIES TO SUPPORT ALTERNATIVE
DELIVERY MODE PROGRAM (ADM)

To: Schools Division Superintendents

1. Pursuant to the goal of the Department of Education to address challenges in access to quality education, especially for learners who are marginalized, at risk of dropping out or unable to attend regular classes due to various circumstances, the Regional Office through the Curriculum and Learning Management Division (CLMD) will conduct series of activities to support the implementation of the Alternative Delivery Mode (ADM) Program, as follows:

Title of Activity	Date	First Meal	Last Meal	No. of Pax	Venue
Action Planning of School Heads in Medium and High-risk Schools in Relation to the Guidelines on Class Suspension and Alternative Delivery Mode (ADM) Program - Batch 1	October 21-23, 2025	Dinner-October 21, 2025	Afternoon snacks-October 23, 2025	80	Greatfields Forest Mountain Resort, Brgy. Anonang, Kaputian District, IGACOS
Action Planning of School Heads in Medium and High-risk Schools in Relation to the Guidelines on Class Suspension and Alternative Delivery Mode (ADM) Program - Batch 2	October 23-25, 2025	Dinner-October 23, 2025	Afternoon snacks-October 25, 2025	80	Greatfields Forest Mountain Resort, Brgy. Anonang, Kaputian District, IGACOS
Revision Cum Finalization of ADM One-Stop Shop Coffee Table Handbook	November 19-21, 2025	Dinner-November 19, 2025	Afternoon snacks-November 21, 2025	25	Heavenbount Ecofarm, Bandera, IGaCoS





Republic of the Philippines
Department of Education
DAVAO REGION

Program Implementation Review on Alternative Delivery Mode (ADM) Program	November 26-28, 2025	Dinner- November 26, 2025	Afternoon snacks - November 28, 2025	85	Sunny Point Hotel, Davao City
--	----------------------	---------------------------	--------------------------------------	----	-------------------------------

2. The activities aim to:

a. foster inter-division collaboration in addressing common issues and developing contextualized solutions -create action plans for improving ADM delivery and learner outcomes

b. plan and strengthen the quality, consistency, and effectiveness of the ADM Program across the region;

c. come up with a handbook that consolidates essential information about ADM modalities, policies, and implementation guidelines into one visually engaging and easy-to-navigate document; and

d. highlight successful strategies and promote replication of effective practices across the region.

3. Meals and accommodation shall be charged against ADM Program Support Funds as specified in the above table. In contrast, travel and other incidental expenses shall be charged against MOOE/ Local funds, subject to the usual government accounting and auditing rules and regulations.

5. The SDO ADM EPS are advised to follow the prescribed number and classification of participants for each activity, as specified in the enclosures. It is also emphasized that the participants shall bring a laptop, charger, extension cord, and data on the ADM implementation from their respective workplaces.

6. The participants are eligible to avail of service credits or compensatory overtime credits (COC) commensurate with the number of hours/days of the training as scheduled, pursuant to CSC and DBM Joint Circular No. 2 on Non-Monetary Remuneration for Overtime Services Rendered.

7. Should there be any clarification about this Memorandum, you may contact Ma. Cielo D. Estrada, Regional ADM Focal Person at macielo.estrada@deped.gov.ph.

8. Other important details of the activities are in the enclosures.

9. Immediate dissemination of this Memorandum to the concerned is desired.

ALLAN G. FARNAZO
Director IV

Enclosures: As Stated
RO05/MCDE

DEPARTMENT OF EDUCATION ROV
RECORDS SECTION
RELEASED

By: *[Signature]*
Date: *Oct. 20, 2024*
Time: *20935*



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



**Action Planning of School Heads in Medium and High-risk Schools in Relation to
the Guidelines on Class Suspension and Alternative Delivery Mode (ADM)**

Program-Batch 1
October 21-23, 2025

ACTIVITY MATRIX

Day 0 October 21, 2025		
Time	ACTIVITIES	Person Involved
2:00 PM	Arrival/ Check-in	Participants
5:00 PM- 8:00 PM	Dinner	Participants
Day 1- October 22, 2025		
7:00 AM-8:00 AM	Arrival and Registration	Management and Participants
8:00AM – 8:30 AM	Opening Program	Management
8:30 AM- 9:30 AM	In-Depth Perspectives on the Alternative Delivery Mode Program: Challenges, Frameworks, and Implementation	RO ADM EPS
9:30 AM- 11:00 AM	*School-initiated Intervention * Open Forum	Grace Santa Daclan SDO ADM EPS
11:00 AM-12:00 PM	*Night High School * Open Forum	Alvin C. Anliban SDO ADM EPS
12:00 PM-1:00 PM	LUNCH	
1:00 NN- 2:30 PM	*Rural Farm School * Open Forum	Renato R. Pacpakin SDO ADM EPS
2:30 PM- 4:00 PM	* Open High School *Open Forum	Yley Manguilimotan SDO ADM EPS
4:00 PM- 5:30 PM	*Education in Emergencies (DO 22 s. 2024) * Open Forum	Jeson Reyes SDO ADM EPS
5:30 PM-8:00 PM	Dinner	Participants
Day 2 October 23, 2025		
8:00AM-8:30AM	MOL	
8:30AM-12:00PM	Building the Road Ahead: School ADM Action Plan Development Workshop (Breakout)	Participants
12:00PM-1:00PM	Lunch	
1:00AM-2:30PM	Presentation of Outputs/ Process Observation	Participants (by School))
2:30PM-4:30PM	Finalization and Submission of Outputs	LA Participants
4:30PM-5:00PM	Closing Program	

Prepared by:


MA. CIELO D. ESTRADA
EPS- ADM

**Action Planning of School Heads in Medium and High-risk Schools in Relation to
the Guidelines on Class Suspension and Alternative
Delivery Mode (ADM) Program
BATCH 1**

LIST OF PARTICIPANTS

	SDO	EPS	School Heads			TWG	TOTAL
			Elementary (GIDAS)	Secondary (GIDAS)	Integrated (GIDAS)		
1	Davao City	1	2	2	2	2	9
2	Mati City	1	2	2	2		7
3	Tagum City	1	2	2	2		7
4	Panabo City	1	2	2	2		7
5	IGACOS	1	2	2	2		7
6	Digos City	1	2	2	2		7
7	Davao Oriental	1	2	2	2		7
8	Davao de Oro	1	2	2	2		7
9	Davao del Norte	1	2	2	2		7
10	Davao del Sur	1	2	2	2		7
11	Davao Occidental	1	2	2	2		7
12	Regional Office (with TWG)	1					1
TOTAL		12	22	22	22	2	80

Important: Participants must be from the medium and high-risk schools..

Prepared by:


MA. CIELO D. ESTRADA
EPS- ADM

**Action Planning of School Heads in Medium and High-risk Schools in Relation to
the Guidelines on Class Suspension and Alternative Delivery Mode (ADM)**

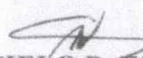
Program-Batch 2
October 23-25, 2025

ACTIVITY MATRIX

Day 0 October 23, 2025		
Time	ACTIVITIES	Person Involved
2:00 PM	Arrival/ Check-in	Participants
5:00 PM- 8:00 PM	Dinner	Participants
Day 1- October 24, 2025		
7:00 AM-8:00 AM	Arrival and Registration	Management and Participants
8:00AM – 8:30 AM	Opening Program	Management
8:30 AM- 9:30 AM	In-Depth Perspectives on the Alternative Delivery Mode Program: Challenges, Frameworks, and Implementation	RO ADM EPS
9:30 AM- 11:00 AM	*School-initiated Intervention * Open Forum	Grace Santa Daclan SDO ADM EPS
11:00 AM-12:00 PM	*Night High School * Open Forum	Alvin C. Anliban SDO ADM EPS
12:00 PM-1:00 PM	LUNCH	
1:00 NN- 2:30 PM	*Rural Farm School * Open Forum	Renato R. Pacpakin SDO ADM EPS
2:30 PM- 4:00 PM	* Open High School *Open Forum	Ylcy Manguilimotan SDO ADM EPS
4:00 PM- 5:30 PM	*Education in Emergencies (DO 22 s. 2024) * Open Forum	Jeson Reyes SDO ADM EPS
5:30 PM-8:00 PM	Dinner	Participants
Day 2 October 25, 2025		
8:00AM-8:30AM	MOL	
8:30AM-12:00PM	Building the Road Ahead: School ADM Action Plan Development Workshop (Breakout)	Participants
12:00PM-1:00PM	Lunch	
1:00AM-2:30PM	Presentation of Outputs/ Process Observation	Participants (by School))
2:30PM-4:30PM	Finalization and Submission of Outputs	LA Participants
4:30PM-5:00PM	Closing Program	

Important: Participants must be from the medium and high-risk schools.

Prepared by:


MA. CIELO D. ESTRADA
EPS- ADM

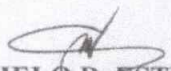
**Action Planning of School Heads in Medium and High-risk Schools in Relation to
the Guidelines on Class Suspension and Alternative
Delivery Mode (ADM) Program
BATCH 2**

LIST OF PARTICIPANTS

SDO		EPS	School Heads			TWG	TOTAL
			Elementary (GIDAS)	Secondary (GIDAS)	Integrated (GIDAS)		
1	Davao City	1	2	3	3	2	9
2	Mati City	1	2	2	2		7
3	Tagum City	1	2	2	2		7
4	Panabo City	1	2	2	2		7
5	IGACOS	1	2	2	2		7
6	Digos City	1	2	2	2		7
7	Davao Oriental	1	2	2	2		7
8	Davao de Oro	1	2	2	2		7
9	Davao del Norte	1	2	2	2		7
10	Davao del Sur	1	2	2	2		7
11	Davao Occidental	1	2	2	2		7
12	Regional Office (with TWG)	1					
TOTAL		12	22	23	23	2	80

Important: Participants must be from the medium and high-risk schools in the SDO.

Prepared by:


MA. CIELO D. ESTRADA
EPS- ADM

**Revision and Finalization of ADM One-Stop-Shop
Coffee Table Handbook**

November 19-21, 2025

ACTIVITY MATRIX

Day 0		
November 19, 2025		
	Travel Time	
2:00 PM	Check-in/ Registration	Participants
6:00 PM- 8:00 PM	Dinner	Participants
Day 1		
November 20, 2025		
Time	ACTIVITIES	Person Involved
8:00 AM-8:30 AM	Arrival and Registration	*Pax assigned to Validate and Finalize *Management
8:30AM – 9:00 AM	Opening Program Prefatory	
9:00 AM-10:00 AM	Presentation of the revised ADM One-stop Shop Coffee Table Handbook	Ma. Cielo D. Estrada Regional ADM EPS
10:00 AM-10:30 AM	AM snacks	
10:30 AM –12:00 NN	Workshop on the Validation of the ADM One-stop Shop Coffee Table Handbook	Participants
12:00NN- 1:00 PM	Lunch Break	
1:00 PM- 2:00 PM	Presentation of Comments/Findings/Suggestions/ Recommendations	Participants
2:00 PM- 5:00 PM	Finalization of the ADM One-stop shop Coffee Table Handbook	
Day 2		
November 21, 2025		
8:00AM-8:30AM	MOL	
8:30AM-12:00 PM	Finalization of the ADM One-stop shop Coffee Table Handbook	Participants
12:00NN-1:00PM	Lunch	
1:00PM-3:00PM	Finalization of the ADM One-stop Shop Coffee Table Handbook	Participants
3:00PM-4:00PM	Presentation of the Final ADM One-stop Shop Coffee Table Handbook	Participants
4:00PM-5:00PM	Closing Program	Mgt. and Participants

Prepared by:

MA. CIELO D. ESTRADA
EPS- ADM

**Revision and Finalization of the ADM One-Stop-Shop
Coffee Table Handbook**

**November 19-21, 2025
Heavenbount Resort, IGACOS**

List of Participants

	Name	Office	SDO
1	Ma. Cielo D. Estrada	CLMD	ROXI
2	Jeremias Gumanoy	Manat NHS	Davao de Oro
3	Rithelle D. Guimte	CID	IGACOS
4	Grace Santa Daclan	CID	Davao del Norte
5	Jeson Reyes	CID	Davao City
6	Alvin C. Anliban	CID	ANLIBAN
7	Ylcy Manguilimotan	CID	PANABO
8	Arnel Zaragosa	CID	Mati City
9	Leonora Liza Dacillo	CID	Davao del Sur
10	Maria Lolita A. Buquia	Magallanes ES	Davao City
11	Elma A. Prudente	Mati City	Mati City
12	Lorna Dayrit	Mintal CHS	Davao City
13	Daryl Dawn Quibo	Lingayao ES	Davao Oriental
14	Michelle Rose Casis	T Limcauco ES	Davao Occidental
15	Joann Marie Quilaton	Padada NHS	Davao del Sur
16	Juland Olay	RRMCES I	Mati City
17	Theresa Baman	Panabo NHS	Panabo City
18	Noba Rubion	Kapatagan NHS	Digos City
19	Johanna Linterna	Salvacion ES	Panabo City
20	Roxie Abordo	Bango NHS	Davao de Oro
21	Miguel H. Panugan	Sanghay NHS	Mati City
22	Joram Castro	Cogon NHS	IGACOS
23	Ranchille Jacobe	Pangubatan ES	IGACOS
24	Anhara Martesio	Monkayo NHS	Davao de Oro
25	Ronel Homeyo	Cabinuangan CES	Davao de Oro

.....

Regional Program Implementation Review in ADM

November 26-28, 2025

Sunny Point Hotel, Davao City

ACTIVITY MATRIX

Day 0 November 26, 2025		
Date	ACTIVITIES	Person Involved
8:00 AM-2:00 PM	Travel Time	Participants
2:00 PM- 8:00 PM	Registration/ Check-in/ Dinner	TWG/ Participants
Day 1 November 27, 2025		
6:30 AM-8:00 AM		
8:00AM – 8:30AM	Opening Program	Management
8:30 AM- 9:00 AM	PIR Methodology	RO ADM EPS
9:00 AM-12:00 PM	*Presentation of SDO's Accomplishments *Process observation	SDO ADM EPS/ Coordinators/ Teachers
12:00 PM-1:00 PM		Lunch
1:00 AM-5:00 PM	*Presentation of SDO's Accomplishments *Process observation	SDO ADM EPS/ Coordinators/ Teachers
5:00 PM-8:00 PM		Dinner
Day 2 November 28, 2025		
6:00AM-7:30AM		Breakfast
7:30 AM-8:00 AM		MOL
8:00 AM-12:00 PM	*Presentation of SDO's Accomplishments * Process observation	SDO ADM EPS/ Coordinators/ Teachers
12:00 PM-1:00 PM		Lunch
1:00 PM-3:00 PM	*Regional Summary of Accomplishments	RO ADM EPS
3:00 PM-5:00 PM	Concretizing Solutions / Ways Forward	RO EPS
6:00 PM- 7:00 PM	Dinner/Closing Program	Management

Prepared by:  MA. CIELO D. ESTRADA
ADM EPS-CLMD

Regional Program Implementation Review in ADM

LIST OF PARTICIPANTS

No.	SDO	ADM EPS	PSDS	SCHOOL HEADS	TWG	Total
1	Davao City	1	3	4	2	10
2	Mati City	1	2	3		6
3	Tagum City	1	2	3		6
4	Panabo City	1	2	4		7
5	Digos City	1	2	3		6
6	IGACOS	1	2	4		7
7	Davao Oriental	1	3	4		8
8	Davao de Oro	1	3	4		8
9	Davao del Sur	1	3	4		8
10	Davao Occidental	1	3	4		8
11	Davao del Norte	1	3	4		8
12	CLMD	1	0	2		3
TOTAL		12	28	46		85

Prepared by:  MA. CIELO D. ESTRADA
ADM EPS-CLMD