



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

December 20, 2024

DIVISION MEMORANDUM

No. 301, s. 2024

**DIVISION ORIENTATION ON THE ALTERNATIVE DELIVERY MODE
(ADM) IMPLEMENTATION FOR SECONDARY SCHOOLS**

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors/OIC-PSDS
Secondary School Heads
All Others Concerned

1. In support of the DepEd MATATAG agenda, which ensures that all learners, regardless of circumstances, have equitable access to quality basic education, the Schools Division Office (SDO) of Sorsogon shall conduct a **Division Orientation on the ADM Implementation for Secondary Schools** on January 7-8, 2025 (Batch 3) at a venue to be announced later.
2. Specifically, the two-day orientation aims to:
 - a. Orient participants on ADM Implementation and related laws;
 - b. Equip participants with insights on how ADM is implemented in schools; and
 - c. Provide technical assistance to School ADM Implementers.
3. The division orientation is a live-in activity involving Secondary School Heads, Training Staff, and the Technical Working Group.



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4. The Division Staff Orientation Workshop (DSOW) in preparation for the activity will be conducted on December 23, 2024 from 8:00 AM to 5:00 PM at the SDO conference Hall (2nd floor). This workshop will be attended by the identified resource persons and facilitators.
5. The participants are expected to arrive on Day 0 (January 6, 2025) with dinner as the first meal. The last meal will be afternoon snacks on January 8, 2025. Everyone is expected to bring their laptop and extension cord.
6. Expenses for board and lodging, supplies and materials will be charged against the Program Support Fund (PSF) for ADM, while travel expenses of school heads shall be charged against their school MOOE. All expenses are subject to the usual accounting and auditing rules and regulations.
7. Enclosed in this Memorandum are the training matrix, program management team, and the expected number of participants for this activity.
8. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent



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Enclosure 1

DIVISION ORIENTATION ON THE ALTERNATIVE DELIVERY MODE (ADM) IMPLEMENTATION FOR SECONDARY SCHOOLS

Training Matrix

TIME	DAY 1	DAY 2
8:00AM	Arrival Registration	MOL
8:30AM	Opening Program	Monitoring and Evaluation of ADM Implementation
9:30 AM – 10:00 AM	Orientation Overview of Alternative Delivery Mode (ADM) and the Open High School Program Journey in the Division of Sorsogon	Action Planning on the Implementation of Alternative Delivery Mode (ADM)
10:00 AM – 12:00	Flexible Learning Options-ADM Status of Implementation	
12:00 NN – 1:00 PM	Lunch Break	Lunch Break
1:00 – 5:00 PM	Guidelines in the Implementation of Flexible Learning Options/Alternative Delivery Mode (ADM) ELEMENTARY <ul style="list-style-type: none"> • School Initiated Intervention (SII) • MISOSA • IMPACT • Home Schooling • Education in Emergencies SECONDARY <ul style="list-style-type: none"> • School Initiated Intervention (SII) • Open High School Program • Night High School • Home Schooling • Rural Farm School • Education in Emergencies Utilization of ADM Learning Resources	Presentation of Outputs Open Forum Ways Forward/Closing Program



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Enclosure 2

**DIVISION ORIENTATION ON THE ALTERNATIVE DELIVERY MODE
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**MANAGEMENT TEAM
Executive Committee**

JOSE L. DONCILLO, CESO V
Schools Division Superintendent

WILFREDO J. GAVARRA
Assistant Schools Division Superintendent

GINA Q. TAROG
CID Chief

Program Head/Learning Facilitators

Marianne Z. Arines
ESP-III/Division ADM Focal Person

Mary Jeane B. Castillo
School Head

Edgar E. Mejia
School Head

Lenie O. Villa
School Head

Shirley O. Estadola
School Head

Jonel E. Buergo
School Head

Technical Working Group

Lenie O. Villa

Shirley O. Estadola

Jonel E. Buergo



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Enclosure 3

**DIVISION ORIENTATION ON THE ALTERNATIVE DELIVERY MODE
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BATCH 3 (January 7-8, 2025)	
Casiguran	3
Donsol East	7
Donsol West	
Magallanes North	4
Magallanes South	4
Pilar I	10
Pilar II	
Castilla East	11
Castilla West	
Barcelona	3
Bulan 1	4
Bulan 2	1
Bulan 3	2
Bulan 4	5
Bulusan	3
Gubat North	2
Gubat South	4
Irosin	3
Juban	6
Matnog 1	2
Matnog 2	2
Prieto Diaz	3
Sta. Magdalena	2
FACILITATORS/TWG	4
TOTAL	85