



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

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January 2, 2025

**DIVISION MEMORANDUM**

No. 001, s. 2025

**DIVISION ORIENTATION ON THE ALTERNATIVE DELIVERY MODE  
(ADM) IMPLEMENTATION FOR PUBLIC SCHOOLS DISTRICT  
SUPERVISORS/OIC-PSDS AND ELEMENTARY SCHOOL HEADS**

TO : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisors/OIC-PSDS  
Elementary 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 Public Schools District Supervisors/OIC-PSDS of the District and Elementary School Heads on January 9-10, 2025 (Batch 4) 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 Public Schools District Supervisors/OIC-PSDS, Elementary 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 January 3, 2025 from 8:00 AM to 5:00 PM at the SDO conference Hall (2<sup>nd</sup> floor). This workshop will be attended by the identified resource persons and facilitators.
5. The participants are expected to arrive on Day 0 (January 8, 2025) with dinner as the first meal. The last meal will be afternoon snacks on January 10, 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 PSDSs/OIC-PSDS and elementary school heads shall be charged against their school/division 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

*(Handwritten initials 'R' and 'N' are present below the signature)*



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**Enclosure 1**

**DIVISION ORIENTATION ON THE ALTERNATIVE DELIVERY MODE (ADM) IMPLEMENTATION FOR PUBLIC SCHOOLS DISTRICT SUPERVISORS/OIC-PSDS AND ELEMENTARY SCHOOL HEADS**

**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"> <li>• School Initiated Intervention (SII)</li> <li>• MISOSA</li> <li>• IMPACT</li> <li>• Home Schooling</li> <li>• Education in Emergencies</li> </ul> SECONDARY <ul style="list-style-type: none"> <li>• School Initiated Intervention (SII)</li> <li>• Open High School Program</li> <li>• Night High School</li> <li>• Home Schooling</li> <li>• Rural Farm School</li> <li>• Education in Emergencies</li> </ul> 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  
(ADM) IMPLEMENTATION FOR PUBLIC SCHOOLS DISTRICT  
SUPERVISORS/OIC-PSDS AND ELEMENTARY SCHOOL HEADS**

**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 L. Estadola  
School Head

Jonel E. Buergo  
School Head

**Technical Working Group**

Lenie O. Villa Shirley L. Estadola Jonel E. Buergo Eutequio B. Arias II





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**Enclosure 3**

**DIVISION ORIENTATION ON THE ALTERNATIVE DELIVERY MODE  
(ADM) IMPLEMENTATION FOR PUBLIC SCHOOLS DISTRICT  
SUPERVISORS/OIC-PSDS AND ELEMENTARY SCHOOL HEADS**

<b>BATCH 4 (January 9-10, 2025)</b>	
PSDSs/In-Charge of the District	23
Castilla East District	19
Castilla West District	20
Prieto Diaz District	19
Sta. Magdalena District	10
FACILITATORS/TWG	8
<b>TOTAL</b>	<b>99</b>

