



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V

**TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA**

**ADVISORY**

October 24, 2023

(Division Memorandum No. 245, s. 2023 re: Division Training-Workshop on Flexible Learning Option- Alternative Delivery Mode (FLO-ADM))

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public and Private Elementary and Secondary School Heads  
All Others Concerned

This is to inform all concerned that the venue of the Division Training Workshop on Flexible Learning Option- Alternative Delivery Mode (FLO-ADM) on November 9 -11, 2023 is at **Regent Hotel, Naga City**. Participants are expected to register at [bit.ly/FLO-ADM2023](http://bit.ly/FLO-ADM2023) on or before November 3, 2023 to facilitate the preparation of certificates and food allocations.

Participants from private schools are advised to coordinate with Ms. Nancy A. Morada- EPS II-SMME, regarding their participation.

A Division Staff Orientation Workshop (DSOW) of the TWG and Resource Speakers is set on November 3, 2023, three O'clock in the afternoon at the Division Conference Hall.

Enclosed is the updated Training Matrix.

Please be guided accordingly.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent



DO 31, s. 2019 DM Rev. 01



Address: Roxas Avenue, Triangulo, Naga City  
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INSTRUCTIONAL DESIGN/TRAINING MATRIX

TIME	DATE / ACTIVITY November 9, 2023 Day 1	IN-CHARGE
7:30-8:00	Registration	Registration Committee
8:00- 9:30	Opening Program (Separate Program)	Program and Invitation Committee
9:30 – 10:00	Health Break	Committee In-charge
10:00 – 12:00	Open High School Program (OHSP)	Jarme D. Taumotorgo EPS AP. ADM Permanent Alternate Focal Person
12:00-1:00	Lunch Break	
1:00 – 3:00	Home Schooling	Dante R. Santelices
3:00-3:30	Health Break	
3:30- 5:00	Modified In-School Off School Approach (MISOSA)	Mary Ann A. Papica
5:00- 5:30	Evaluation and Debriefing	TWG
Time	Date / Activity November 10, 2023 Day 2	In-Charge
7:30- 8:30	Registration / MOL	Secondary SH and ADM School Focal Persons
8:30 – 9:30	Instructional Management by Parents, Community and Teachers (IMPACT)	Emelyn A. Brofas
9:30 - 10:00	Health Break	
10:00- 11:00	Night High School	Juliet C. Curva
12:00-1:00	Lunch Break	
1:00 – 2:00	Rural Farm Program	Frederic M. Baldoza
2:00 – 3:00	Sharing of Best Practices of FLO ADM Implementation and SII	Nemia E. Luzada P-1 CynHS Sulpicio C. Alferez III Principal IV CSNHS
3:00 – 3:30	Health Break	

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3:30 – 4:45	Guidelines of FLO-ADMEIE	Elvin B. Monroy
4:45- 5:00	Evaluation and Debriefing	TWG
<b>TIME</b>	<b>DATE/ACTIVITY</b> <b>November 11, 2023</b> <b>Day 3</b>	<b>IN-CHARGE</b>
8:00 -8:30	MOL	Elementary SH and ADM School Focal Persons
8:30- 10:00	Action Planning and Workshop	PSDS Margerie Bathan
10:00 –12:00	Presentation and Processing of Action Plan Representatives from the 10 Districts	Reactors: Education Program Supervisors and PSDS
12:00-1:00	Lunch Break	
1:00-4:45	Closing Program (Separate Program)	
4:45-5:00	Evaluation and Debriefing	TWG

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September 19, 2023

**DIVISION MEMORANDUM**

No. 245, s. 2023

**DIVISION TRAINING-WORKSHOP ON FLEXIBLE LEARNING OPTION -  
ALTERNATIVE DELIVERY MODE (FLO-ADM)**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
CID and SGOD Personnel  
OSDS Unit Heads  
Public and Private Elementary School Heads  
All Others Concerned

1. In adherence to D.O. No. 21, s. 2019-titled - Policy Guidelines on the K to 12 Basic Education that articulates its context, features and programs and in pursuit of the flagship program "ADVANCE NAGA" the Curriculum Implementation Division (CID) will conduct a Division Training-Workshop on Flexible Learning Option – Alternative Delivery Mode (FLO-ADM) on November 9-11, 2023 at the venue to be announced in a separate Advisory.
2. The activity underpin the following objectives:
  - a. determine policies and guidelines on the implementation of Flexible Learning Option-Alternative Delivery Mode (FLO-ADM) according to DepEd Order No. 21, s. 2019.
  - b. develop an action plan on the implementation of FLO-ADM
  - c. present the strategies/interventions based on the action plan formulated.
3. Participants are the Public Elementary and Secondary School Heads, School ADM Coordinator, EPSs, PSDSs, TWGs and the DEXECOM. Private Schools are encouraged to attend. Private schools are advised to Coordinate with Edelaine A. Manlapaz PDO I In-charge of Private Schools regarding their participation.
4. Expenses relative to the conduct of this active are chargeable against FLO-ADM Program Support Fund, MOOE and other sources of fund subject to the usual accounting and auditing rules and procedures.

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5. Considering November 10, 2023 falls on a Saturday, teaching and non-teaching participants are entitled of one (1) day Service/ Compensatory Overtime Credits (COC) per D.O. No. 53, s. 2003.
6. A meeting of the TWG and Resource persons is scheduled on November 3, 2023 in preparation for the activity.
7. Enclosed is the Training Matrix, List of Participants, TWG and Resource Persons.
8. Immediate dissemination and compliance to this Memorandum is directed.

**SUSAN S. COLLANO CESO V**  
Schools Division Superintendent

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**OPENING PROGRAM**

- |       |                              |   |
|-------|------------------------------|---|
| I.    | National Anthem              | AVP   |
| II.   | Prayer                       | AVP   |
| III.  | Naga City Hymn               | AVP   |
| IV.   | Presentation of Participants | Ma. Teresita R. Rentoy<br>OIC SEPS, SMME<br>Chairperson Committee on Registration,<br>Monitoring and Evaluation |
| V.    | Welcome Message              | Anna Liza F. Abuloc<br>CES-CID  |
| VI.   | Inspirational Message        | Susan S. Collano CESO V<br>Schools Division Superintendent  |
| VII.  | Orientation and House Rules  | Elvin B. Monroy<br>Division ADM Focal Person  |
| VIII. | Training Proper              |   |

Lorena D. Gonzales  
EMCEE

**CLOSING PROGRAM**

- |      |                              |  |
|------|------------------------------|--|
| I.   | Prayer                       | AVP  |
| II.  | Impression                   | Representative of Principals from<br>Secondary Schools<br>Representative of Principals from<br>Elementary School |
| III. | Messages and Challenge       | Susan S. Collano CESO V<br>Schools Division Superintendent   |
| IV.  | Acceptance of Challenge      | President of PESPA NC Chapter  |
| IV.  | Distribution of Certificates |  |
| V.   | Acknowledgement              | Joseph M. Condono<br>HRDT In-charge  |

Lorena D. Gonzales  
EMCEE

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