



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

28 July 2025

DIVISION MEMORANDUM
No. 492 s. 2025

**DIVISION ORIENTATION MEETING ON THE DELIVERY, DISTRIBUTION, AND
UTILIZATION OF ALTERNATIVE DELIVERY MODALITY (ADM) TABLETS
AND OTHER LEARNING RESOURCES IN THE IMPLEMENTATION
OF OPEN HIGH SCHOOL PROGRAM (OHSP)**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
School Head of Luis Palad Integrated High School
Heads, Unit/Section
All Others Concerned

1. Relative to **DepEd Order No. 47, s. 2024** and **Regional Memorandum No. 456, s. 2025** on the Distribution, Accountability Measures of Additional Downloaded Fiscal Year 2023 Flexible Learning Options Funds for the Procurement of Tablets, this office informs the field of the conduct of the **Division Orientation Meeting on the Delivery, Distribution, and Utilization of Alternative Delivery Modality (ADM) Tablets and other learning resources in the Implementation of Open High School Program (OHSP)** on **July 30, 2025** at **St. Jude Cooperative Hotel and Event Center, Brgy. Isabang, Tayabas City**.

2. The activity aims to:

- orient the OHSP teachers on their specific roles and responsibilities in compliance with the DO No. 46, s. 2006 and DM No. 047, s. 2024;
- prepare the OHSP teachers for effective coordination, utilization, and implementation of ADM programs through the provided tablets;
- provide procedural guidelines to ensure the safety and maintenance of the tablets as tools for the delivery of instruction;
- establish a real-time monitoring and feedback system for addressing issues and concerns during the utilization of the ICT tools.

3. The participants are the school heads and ADM-OHS teachers of Luis Palad Integrated High School.

4. Orientation expenses for meals of participants shall be charged against the Program Support Fund (PSF), subject to the usual government accounting and auditing rules and regulations.

5. Enclosed is the List of Participants, Activity Matrix and Term of References of the division activity for guidance.





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6. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent 

Encl.: As stated

Reference: Deped Order No. 47, 2024

To be indicated in the Perpetual Index
under the following subjects:

ADM ORIENTATION TRAININGS

CID- division orientation meeting on the delivery, distribution, and utilization of alternative delivery modality (adm) tablets and other learning resources in the implementation of open high school program (ohsp)
CIDKI09G-001957/July 28, 2025

Enclosure 1

LIST OF PARTICIPANTS

No	NAME	DESIGNATION	SCHOOL/OFFICE			
1.	May I. Quintua	Teacher III	Luis Palad School	Integrated	High	
2.	Robert Q. De Ocampo	Teacher II	Luis Palad School	Integrated	High	
3.	Annabel R. Jalbuena	Teacher III	Luis Palad School	Integrated	High	
4.	Buenas Princess P. Jalbuena	Teacher I	Luis Palad School	Integrated	High	
5.	Raquel E. Gabis	Teacher III	Luis Palad School	Integrated	High	
6.	Jecka C. Quinto	Teacher II	Luis Palad School	Integrated	High	
7.	Renilda S. Javal	Teacher II	Luis Palad School	Integrated	High	
8.	Lorena G. Saul	Master Teacher I	Luis Palad School	Integrated	High	
9.	Riosan C. Arena	Teacher II	Luis Palad School	Integrated	High	
10.	Hilda C. Caagbay	Teacher III	Luis Palad School	Integrated	High	
11.	Sherlyn C. Moreno	Master Teacher I	Luis Palad School	Integrated	High	
12.	Laarni M. Labaguis	Teacher I	Luis Palad School	Integrated	High	
13.	Bernadeth L. Gaela	Teacher II	Luis Palad School	Integrated	High	
14.	Marites V. Jacela	Teacher III	Luis Palad School	Integrated	High	
15.	Tyrone R. Jader	Teacher I	Luis Palad School	Integrated	High	
16.	Elsa A. Isaga	Head Teacher I	Luis Palad School	Integrated	High	
17.	Adelina L. Onofre	Teacher II	Luis Palad School	Integrated	High	
18.	Mariesol M. Buncayo	Teacher III	Luis Palad School	Integrated	High	
19.	Arlene R. Oabel	Master Teacher I	Luis Palad School	Integrated	High	
20.	Gisselle E. Tolentino	Teacher III	Luis Palad School	Integrated	High	
21.	Rona C. Elarco	Teacher III	Luis Palad School	Integrated	High	
22.	Lucinda A. Jarilla	Teacher III	Luis Palad School	Integrated	High	
23.	Ivory Claire E. Naynes	Teacher II	Luis Palad School	Integrated	High	
24.	Mary Grace T. Orlina	Teacher II	Luis Palad School	Integrated	High	

25.	Ma. Kristel A. Mabilin	Teacher I	Luis Palad Integrated High School
26.	Josephine Z. Padua	Teacher III	Luis Palad Integrated High School
27.	Camille Lyka C. Bargo	Teacher I	Luis Palad Integrated High School
28.	Maricel V. Oruga	Teacher III	Luis Palad Integrated High School
29.	John Maeco P. Bautista	Teacher III	Luis Palad Integrated High School
30.	Meredith V. De Jesus	Teacher III	Luis Palad Integrated High School
31.	Alexandria D. Deloraya	Teacher II	Luis Palad Integrated High School
32.	Nelson P. Edon	Teacher II	Luis Palad Integrated High School
33.	Gener C. Delos Reyes	School Principal IV	Luis Palad Integrated High School
34.	Mark Bryan T. Valencia	Division ITO	SDO
35.	Geraldine M. Constantino	Assistant School Principal I	Luis Palad Integrated High School
36.	Louie L. Fulleo	Education Program Supervisor	SDO
37.	Edwin R. Rodriguez	CID Chief	SDO
38.	La Trishia R. Dalit	Education Program Specialist	SDO
39.	Jerome A. Javin	Data Analyst	SDO
40.	Adrian R. Aguirre	Administrative Aide VI	SDO

Enclosure 2

Activity Matrix

Time	Activities/Tasks	Presenter
8:00 – 9:00	- Registration - Opening Program	AVP
9:00 – 10:00	- ADM-OHSP Presentation of Accomplishment for the Past 3 Years, BLICS, and Proposed Teachers and Class Program.	Dr. Geraldine M. Constantino Asst. School Principal I School ADM Focal Person
9:00 – 10:00	- Orientation and distribution of Tablets to ADM learners and teachers.	Mark Bryan T. Valencia Division Information Technology Officer
	Snack	
10:15- 12:00	Utilizing the Tablets with Office Productivity Tools and Artificial Intelligence Integration in Instruction	Mark Bryan T. Valencia Division Information Technology Officer
12:00 – 1:00	Lunch Break	
1:00- 3:00	Workshop on the Development of learning materials integrating AI in learning plan preparation.	Louie L. Fulleo Division ADM Focal Person
3:00 – 3:15	Snack	
3:15 – 5:00	Presentation of Outputs Closing Program	Dr. Geraldine M. Constantino Asst. Principal II School ADM Focal Person
HOME SWEET HOME		

Enclosure 3

PROGRAM MANAGEMENT TEAM TERMS OF REFERENCE

Division Orientation Meeting on the Delivery, Distribution, and Utilization of Alternative Delivery Modality (ADM) tablets and other learning resources in the implementation Open High School Program (OHSP)

Overall Chairperson: Celedonio B. Balderas Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Edwin R. Rodriguez	<ul style="list-style-type: none">- Oversee the implementation of the entire program.- Orients the PMT and resource persons on their terms of reference and details of the program design- Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards- Leads the debriefing sessions with the PMT and resource speakers
Learning Manager	Louie L. Fulleo	<ul style="list-style-type: none">- Leads the conduct of the program per session room- Ensures that the program is carried out based on the detailed design in collaboration with the resource persons- Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs- Facilitates management of learning activities as scheduled and as needed- Facilitates integration session at the end of the intervention, including preparation of Work Application Plan

Resource Speakers /	Mark Bryan Valencia Geraldine M. Constantino Louie L Fulleo	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions
M&E Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter	La Trisha R. Dalit Jerome A. Javin	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery
Secretariat	Adrian R. Aguirre	<ul style="list-style-type: none"> - Attends to registration needs of learners/participants - Ensures that the participants fill up attendance sheets every day. - Assists in the distribution of learning materials and supplies - Assists in posting and collection of session outputs - Compiles session documents and learning resource materials
Welfare Officer	Division Nurses	<ul style="list-style-type: none"> - Ensures that provisions for inclusion, safety, security, health, and wellness of

		<p>learners/participants, PMT, and resource persons are adequate and available at all times in the venue</p> <ul style="list-style-type: none"> - Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource persons (including incidents of social exclusion, sexual harassment, etc.)
Logistics Officer	Regicelle D. Cabaysa	<ul style="list-style-type: none"> - Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles, and other resources to support the successful implementation of the program - Leads ocular inspection of venues to ensure adherence to standards and specifications - Checks that session rooms are always ready for use and conducive to learning
Finance Officer/s	Benjie A. Millares. Agnes M. Luzadas	<ul style="list-style-type: none"> - Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation - Initiates procurement processes of resources, materials and relevant services, and follows up fund disbursement with appropriate offices - Monitors and documents all disbursements against budget to support liquidation - Liquidates all fund disbursement and prepares a financial report