# TRAVEL ORDER

<table>
<thead>
<tr>
<th>Date Filed:</th>
<th>11/08/18</th>
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<tbody>
<tr>
<td>Travel Order No:</td>
<td>T.O No.- 1249-2018</td>
</tr>
<tr>
<td>Traveler/s Name:</td>
<td>Position</td>
</tr>
<tr>
<td>ATTACH APPROVED LIST (ALS-PARTICIPANTS)</td>
<td></td>
</tr>
<tr>
<td>Destination:</td>
<td>CAGAYAN DE ORO CITY</td>
</tr>
<tr>
<td>PURPOSE:</td>
<td>TO ATTEND THE ALTERNATIVE LEARNING SYSTEM (ALS) INTER-DIVISION EXCHANGE PROGRAM FOR THE ALS CORE IMPLEMENTERS (BATCH 1)</td>
</tr>
<tr>
<td>Date:</td>
<td>DECEMBER 11-15, 2018</td>
</tr>
<tr>
<td>Means of Transportation:</td>
<td>OFFICIAL BUSINESS</td>
</tr>
<tr>
<td>Travel is on:</td>
<td></td>
</tr>
<tr>
<td>Source of Fund:</td>
<td>Participants are required to prepare their own provision good for 5 days chargeable to local funds while accommodation and transportation will be shouldered by the regional office through STO funds, subject to the usual accounting rules and regulations.</td>
</tr>
</tbody>
</table>

**APPROVED:**

ROY ANGELOD E. GAZO  
Schools Division Superintendent
<table>
<thead>
<tr>
<th>NAME</th>
<th>DESIGNATION</th>
<th>OFFICE/SCHOOL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANGELITO BARAZONA</td>
<td>EPSvr</td>
<td>DIVISION OFFICE</td>
</tr>
<tr>
<td>KRISTINE JUTBA</td>
<td>EPS II</td>
<td>DIVISION OFFICE</td>
</tr>
<tr>
<td>IVY MADRONERO</td>
<td>EPS II</td>
<td>DIVISION OFFICE</td>
</tr>
<tr>
<td>ROHAIMA CABIJI</td>
<td>DALSC</td>
<td>MATUNGAO</td>
</tr>
<tr>
<td>SALIMA MACADATAR</td>
<td>DALSC</td>
<td>SAPAD</td>
</tr>
<tr>
<td>NORA ALCOPRA</td>
<td>MOBILE TEACHER</td>
<td>LALA</td>
</tr>
<tr>
<td>CATHRYNE CAMOMOT</td>
<td>MOBILE TEACHER</td>
<td>SND</td>
</tr>
<tr>
<td>EDELMERO DANGARAN</td>
<td>DALSC</td>
<td>KAPATAGAN</td>
</tr>
<tr>
<td>BERJET LONGAKIT</td>
<td>DALSC</td>
<td>TAGOLOAN</td>
</tr>
<tr>
<td>FRANCIS UY</td>
<td>MOBILE TEACHER</td>
<td>BAROY</td>
</tr>
<tr>
<td>JASMIAH SADANG</td>
<td>DALSC</td>
<td>TANGKAL</td>
</tr>
<tr>
<td>MARY JANE PORNIA</td>
<td>MOBILE TEACHER</td>
<td>TUBOD</td>
</tr>
<tr>
<td>OMINA ABUJA'T</td>
<td>DALSC</td>
<td>MATUNGAO</td>
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</tbody>
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*************** NOTHING FOLLOWS ***************

Approved by:

ROY ANGELO E. GAZO
Schools Division Superintendent
October 16, 2018

REGIONAL MEMORANDUM
No. 193, s. 2018

ALTERNATIVE LEARNING SYSTEM (ALS) INTER-DIVISION EXCHANGE PROGRAM FOR THE ALS CORE IMPLEMENTERS (Batch 1)

To: Schools Division Superintendents
   This Region

1. In line with the Department’s commitment to provide quality and efficient services to all stakeholders and ensure excellent performance through continual improvement, this Office, through the Curriculum and Learning Management Division (CLMD), will conduct the ALS Inter-division Exchange Program for Core Implementers from November to December 2018.

2. This activity aims to achieve the following:

   a. Strengthen the capacity of the implementers by providing good exposure to different situations, cultures, and conditions of the community that will enable them to assess the relevance of their own approaches;

   b. Expand the reach of partnership and engagement of ALS implementers with community stakeholders on basic literacy and continuing education program;

   c. Provide an opportunity to quickly learn new approaches, concepts, and competencies from the other models and field experiences that lead to creativity and innovation;

   d. Work hand in hand with partner divisions on identified processes to ensure gainful and meaningful visits; and

   e. Prepare and submit synopsis on the significant accomplishment of the visit (see attached form);

3. Participants of this activity are divisional education program supervisors in charge of ALS, all education program specialists, 5 district ALS coordinators and 5 mobile teachers for big divisions, 4 DALSCs and 4 MTs for medium DALSCs. The LEARNER: The heart of DepEd Region X.
4. Furthermore, participants of this activity are entitled to avail themselves of Compensatory Time Off (CTO) in accordance with the Civil Service Commission (CSC) and the Department of Budget and Management (DBM)JC No. 1, s. 2015.

5. Host and visiting divisions are as follows:

<table>
<thead>
<tr>
<th>Host Division</th>
<th>Visiting Divisions</th>
<th>Team Leaders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malaybalay City</td>
<td>Cagayan de Oro, Misamis Occidental, El Salvador, Ozamiz City, Tangub City, Oroquieta City</td>
<td>Ray Butch Mahinay</td>
</tr>
<tr>
<td>(November 11-17)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cagayan de Oro City</td>
<td>Bukidnon, Malaybalay City, Valencia city, Lanao del Norte,</td>
<td>Jasmin Adriatico</td>
</tr>
<tr>
<td>(December 11-15)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Misamis Occidental</td>
<td>Camiguin, Iligan City, Gingoog City, Misamis Oriental</td>
<td>Levi M. Coronel</td>
</tr>
<tr>
<td>(January 6-12)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6. Participants are required to prepare their own provision good for 5 days chargeable to local funds while accommodation and transportation will be shouldered by the regional office through STO funds, subject to the usual accounting and auditing rules and regulations.

7. For clarification, please contact Josephine L. Valledor at cellphone No.09052552250/09151699759 or valledorjosephine@yahoo.com.ph.

8. Immediate and wide dissemination of this Memorandum is desired.


DR. ARTURO B. BAYOCOT, CESO V
Regional Director

Encls: As stated
Reference: Deped Memorandum No. CI-2018-00229
To be indicated in the Perpetual Index
under the following subjects:

*Alternative Learning System (ALS)

CLMD/jo

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Attachment 1

Roles and Responsibilities of the Involved in the Exchange Activity

Role of the Host Division

- Prepare itinerary of the visit (identifying most suitable program/activities and showcasing the best ALS program implementation.
- Conduct orientation on the culture and condition of the community to be visited.
- Organized division team to facilitate the learning session/s.
- Discuss the goal and objectives prior to the field visit.

Roles of Visiting Division

- Observe proper decorum during the whole duration.
- Provide appropriate feedback on issues and concerns encountered during the activity.
- Observe appropriate attire during community work and group meetings.

Roles of the Team Leader

- Work hand in hand with the host division ensuring that all activities and objectives are achieved.
- Support partners divisions by providing technical assistance in the enhancement of their program implementation.
- Lead and guide the participants in observing the mechanics of the visit
- Guide the discussion during pre and exit conference.
- Prepare and submit accomplishment and evaluation report.

Role of the Facilitators

- Facilitate the development of learning objectives for each session/activity.
- Facilitate and guide the participants to ensure learning objectives will be realized

Role of the Participants

- Accomplish and submit form 1-A, 1-B/evaluation form and re-entry plan.
- Strict observance of the official time
- Take responsibility of the his/her meals and snacks for the 5 day duration.
- Copy of approved travel authority must be submitted to the team leader.

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Attachment 2

ALS Inter-division Exchange Program

Form 1-A
Name: ___________________________ Contact No.: ___________________________
Birthdate: ___________________________ Age: ___________________________
Address: ___________________________
Division/District Assigned: ___________________________
Designation: ___________________________

Form 1-B
Name of the Host Division: ___________________________ Date of the Visit: ___________________________
Name of the CLC: ___________________________
Specific Details of the Program/Activity: ___________________________
Enrollment: (BLP) [A&E Elem] [A&E Sec.] Total ______
Brief Description of the CLC: ________________________________________________________________
_______________________________________________________________________________________

Please answer the following questions:

• What did you like best?

• What did you like least?

• What do you suggest to improve the situation?

Submitted by: ________________________________________________________

Noted: _______________________________________________________________

 Education Program Supervisor

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