



Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No.: 387 s, 2025

To: Schools Division Superintendents

**CLUSTER CONVERGENCES CUM ADVOCACY, BENCHMARK AND INSIGHT
 EXCHANGE ON THE KEY METRICS OF ADM IMPLEMENTATION
 IN THE SDOs OF REGION I**

1. In support of the Department of Education’s (DepEd) commitment to accelerate the delivery of quality and inclusive basic education to all learners at risk of dropping out, the Regional Office through the Curriculum and Learning Management Division shall conduct this year’s programs, projects and activities (PPAs 2025) titled as Cluster Convergences, Advocacy, Benchmark and Insight Exchange of Key Metrics on ADM Implementation in the SDOs of Region 1 with the following details:

Clustered SDOs	Title of Activity	Schedule of Conduct	Venue	Accommodation Details
Cluster A: SDOs of Alaminos City, Urdaneta City & Dagupan City Host: SDO Alaminos City	ADM Convergence Among Cluster A Southwestern City SDOs of Region I	March 17-20,2025	Empress Hotel Brgy. Lucap, Alaminos City, Pangasinan	First meal-P.M. Snacks/ March 17,2025 Last meal- Lunch/March 20,2025
Cluster B: SDOs of San Carlos City, Pangasinan 1 & Pangasinan 2 Host: SDO San Carlos City	ADM Convergence Among Cluster B Southwestern City SDOs of Region I	TBA	TBA	TBA
Cluster C: SDOs of San Fernando City, La Union & Candon City Host: SDO City of San Fernando	ADM Convergence Among the Northwestern SDOs of Region I	March 26-29,2025	TBA	First meal-P.M. Snacks/ March 26,2025 Last meal- Lunch/March 29,2025



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Cluster D: SDOs of Laoag City, Ilocos Norte, Batac City, Vigan City & Ilocos Sur Host: Laoag City	ADM Convergence Among the Northern SDOs of Region I	TBA	TBA	TBA
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2. The activity intends to a) identify key metrics on the implementation of ADM in the SDOs, b) evaluate the contextualized learning delivery modalities offered in the SDOs, c) intensify advocacy campaigns on ADM in the schools and community, and d) benchmark best practices and success stories of the ADM Program.

3. The participants to this activity shall compose of the Education Program Supervisors in -charge of ADM, CID & SGOD Chiefs, PSDSs, School Heads of ADM implementing schools, School ADM Coordinators and Alternate ADM Focal Persons. The table below indicates the distribution of the participants:

Cluster A	Number of Participants	Cluster B	Number of Participants
Alaminos City	24	San Carlos City	20
Urdaneta City	23	Pangasinan 1	20
Dagupan City	23	Pangasinan 2	20
*RTWG & RPs	5	*RTWG & RPs	5
Total	75	Total	65
Cluster C	Number of Participants	Cluster D	Number of Participants
San Fernando City	20	Laoag City	15
La Union	20	City of Batac	10
Candon City	15	Ilocos Norte	10
*RTWG & RPs	5	Ilocos Sur	10
		Vigan City	10
		*RTWG & RPs	5
Total	60	Total	60
*Particulars of RTWGs & RPs			
Tolentino G. Aquino		Regional Director	
Arlene A. Niro		CES, CLMD	
Editha T. Giron		EPS, CLMD	
Rodolfo B. Ligawad, Jr		EPS, CLMD	
Pedro Jose Cudal		Planning Officer, PPRD	

4. All identified Schools Division Offices are requested to warrant the participation and involvement of their respective delegates including the completion of their respective program deliverable including report on the utilization of downloaded PSF for ADM implementation using the enclosed template in Annex A. They are likewise expected to register through this link: <https://tinyurl.com/Cluster-ADM-Convergences>.

5. Travel and other incidental expenses of the participants shall be charged against FLO-ADM Program Support Funds downloaded to the SDOs, while the board and lodging shall be charged to the ADM Funds downloaded to the host-divisions respectively.

6. Consistent to DM-CT-2023-044 titled Guidelines on the Utilization and Reporting of PSF for the Alternative Delivery Mode, it is hereby reiterated and clarified that the ADM PSF downloaded to the SDOs shall be utilized for the payment of incidental expenses in the conduct of the following:

1. Conduct of any ADM -related activities such as convergences/ Conferences, orientation -workshops collateral including advocacy supplies and materials, meals of the participants, resource persons and management teams as prescribed in DepEd Order No. 2, s.2018;
2. Monitoring and evaluation of the different ADMs;
3. Travel expenses of the official participants to ADM- related activities conducted by the RO & SDO like incurred transportation services of participants for the benchmark activities;
4. Mapping and tracking of public school leavers or the learners at risk of dropping out;
5. Conduct of PIR and other related activities to ADM implementation initiated by the RO/SDO to address urgent needs on ADM modules, SLM & other LRs vis-a-vis monitoring result.

7. For any query or clarification regarding this matter, please contact Arlene A. Niro, Chief Education Supervisor, Curriculum and Learning Management Division at (072) 607-8137 loc. 120 or Editha T. Giron, Education Program Supervisor and focal person of the said program at (072) 607-8137 loc. 121.

8. For compliance and immediate dissemination.



TOLENTINO G. AQUINO
Director IV *TA*

Encl:DM-CT-2023-044: Guidelines on the Utilization and Reporting of PSF for the Alternative Delivery Mode
Reference: DM-CT-2023-044

To be included in the Perpetual Index
Under the subject:

**ALTERNATIVE DELIVERY MODE
CONVERGENCE**



CLMD /etg/RM_ClusterConvergences _ ADMImplementationintheSDOSofRegion I
March 11, 2025



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Annex 1

QUARTERLY REPORT ON THE UTILIZATION OF CONTINUING PSF FOR ADM IMPLEMENTATION

FISCAL YEAR _____

REGION/SDO: _____

Quarter : _____

I. ACCOMPLISHMENT

ACTIVITY	OBJECTIVE	OUTPUT	PHYSICAL ACCOMPLISHMENT		FINANCIAL ACCOMPLISHMENT	
			TARGET	ACTUAL	TARGET	ACTUAL

II. REASONS FOR UNDER-/OVER-ACHIEVEMENT BASED ON THE TARGETS

III. ISSUES AND CHALLENGES

- A. Operational Concerns
- B. Policy-related Concerns

- IV. GOOD PRACTICES
- V. CATCH-UP PLAN
- VI. RECOMMENDATION

PREPARED

REGIONAL/DIVISION AP -EPS
PROGRAM FOCAL PERSON

REGIONAL DIRECTOR/SCHOOLS
DIVISION SUPERINTENDENT



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Republic of the Philippines


Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

02272

MEMORANDUM
DM-CT-2023-044

TO : **REGIONAL DIRECTORS**
MINISTER, Ministry of Basic, Higher and Technical Education,
BARMM

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : **GUIDELINES ON THE UTILIZATION AND REPORTING OF**
THE PROGRAM SUPPORT FUNDS FOR THE ALTERNATIVE
DELIVERY MODE FOR FISCAL YEAR 2023

DATE : **March 13, 2023**

In support of the Department of Education's (DepEd) commitment under the MATATAG four-point agenda to accelerate the delivery of basic education services for all learners, including those who are disadvantaged and at risk of dropping from school, all DepEd Regional Offices (ROs) shall receive the Program Support Fund (PSF) for Alternative Delivery Mode (ADM) for Fiscal Year (FY) 2023 through the issuance of Sub-Allotment Release Order (Sub-ARO).

The PSF shall be used to cover programs, activities, and projects to support the implementation of the ADMs. The DepEd ROs may further download the fund to their respective Schools Division Offices (SDOs) which shall be utilized until December 31, 2023.

See attached Annexes for the following information:

- Annex 1 - PSF eligible and ineligible expenses
- Annex 2 - Breakdown of the allocation of funds per region
- Annex 3 - Quarterly report template

The DepEd Central Office (CO), through the Bureau of Learning Delivery (BLD), shall regularly monitor the program implementation and fund utilization by the ROs through a Program Implementation Review (PIR) in coordination with the ADM regional focal persons.

The ADM regional focal persons shall submit to the BLD - Office of the Director a consolidated quarterly report on the utilization of the PSF duly signed by the Regional Director to be submitted through email at bld.od@deped.gov.ph and bld.adm@deped.gov.ph.

For more information, all concerned may contact the BLD via the same email addresses or at telephone numbers +632 8636-6540 and +632 8637-4347.

Immediate dissemination of and compliance with this Memorandum is desired.



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Annex 1

The PSF shall be used for the payment of miscellaneous or incidental expenses in the conduct of the following:

1. Monitoring the use of ADM modules/ Self-Learning Modules (SLMs) and Kindergarten Learning Experiences and Home Learning Plans in the different learning modalities
2. Mapping and tracking of public elementary and secondary learners at risk of dropping out in the different ADMs, including learners in the homeschooling program
3. Mapping of all locally developed ADM modules/SLMs, worksheets, learning activity sheets, and TV/radio video lessons against the existing K to 12 curriculum¹
4. Travel expenses of the official participants to ADM-related activities conducted by the BLD, ROs, or SDOs.
5. Monitoring and evaluation of the implementation of the different ADMs, i.e., Modified In-School Off-school Approach (MISOSA), Instructional Management by Parents, Community, and Teacher (IMPACT), Open High School Program (OHSP), Night School, Homeschooling, Rural Farm School, Distance Education for SPED, and School-Initiated Interventions
6. Payment of miscellaneous or incidental expenses during the conduct of any ADM-related activities such as orientation, workshops, and conferences, including the following:
 - i. supplies and materials at standard cost
 - ii. meals of the participants, resource persons, and management team as prescribed in DepEd Order No. 2, s. 2018 titled *Guidelines on the Allocation of Funds for Venue, Meals, Snacks, and Room Accommodation for Official Activities Organized and Conducted by the Department of Education*
7. Conduct of PIR at the RO and SDO level
8. Other activities related to ADM implementation.

All eligible expenses shall be charged to Flexible Learning Options-Alternative Delivery Mode (FLO-ADM) funds consistent with existing budgeting, accounting, and auditing rules and regulations.

¹ Templates for this purpose shall be issued through another issuance.



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The ineligible expenses are:

1. purchase of capital outlay items (e.g., equipment);
2. payment for subscriptions (internet connection, cable TV, satellite TV, subscription, and reading materials); and
3. salary and compensation benefits of contractual or casual employees as these shall be charged against Personnel Services (PS) allocations.