

NOVEMBER 10, 2025

REGIONAL MEMORANDUM
CLMD – 2025 – 1202

To: Schools Division Superintendents) Division of Butuan City
) Division of Surigao del Sur

All Others Concerned

NATIONAL TRAINING OF TRAINERS (NTOT) FOR LIMITED SCALE-UP ON THE
IMPLEMENTATION OF FUNCTIONAL EDUCATION AND LITERACY PROGRAM
(FELP)-FINANCIAL EDUCATION COURSE

1. In line with the Department of Education's commitment to enhance the implementation of the Functional Education and Literacy Program (FEL) – Financial Education Course, the Office of the Undersecretary for Learning Systems will conduct the National Training of Trainers (NTOT) for Limited Scale-Up on the Implementation of the FEL-Financial Education Course from December 9-11, 2025 at Baguio Teachers Camp, Baguio City.
2. This activity aims to build the capacity of selected personnel to effectively deliver the program at the regional and division levels.
3. Participants listed below are required to bring their laptops, extension cords, and any pertinent reading materials to the workshop:

Name	Position	Office
Anamarie L. Ceniza	EPS-ALS Focal Person	SDO-Butuan City
Deborah C. Madamba	Principal III	SDO-Butuan City
Menerba M. Dapar	EPS-ALS Focal Person	SDO-Surigao del Sur
Jonalyn C. Medrano	Principal II	SDO-Surigao del Sur
Josephine Chonie M. Obsenares	EPS	Regional Office

4. Travel expenses, including airfare, per diem, and other incidental costs, will be charged to the FLO-ALS PSF, which is directly released to the Regional Office and subsequently downloaded to the respective SDOs, subject to the standard accounting and auditing rules and regulations.
5. For additional information, please see the attached Memorandum.
5. For inquiries, please contact Josephine Chonie M. Obseñares, EPS, Regional ALS Focal Person at josephinechonie.obsenares@deped.gov.ph.
6. Immediate dissemination of and compliance with this Memorandum is desired.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encls.: As stated

Reference: Memorandum (DM-LS-2025-152)

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

ALTERNATIVE LEARNING SYSTEM

CURRICULUM

TRAINING

CLMD/jcmo
11/7/2025



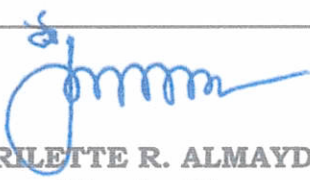
Republic of the Philippines
Department of Education
BUREAU OF ALTERNATIVE EDUCATION

**DM-LS-2025-152-NATIONAL TRAINING OF TRAINERS (NTOT) FOR LIMITED
SCALE-UP ON THE IMPLEMENTATION OF FUNCTIONAL EDUCATION AND
LITERACY PROGRAM (FELP)-FINANCIAL EDUCATION COURSE**

ADMINISTRATIVE NOTE
November 6, 2025

	Reminders
VENUE	Baguio Teachers Camp, Baguio City
DATES	December 9-11, 2025
Transportation	1. In view of the confirmation of the new schedule and venue, participants may proceed with processing the necessary documents to facilitate the booking their plane tickets and make the necessary travel arrangements. 2. Participants are advised to book the earliest available flight and land transportation to ensure arrival at the venue prior to the opening program, and to schedule their return flight late in the afternoon or evening of the final day of the training. 3. Participants arriving via plane are advised to take a taxi going to a bus terminal with routes to Baguio City.
REGISTRATION AND HOTEL ACCOMMODATION	1. Upon arrival at the venue, participants shall proceed to the Quirino Conference Hall. 2. The Opening Program shall start at 10:00 AM. Thus, participants are expected to be at the venue before the stated time. 3. Check-in for room accommodation will start on December 9, 2025, at 2:00 PM (Standard Check-in Time). Please be advised that the Bureau will not cover accommodation and other costs for participants arriving prior to December 9, 2025. 4. Check-out time is on December 11, 2025, at 12:00 noon. No attendees will be permitted to leave the venue prior to the stated check-out time; therefore, participants travelling by air are advised to verify and reserve the available flights considering the travel time from the venue to specific terminal, taking into account the Closing Program schedule.
DRESS CODE	Smart Casual Attire
MATERIALS	Bring a laptop and an extension cord.

MEALS	MEALS	December 9, 2025	December 10, 2025	December 11, 2025
	<i>Breakfast</i>	✓	✓	✓
	<i>AM Snacks</i>	✓	✓	✓
	<i>Lunch</i>	✓	✓	✓
	<i>PM Snacks</i>	✓	✓	✓
	<i>Dinner</i>	✓	✓	✓
	As agreed upon with Baguio Teachers Camp, the first meal to be provided will be breakfast, and the last meal will be a packed dinner.			


MARILETTE R. ALMAYDA
 Director IV



Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-LS-2025-152

TO : REGIONAL DIRECTORS

FROM : *Carmela C. Oracion*
CARMELA C. ORACION
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Learning Systems

SUBJECT : **NATIONAL TRAINING OF TRAINERS (NTOT) FOR LIMITED SCALE-UP ON THE IMPLEMENTATION OF FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP)-FINANCIAL EDUCATION COURSE**

DATE : October 24, 2025

The Bureau of Alternative Education - Program Management and System Development Division (BAE-PMSDD) will conduct the **National Training of Trainers (NTOT) for Limited Scale-up on the Implementation of Functional Education and Literacy Program (FELP)-Financial Education Course** on **December 9-11, 2025 in Baguio City**.

In this regard, this Office requests the participation of the identified personnel in this activity. Please see *Attachment 1* for the list of participants and *Attachment 2* for the Indicative Program of Activities.

Board and lodging and expenses for supplies and materials will be charged to the Fiscal Year (FY) **2025 FLO-ALS Fund (AC-25-BAE-PMSDD-FLO-2-039)** while travel and other incidental expenses will be charged to the funds comprehensively released to the Regional Offices per DM-CT-2025-039 titled "*Fiscal Year 2025 Alternative Learning System Funds Directly Released to the Regional Offices,*" and will be paid in full upon submission of the travel documents, subject to the usual accounting and auditing rules and regulations.

Downloading of funds to the participants' respective Schools Division Offices is highly encouraged when deemed necessary and applicable. In case the downloaded funds are not sufficient to cover the actual expenses incurred, the Program Support Fund (PSF) FY 2025 or local funds will be utilized to augment the reimbursement of the said expenses.

For queries or clarifications, please contact **Mr. Michael Angelo V. Infante**, Senior Education Program Specialist of BAE - PMSDD at the telephone number (02) 8636-9347 or through email at bae.pmsdd@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

Copy furnished:

MALCOLM S. GARMA
Undersecretary for Operations
Office of the Undersecretary for Operations



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8633-7202/8687-4146 E-mail: ouct@deped.gov.ph





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

Attachment No. 2 to DM-LS-2025 152

**National Training of Trainers (NTOT) for Limited Scale-up on the Implementation of
 Functional Education and Literacy Program (FELP)-Financial Education Course
 November 5 to 7, 2025**

Indicative Program of Activities

TIME	Day 1 (Wednesday)	Day 2 (Thursday)	Day 3 (Friday)
7:00-7:30	Registration of Participants	Breakfast and Registration	
7:31-8:00		Management of Learning	
8:01-9:00	I. OPENING PROGRAM <i>*National Anthem</i> <i>*Prayer</i> <i>*DepEd Quality Policy</i> <i>*Acknowledgment of Participants:</i> <i>*Welcome Remarks:</i> <i>*Message:</i> <i>*Statement of Purpose and *Presentation of Mechanics</i> <i>Photo Opportunity</i>	Session 7 FELP Financial Education Course Kit 4: Spending and Budgeting	Session 14 Implementation Planning Prepare an implementation plan/contextualized class program for piloting the FELP-Financial Education Course
9:01-10:00		Session 8 FELP Financial Education Course Kit 5: Borrowing	
10:01-10:10	II. Plenary Session	Session 9 FELP Financial Education Course Kit 6: Investing	
10:11-11:00			
11:01-12:00	Session 1: Discussion on the Functional Education and Literacy Program (FELP) (Rationale and Framework)		
12:01-1:00	LUNCH		
1:01-2:00	Session 2: Orientation on the FELP Course Elements - FELP Course Design - FELP Course Kits (Facilitator's Guide and Learner's Course Kits)	Session 10 FELP Financial Education Course Kit 7: Protecting Your Finances	Workplace Application Plan (WAP) - Discussion on the process of preparing workplace application plan - Drafting of workplace application plan
2:01-3:00	Session 3: FELP-Financial Education Course 1. Overview and Rationale 2. Course Requirements 3. Target Learners 4. Walkthrough of the Course Contents 5. Course Outcomes 6. Performance-based Assessment 7. Micro-certification	Session 11 FELP Financial Education Course Kit 8: Financial Planning Finances Session 12 The 4As Approach in Teaching ALS Learners	Submission of Final Outputs



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3:01-3:10	HEALTH BREAK		
3:01-4:00	Session 4 FELP Financial Education Course Kit 1: Introduction to Personal Finance	Session 13: Instructional Strategies	CLOSING PROGRAM <i>*Prayer and Nationalistic Song</i> <i>*Insights and Impressions</i> <i>*Message of the Director</i> <i>*Awarding of Certificates</i> <i>*Challenge & Acceptance of Challenge</i> <i>*Closing Remarks</i>
4:01-5:00	Session 5 FELP Financial Education Course Kit 2: Managing Income Session 6 FELP Financial Education Course Kit 3: Saving	Session 14 Lesson Planning and Contextualization - Recall the parts of Lesson Plan for ALS and its corresponding contents and use - Prepare a contextualized Lesson Plan based on the Facilitator's Guide	
Expected Outputs	- Participants were given orientation on the Guidelines and Mechanics of the Training - Participants developed understanding on 4As Approach in Teaching ALS Learners - Participants developed understanding on the FELP – Financial Education Course - Workshop Outputs for FinEd Course Kits 1, 2, and 3	- Workshop Outputs for FinEd Course Kits 4, 5, 6, 7, and 8. - Sample Contextualized Lesson Plan based on the Facilitator's Guide	- Implementation Plan - Finalized Contextualized Lesson Plan based on the Facilitator's Guide, and Draft Implementation Plan
Officer of the Day	Michael Angelo V. Infante	Iza A. Rubiales	Jeffrey Florendo