



Republic of the Philippines
Department of Education
CARAGA REGION



June 20, 2024

REGIONAL MEMORANDUM

No. 0617 s. 2024

To: SCHOOLS DIVISION SUPERINTENDENTS
Dinagat Islands, Cabadbaran City
This Region

**WORKSHOP ON THE DEVELOPMENT, EVALUATION, AND REVISION AND
ENHANCEMENT OF COURSE KITS FOR FUNCTIONAL EDUCATION
AND LITERACY PROGRAM (FELP) COURSES**

1. In reference to Memorandum DM-CT-2024-192 issued on June 19, 2024, the Bureau of Alternative Education (BAE) will conduct a series of workshops relative to the Development, Evaluation, and Revision and Enhancement of Course Kits for Functional Education and Literacy Program (FELP) Courses.

2. The following participants are requested to attend the workshops according to the schedule outlined below:

Activity	Division	Participants	Venue
Workshop on the Development of Course Kits for Functional Education and Literacy program (FELP) Courses, July 1-5, 2024 <i>Responsible Parenting Education</i>	Dinagat	Mark Lorenz C. Luib PDO II	Lime Hotel and Resorts Pasay City
Workshop on the Evaluation of Course Kits for Functional Education and Literacy program (FELP) Courses, September 9-13, 2024 - <i>Digital Citizenship and Cybersafety</i>	Cabadbaran City	Elmer Hindap, Jr. EPSA	Specific venue will be announced on a separate venue
Workshop on the Revision and Enhancement of Course Kits for Functional Education and Literacy program (FELP) Courses, October 7-11, 2024 <i>Responsible Parenting Education</i>	Dinagat	Mark Lorenz C. Luib PDO II	Specific venue will be announced on a separate venue

3. Board and lodging, along with other expenses for supplies and materials, will be charged to the FY 2024 FLO-ALS Funds. Travel and other incidental expenses will be charged to the Regional Office allocation (DM-CT-2024-046), which will be downloaded to the division office, subject to the usual accounting and auditing rules and regulations.

4. For query, contact Josephine Chonie M. Obsenares, EPS Regional ALS Focal Person at 09098408963 or via email at josephinechonie.obsenares@deped.gov.ph



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5. Immediate dissemination of this Memorandum to all concerned is desired.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encls.: As stated

Reference: Memorandum DM-CT-2024-192

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

ALS FELP LEARNING RESOURCES WORKSHOP

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Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2024-192

TO : **REGIONAL DIRECTORS**

FROM : 
GINA O. GOÑONG
Undersecretary for Curriculum and Teaching

SUBJECT : **WORKSHOP ON THE DEVELOPMENT, EVALUATION, AND REVISION AND ENHANCEMENT OF COURSE KITS FOR FUNCTIONAL EDUCATION AND LITERACY PROGRAM (FELP) COURSES**

DATE : June 19, 2024

The Bureau of Alternative Education (BAE) will conduct a series of activities on the **Workshops on the Development, Evaluation, and Revision and Enhancement of Course Kits for Functional Education and Literacy Program (FELP) Courses** with the following details:

Name of Activity	No. of Participants	Inclusive Dates	Venue
Workshop on the Development of Course Kits for Functional Education and Literacy program (FELP) Courses	52 (DepEd personnel and RPs included)	July 1-5, 2024	Lime Hotels and Resorts, Pasay City
Workshop on the Evaluation of Course Kits for Functional Education and Literacy program (FELP) Courses	46 (DepEd personnel and RPs included)	September 9-13, 2024	Specific venue will be announced on a separate issuance
Workshop on the Revision and Enhancement of Course Kits for Functional Education and Literacy program (FELP) Courses	52 (DepEd personnel and RPs included)	October 7-11, 2024	Specific venue will be announced on a separate issuance

These activities specifically aim to attain and accomplish the following:

1. Develop Learning Resources for Additional FELP courses;
2. Evaluate and quality assure the Learning Resources for Additional FELP courses; and
3. Revise and enhance the Learning Resources for Additional FELP courses.



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Please see *Attachment No. 1* for the List of Participants and *Attachment No. 2* for the Workshop Designs. Participants are reminded to bring their own laptops, extension cords, and other related reading materials for the workshop.

Board and lodging, other expenses for supplies and materials, and other incidental expenses incurred by the participants for this activity will be charged to the 2024 FLO-ALS Fund, subject to the usual accounting and auditing rules and regulations. Travel and other incidental expenses of the participants shall be charged to the funds comprehensively released to the Regional Offices (DM-CT-2024-046).

Should there be queries or clarifications, please contact **Iza A. Rubiales**, *Senior Education Program Specialist*, Bureau of Alternative Education-Program Management and System Development Division (BAE-PMSDD) through email at bae.pmsdd@deped.gov.ph.

Immediate dissemination of this Memorandum is requested.

Copy furnished:
ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations



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Workshop on the Development of Course Kits for Functional Education and Literacy Program (FELP) Courses July 1-5, 2024

Indicative Program of Activities

TIME	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
7:00-7:30	Registration of Participants I. OPENING PROGRAM *National Anthem *Prayer *DepEd Quality Policy *Acknowledgment of Participants *Welcome Remarks *Message *Statement of Purpose and *Presentation of Mechanics Photo Opportunity II. Plenary Session Session 1: Overview and Background of Functional Education and Literacy Program (FELP) – Additional Course Outline Development Session 2: Presentation of the Mechanics of the Workshop on the Development of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation Session 3: Orientation on General Learning Resource (LR) Guidelines on the Development of Course Kits	Workshop 3 Choosing effective instructional design. Choose strategies and methods based on suggested learning principles for the Additional Course Kits.	Workshop 5 Developing Activities aligned to course objectives of the Course Kits.	Workshop 6 Developing assessment methods to evaluate learners' understanding and application of the course kit. This can include quizzes, assignments, projects, or practical scenarios. Designing the Summative Assessment for Micro-certification	Workshop 7 Completion of the Course Kits for FELP Pilot Implementation (Version 1) Continuation of Workshop 7 Completion of the Course Kits for FELP Pilot Implementation (Version 1) Presentation and Critiquing of the Completed FELP-Financial Education Course Template
7:31-8:00					
8:01-9:00					
9:01-10:00					
10:01-10:10					
10:11-11:00	Workshop 1 Discussion on the Additional Course Kits Template	Workshop 4 Drafting Course Kits Contents based on provided template	Continuation of Workshop 5 Developing Activities aligned to course objectives of the Course Kits	Continuation of Workshop 6 Designing the Summative Assessment for Micro-certification	Submission of the Course Kits for FELP Pilot Implementation (Version 1)
12:01-1:00					
1:01-2:00					
2:01-3:00					
3:01-3:10					
3:01-4:00					
	Workshop 2 Defining goals and objectives of the Workshop on the Development of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Continuation of Workshop 4 Drafting Course Kits Contents based on provided template	Presentation and Critiquing of Workshop 5 Outputs	Presentation and Critiquing of Workshop 6 Outputs	Submission of Final Outputs

Workshop on the Evaluation of Course Kits for Functional Education and Literacy Program (FELP) Courses

September 9-13, 2024

Indicative Program of Activities

TIME	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
7:00-7:30	Breakfast and Registration				
7:31-8:00	Management of Learning				
8:01-9:00	I. OPENING PROGRAM *National Anthem *Prayer *DepEd Quality Policy *Acknowledgment of Participants *Welcome Remarks *Message *Statement of Purpose and Presentation of Mechanics Photo Opportunity Plenary Session 1: Overview and Background of Additional Course Kits for FELP	Continuation of Workshop 1 Individual Evaluation (Content, Activities and Assessment)	Workshop 2: Team Evaluation Discussion with teammate	Workshop 3: Preparation of Team Summary of Findings Reports	Continuation of Workshop 3 Preparation of Team Summary of Findings Reports
9:01-10:00					
10:01-10:10	HEALTH BREAK				
10:11-11:00	Plenary 2: Orientation on the Guidelines and Mechanics of the Workshop on the Evaluation Additional Course Kits for FELP.	Continuation of Workshop 1 Individual Evaluation (Content, Activities and Assessment)	Continuation of Workshop 2 Team Evaluation Discussion with teammate	Continuation of Workshop 3: Preparation of Team Summary of Findings Reports	Presentation and Critiquing of Outputs
11:01-12:00	Plenary 3: Discussion of the Evaluation Tools and Summary of Findings, Correction, and Review Form (SFCR) Distribution of the Assigned Additional Course Kits for Evaluation				
12:01-1:00	LUNCH				
1:01-2:00	Workshop 1: Individual Evaluation (Content, Activities and Assessment)	Continuation of Workshop 1 Individual Evaluation (Content, Activities and Assessment)	Continuation of Workshop 2 Team Evaluation Discussion with teammate	Continuation of Workshop 3: Preparation of Team Summary of Findings Reports	Continuation of the Presentation and Critiquing of Outputs
2:01-3:00					
3:01-3:10	HEALTH BREAK				
3:01-4:00	Continuation of Workshop 1 Individual Evaluation (Content, Activities and Assessment)	Continuation of Workshop 1 Individual Evaluation (Content, Activities and Assessment)	Continuation of Workshop 2 Team Evaluation Discussion with teammate	Continuation of Workshop 3: Preparation of Team Summary of Findings Reports	Submission of Final Outputs
4:01-5:00					
Expected Outputs	Participants were given orientation on the Guidelines and Mechanics of the Workshop on the Evaluation of Financial Education Course Kits for FELP Pilot Implementation	The consolidated, agreed comments and recommendations in the Summary of Corrections Reports Financial Education Course Kits for FELP Pilot Implementation	The consolidated, agreed comments and recommendations in the Team Summary of Corrections Reports Financial Education Course Kits for FELP Pilot Implementation	Team Summary of Findings Reports	Submitted final outputs
Officer of the Day	Iza Rubiales	Michael Angelo V. Infante	Genius R. San Pablo	Michael Angelo V. Infante	Iza Rubiales

Workshop on the Revision and Enhancement of Course Kits for Functional Education and Literacy Program (FELP) Courses October 7-11, 2024

Indicative Program of Activities

TIME	Day 1 (Monday)	Day 2 (Tuesday)	Day 3 (Wednesday)	Day 4 (Thursday)	Day 5 (Friday)
7:00-7:30	Arrival and Billeting of Participants 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> II. Plenary Session Session 1: Overview and Background of Revision and Enhancement of Additional Course Kits for Functional Education and Literacy Program (FELP)	Continuation of Workshop 1: Revision of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Continuation of Workshop 1: Revision of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Continuation of Workshop 2 Discussion with the Development Team on the consensus revisions to be implemented on the Additional Course Kits for Functional Education and Literacy Program (FELP).	Finalization of Outputs Version 2 of the Additional Course Kits for Functional Education and Literacy Program (FELP).
7:31-8:00					
8:01-9:00					
9:01-10:00					
10:01-10:10	HEALTH BREAK				
10:11-11:00	Session 2: Orientation on the Guidelines and Mechanics of the Workshop on the Revision and Enhancement of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Continuation of Workshop 1: Revision of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Continuation of Workshop 1: Revision of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Continuation of Workshop 2 Discussion with the Development Team on the consensus revisions to be implemented on the Additional Course Kits for Functional Education and Literacy Program (FELP).	Finalization of Outputs Version 2 of the Additional Course Kits for Functional Education and Literacy Program (FELP)
11:01-12:00					
12:01-1:00					
1:01-2:00	Workshop 1: Revision of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Continuation of Workshop 1: Revision of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Workshop 2: Discussion with the Development Team on the consensus revisions to be implemented on the Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Continuation of Workshop 2 Discussion with the Development Team on the consensus revisions to be implemented on the Additional Course Kits for Functional Education and Literacy Program (FELP).	Submission of Outputs Version 2 of the Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation
2:01-3:00					
3:01-3:10	HEALTH BREAK				
3:01-4:00	Continuation of Workshop 1: Revision of Additional Course Kits for Functional Education and Literacy Program (FELP)	Continuation of Workshop 1: Revision of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Continuation of Workshop 2 Discussion with the Development Team on the consensus revisions to be implemented on the Additional Course Kits for Functional Education and Literacy Program (FELP)	Continuation of Workshop 2 Discussion with the Development Team on the consensus revisions to be implemented on the Additional Course Kits	CLOSING PROGRAM <i>*National Anthem</i> <i>*Prayer</i> <i>*Insights and Impressions</i>
4:01-5:00					

Expected Outputs	The consolidated and agreed comments and recommendations in the Evaluation Tool and Team Summary of Corrections Reports of the Additional Course Kits for Functional Education and Literacy Program (FELP).	Revised and Enhanced Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation	Education and Literacy Program (FELP) Pilot Implementation	for Functional Education and Literacy Program (FELP) Pilot Implementation	*Message of the Director *Awarding of Certificates *Closing Remarks and Ways Forward Version 2 of Additional Course Kits for Functional Education and Literacy Program (FELP) Pilot Implementation
Officer of the Day	Iza Rubiales	Michael Angelo V. Infante	Genius R. San Pablo	Michael Angelo V. Infante	Iza Rubiales