



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

REGIONAL MEMORANDUM
No. 744, s. 2026

JUL 16 2026

**CONDUCT OF THE SERIES OF WORKSHOPS ON THE DEVELOPMENT OF
TRAINING RESOURCE PACKAGE FOR THE NATIONAL TRAINING OF
TRAINERS (NTOT) ON THE IMPLEMENTATION OF FUNCTIONAL
EDUCATION AND LITERACY PROGRAM (FELP) COURSES**

To: Schools Division Superintendent of Guihulngan City
All Others Concerned

1. Attached is DepEd Memorandum No. DM-OULS-2026-292 titled Conduct of the Series of Workshops on the Development of Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses, particularly on the following activity:

Activity	Date	Venue
Workshop on the Quality Assurance of the Training Resource Package for the NTOT on the Implementation of FELP Courses	August 24-27, 2026	DepEd NEAP-NCR, Marikina City

3. The following is the identified participant from the Negros Island Region:

Name	Position	SDO
Mark Joseph Espia	OIC-Education Program Supervisor	Guihulngan City

4. Board and lodging including expenses for supplies and materials relative to the conduct of the activity shall be charged against Fiscal Year (FY) 2026 FLO-ALS Funds while travel and other incidental expenses to the downloaded funds to the Schools Division Office concerned, subject to the usual accounting and auditing rules and regulations.

5. Immediate dissemination of and compliance with this Memorandum are desired.

RAMIR B. UYTICO EdD, CESO III
Regional Director



Address: Batinguel, Dumaguete City, 6200
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Website: <https://depednir.net>



Republic of the Philippines
Department of Education
NEGROS ISLAND REGION

Encl.: As stated

Reference: As stated

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

ALTERNATIVE LEARNING SYSTEM WORKSHOP LITERACY

NTG/CLMD-RMWLC- Conduct of the Series of Workshops on The Development of Training Resource Package for The National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses
000/July 16, 2026



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-OULS-2026-292

TO : Regional Directors
Schools Division Superintendents
Alternative Learning System Focal Persons
All Others Concerned

FROM : *Carmela Oracion*
CARMELA C. ORACION *[Signature]*
Undersecretary for Learning Systems *H.*

SUBJECT : CONDUCT OF THE SERIES OF WORKSHOPS ON THE
DEVELOPMENT OF TRAINING RESOURCE PACKAGE FOR THE
NATIONAL TRAINING OF TRAINERS (NTOT) ON THE
IMPLEMENTATION OF FUNCTIONAL EDUCATION AND LITERACY
PROGRAM (FELP) COURSES

DATE : JUL 14 2026

The Bureau of Alternative Education - Program Management and System Development Division (BAE-PMSDD) will conduct series of workshops on the **Development of Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses** with the following details:

Title of the Activity	Date	Venue
Workshop on the Development of Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses	August 17-20, 2026	DepEd Ecotech Center, Cebu City
Workshop on the Quality Assurance of the Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses	August 24-27, 2026	DepEd NEAP-NCR, NEAP Marikina, National Capital Region
Workshop on the Finalization of the Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses	September 21-24, 2026	DepEd Ecotech Center, Cebu City

These activities specifically aim to attain and accomplish the following:

1. develop the Training Resource Package for the NTOT on the implementation of the FELP courses, including the PD Design, training matrix, session guides, presentation materials, and learning activities;
2. evaluate the developed Training Resource Package for the NTOT on the implementation of the FELP courses; and
3. finalize the developed Training Resource Package for the NTOT on the implementation of the FELP courses.

Please see **Attachment 1** for the List of Participants and **Attachment 2** for the Indicative Program of Activities. Participants are reminded to bring their own laptop computers and other related reading materials for use during the workshops.

Board and lodging, as well as expenses for supplies and materials relative to the conduct of the activities shall be charged against the Fiscal Year (FY) 2026 FLO-ALS. Travel and other incidental expenses shall be charged to the downloaded funds to the Regional Offices and shall be reimbursed upon submission of complete travel documents, subject to the usual accounting and auditing rules and regulations.

The downloading of funds for travel expenses to the participants' respective Schools Division Offices is highly encouraged, whenever necessary and applicable. Should the downloaded funds be insufficient to cover the actual expenses incurred, the FY 2026 Program Support Fund (PSF) or local funds will be utilized to augment the reimbursement of the said expenses.

For clarifications and related inquiries, please contact **Mr. Michael Angelo V. Infante**, Senior Education Program Specialist of BAE-PMSDD through email at bae.pmsdd@deped.gov.ph.

Immediate dissemination of this Memorandum is directed.

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Copy furnished:

MALCOLM S. GARMA

Undersecretary for Governance and Operations

Workshop on the Development of Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses

August 17-20, 2026

DepEd Ecotech Center, Cebu City

FELP Courses		Writers	Position/ Designation	Region	SDO
Accessing Government Services	1	Catherine Alarzar	Education Program Specialist II	V	SDO Camarines Sur
	2	Salve Grace R. Tamayo	Education Program Specialist II	V	SDO Masbate Province
	3	Rona M. Ajero	Education Program Specialist II	V	SDO Legazpi City
	4	Joel S. Bulawan	Education Program Specialist II	V	SDO Legazpi City
	5	Francis Librando	Education Program Specialist II	VI	SDO Capiz City
	6	Monina R. Antiquina	Education Program Specialist II	IX	SDO Dipolog City
Business Communication	7	Maria Kristina Tabernero	Education Program Specialist II	VIII	SDO Leyte
	8	Maria Francesca C. Fadri	Education Program Specialist II	IV-A	SDO Dasmariñas
	9	Mark Fil L. Tagsip	Education Program Specialist II	XI	SDO Davao Oriental
	10	Representative	Position of the Representative	IV-B	SDO Oriental Mindoro
Responsible Parenting Education	11	Braian B. Mahinay	Senior Educ. Program Specialist	XI	SDO Davao Del Norte
	12	Sherly H. Cruz	Education Program Specialist II	IV-A	SDO Rizal
	13	Diana Marie Dagli	Public School District Supervisor	NCR	SDO Pasig City
	14	Lovely Rollaine B. Cruz	Public School District Supervisor	NCR	SDO Taguig and Pateros
	15	Christopher C. Castillo	Education Program Specialist II	IV-A	SDO Laguna
Introduction to Setting Up A Business	16	Chona S. Recto	Education Program Specialist II	IV-B	SDO Marinduque
	17	Aldren C. Libot	Education Program Specialist II	V	SDO Masbate Province
	18	Aprille Claire M. Banaag	Education Program Specialist II	IV-A	SDO San Pedro
Cybersafety and Security	19	John Carl Cabarles	Education Program Specialist II	NCR	SDO Las Pinas City
	20	Romulus Guinoo	Education Program Specialist II	NCR	SDO Makati
	21	Zaldy P. Fernandez	Education Program Specialist II	CAR	SDO Apayao
	22	Representative	Position of the Representative	IV-B	SDO Oriental Mindoro

NEAP Evaluators	23	Jeanelette Ayson	Education Program Supervisor	VII	SDO Bohol
	24	Representative	Position of the Representative	VIII	SDO Calbayog
	25	Allen Cris Montillano	Education Program Specialist II	IV-A	SDO Cabuyao
	26	Allan C. Gobrin	Education Program Specialist II	CAR	SDO Apayao
	27	Gerald B. Olivar	Senior Education Program Specialist	V	SDO Masbate Province

**Workshop on the Quality Assurance of the Training Resource Package for the
National Training of Trainers (NTOT) on the Implementation of Functional
Education and Literacy Program (FELP) Courses**

August 24-27, 2026

DepEd NEAP-NCR, Marikina, National Capital Region

FELP Courses	No. of Kits		Name of Evaluator	Region	Designation	SDO
Accessing Government Services	6	1	Kyle David V. Atienza	IV-B	Senior Education Program Specialist	SDO Marinduque
		2	Representative	NCR	Position of the Representative	Makati City
		3	Michael E. Rame	I	Chief Education Supervisor	SDO Pangasinan
		4	Archie Azucenas	NCR	Public Schools District Supervisor	SDO Valenzuela
		5	Representative	NCR	Position of the Representative	SDO Manila
		6	John Michael Castino	XII	Senior Education Program Specialist	SDO General Santos City
		7	Representative	IV-A	Position of the Representative	SDO Binan City
Business Communication	4	8	Allen Cris Montillano	IVA	Education Program Specialist II	SDO Cabuyao
		9	Mark Joseph Espia	NIR	OIC EPS	SDO Guihulngan
		10	Bryan Pobe	IV-A	Education Program Supervisor	HRDD
		11	Representative	NCR	Position of the Representative	SDO Manila
		12	Joy S. Ferrer-Lopez	II	Education Program Supervisor	HRDD
Responsible Parenting Education	5	13	Jeanelette Ayson	VII	Education Program Supervisor	SDO Bohol
		14	Mouller Lumague	IV-A	Education Program Specialist II	SDO Sta. Rosa
		15	Rebecca Postrano	X	Education Program Supervisor	HRDD
		16	Leilanie Villanueva	NCR	Education Program Supervisor	SDO Marikina
		17	Representative	VIII	Position of the Representative	SDO Calbayog
		18	Krissel B. Quemquem	NCR	Education Program Supervisor	SDO Makati
Introduction to Setting Up A Business	3	19	Gerald B. Olivar	V	Senior Education Program Specialist	SDO Masbate Province
		20	Representative	NCR	Position of the Representative	SDO Pasig City
		21	Elvernice Fanged	CAR	Education Program Supervisor	QAD
		22	Joel Vasallo	III	Education Program Supervisor	SDO Bulacan
Cybersafety and Security	3	23	Allan C. Gobrin	CAR	Education Program Specialist II	SDO Apayao
		24	Voltair Asildo	Caraga	Education Program Supervisor	SDO Tandag City
		25	Representative	III	Position of the Representative	SDO Nueva Ecija
		26	Dexter Andres	Caraga	Education Program Supervisor	HRDD

Workshop on the Finalization of the Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses

September 21-24, 2026
DepEd Ecotech Center, Cebu City

FELP Courses		Writers	Position/ Designation	Region	SDO
Accessing Government Services	1	Catherine Alarzar	Education Program Specialist II	V	SDO Camarines Sur
	2	Salve Grace R. Tamayo	Education Program Specialist II	V	SDO Masbate Province
	3	Rona M. Ajero	Education Program Specialist II	V	SDO Legazpi City
	4	Joel S. Bulawan	Education Program Specialist II	V	SDO Legazpi City
	5	Francis Librando	Education Program Specialist II	VI	SDO Capiz City
	6	Monina R. Antiquina	Education Program Specialist II	IX	SDO Dipolog City
Business Communication	7	Maria Kristina Tabernero	Education Program Specialist II	VIII	SDO Leyte
	8	Maria Francesca C. Fadri	Education Program Specialist II	IV-A	SDO Dasmariñas
	9	Mark Fil L. Tagsip	Education Program Specialist II	XI	SDO Davao Oriental
	10	Representative	Position of the Representative	IV-B	SDO Oriental Mindoro
Responsible Parenting Education	11	Braian B. Mahinay	Senior Educ. Program Specialist	XI	SDO Davao Del Norte
	12	Sherly H. Cruz	Education Program Specialist II	IV-A	SDO Rizal
	13	Diana Marie Dagli	Public School District Supervisor	NCR	SDO Pasig City
	14	Lovely Rollaine B. Cruz	Public School District Supervisor	NCR	SDO Taguig and Pateros
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Introduction to Setting Up A Business	16	Chona S. Recto	Education Program Specialist II	IV-B	SDO Marinduque
	17	Aldren C. Libot	Education Program Specialist II	V	SDO Masbate Province
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Cybersafety and Security	19	John Carl Cabarles	Education Program Specialist II	NCR	SDO Las Pinas City
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	22	Representative	Position of the Representative	IV-B	SDO Oriental Mindoro

NEAP Evaluators	23	Jeanelette Ayson	Education Program Supervisor	VII	SDO Bohol
	24	Representative	Position of the Representative	VIII	SDO Calbayog
	25	Allen Cris Montillano	Education Program Specialist II	IV-A	SDO Cabuyao
	26	Allan C. Gobrin	Education Program Specialist II	CAR	SDO Apayao
	27	Gerald B. Olivar	Senior Education Program Specialist	V	SDO Masbate Province

Attachment No. 2 to DM-OULS-2026-292

Workshop on the Development of the Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses August 17-20, 2026

Indicative Program of Activities

TIME	Day 1	Day 2	Day 3	Day 4
	Registration of Participants		Breakfast and Registration Management of Learning	
7:00-7:30				
7:31-8:00				
8:01-9:00	I. OPENING PROGRAM <i>*National Anthem</i> <i>*Prayer</i> <i>*DoEd 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>	Presentation and Critiquing of PD Designs: Group Presentations per FELP Course with Technical Review and Recommendations from NEAP Specialists and Technical Working Group	Continuation of Workshop 3: Development of Session Objectives, Content Flow, and Learning Activities	Session 7: Guidelines for Slide Deck Development aligned with Finalized Session Guides and NEAP Standards
9:01-10:00		HEALTH BREAK Workshop: Revision, Enhancement, and Finalization of the PD Designs based on Technical Comments and Recommendations Consolidation of Agreements and Finalization of Approved PD Designs for the Development of the FELP Training Resource Package	Continuation of Workshop 3: Development of Facilitation Guides, Assessment Strategies, and Learning Resources Workshop: Technical Review and Peer Critiquing of Developed Session Guides	Workshop: Development of Slide Decks for FELP Courses based on Finalized Session Guides
10:01-10:10	II. Plenary Session Session 1: Overview and Background of the Functional Education and Literacy Program (FELP) Session 2: Overview of the Professional Development (PD) Program and Training Resource Package (TRP) for FELP Session 3: Orientation on NEAP Standards, Quality Assurance Processes, and Guidelines in Developing Training Resource Packages Session 4: Guidelines and Considerations in Developing NEAP-Compliant Training Resource Packages and Learning Materials (NEAP Specialists)			
10:11-11:00				
11:01-12:00				
12:01-1:00	LUNCH			
1:01-2:00	Workshop: Workshop 1: Review of the PD Design and Training Structure for the Following FELP Courses: • Accessing Government Services • Business Communication • Introduction to Setting-up a Business • Cybersafety • Responsible Parenting Education • Other FELP Courses	Session 5: Orientation on the Development of Session Guides aligned with the Approved FELP Professional Development (PD) Design and NEAP Standards Discussion on the Components of Session Guides: a. Session Title and Duration b. Learning Objectives c. Key Content and Concepts d. Learning Activities and Methodologies	Continuation of Workshop on Session Guides Development: Enhancement and Revision of Session Guides based on Comments and Recommendations	Presentation and Critiquing of Developed Slide Decks
2:01-3:00				

		e. Facilitation Guide and Process Flow f. Learning Resources and Materials g. Assessment and Reflection Activities h. Expected Outputs and Evaluation Mechanisms			
3:01-3:10	HEALTH BREAK				
3:01-4:00	Continuation of Workshop: Alignment Checking of Learning Outcomes, Session Objectives, Training Methodologies, and Assessment Strategies based on NEAP Standards	Workshop: Initial Development of Session Guides for the Identified FELP Courses based on the Finalized PD Designs	Session 6: NEAP Standards-Based Facilitation and Quality Assurance in Training Resource Development Workshop: Continued Development and Enhancement of Session Guides for FELP Courses (Finalization of Content Flow, Activities, and Assessment Tools)	Final Integration of TRP Components (Session Guides, Slide Decks, Assessment Tools, and Learning Resources) CLOSING PROGRAM *Prayer and Nationalistic Song *Insights and Impressions *Message of the Director *Awarding of Certificates *Challenge & Acceptance of Challenge *Closing Remarks	
4:01-5:00					
Expected Outputs	- Reviewed and enhanced PD Designs for the identified FELP courses - Validated alignment of learning outcomes, methodologies, and assessment strategies with NEAP standards	- Presented and critiqued PD Designs for each FELP course - Finalized PD Designs to serve as basis for the development of the FELP Training Resource Package - Developed initial session guides for the identified FELP courses	- Prepared session objectives, learning activities, facilitation guides, and assessment strategies aligned with NEAP standards - Conducted technical review and peer critiquing of developed session guides - Enhanced and refined session guides based on technical recommendations	- Completed Session Guide for each FELP course - Developed and finalized slide decks for each FELP course	
Officer of the Day	Michael Angelo V. Infante	Brenfel C. Hajan / Reyangle V. Sandoval	Iza Rubiales / Jeffrey F. Florendo	Michael Angelo V. Infante	

Attachment No. 2 to DM-OULS-2026-292

Workshop on the Quality Assurance of the Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses August 24-27, 2026

Indicative Program of Activities

TIME	Day 1	Day 2	Day 3	Day 4
	Registration of Participants		Breakfast and Registration Management of Learning	
7:00-7:30				
7:31-8:00				
8:01-9:00	I. OPENING PROGRAM *National Anthem *Prayer *Quality Assurance Policy *Acknowledgment of Participants *Welcome Remarks *Message *Statement of Purpose and *Presentation of Mechanics *Prize Opportunity	Session 5: Discussion on the Contents and Context of FELP Courses: • Accessing Government Services • Business Communication • Introduction to Setting-up a Business • Cybersafety • Responsible Parenting Education	Session 6: Discussion on the Key Reminders on the Development of Slide Presentation	Integrated Quality Assurance of PD Design, Session Guides, and Slide Decks Consolidation of the Findings, Comments, and Recommendation per FELP Course Training Resource Package
9:01-10:00	II. Plenary Session Session 1: FELP Overview and FELP Implementation Context Session 2: FELP PD Design and TRP Development Overview Session 3: NEAP Quality Assurance Standards and TRP Evaluation Framework Session 4: Role and Process of Training Materials Evaluators in TRP QA			
10:01-10:10		HEALTH BREAK		
10:11-11:00		Workshop: Review of the TRP – Session Guides per FELP Course	Presentation and Review of Slide Decks per FELP Course Review of Instructional Design, Flow, and Content Accuracy Continuation of Slide Deck Review	Consolidation of the Findings, Comments, and Recommendation per FELP Course Training Resource Package
11:01-12:00				
12:01-1:00	LUNCH			
1:01-2:00	Workshop: Review of the Developed Professional Development (PD Design) per FELP Course: • Accessing Government Services • Business Communication • Introduction to Setting-up a Business • Cybersafety • Responsible Parenting Education	Continuation of Workshop: Review of the TRP – Session Guides per FELP Course Check the alignment of Session Guide to the Developed PD Design	Presentation and Review of Slide Decks per FELP Course Review of Instructional Design, Flow, and Content Accuracy Continuation of Slide Deck Review	Preparation of the Slide Presentation of the Findings, Comments, and Recommendation on the Training Resource Package in preparation for the Workshop on the Finalization of Training Resource Package
2:01-3:00				
3:01-3:10	HEALTH BREAK			
3:01-4:00	Finalize the Summary of Comments and Recommendations Review of the Developed Professional Development (PD Design) per FELP course: • Accessing Government Services	Finalize the Summary of Comments and Recommendations on the	Finalize the Summary of Comments and Recommendations on the Review of FELP Courses Slide Presentation	CLOSING PROGRAM *Prayer and Nationalistic Song *Insights and Impressions *Message of the Director

4:01-5:00	• Business Communication • Introduction to Setting-up a Business • Cybersafety • Responsible Parenting Education • Responsible Parenting Education • Other FELP Courses	Review of FELP Courses Session Guides		*Awarding of Certificates *Challenge & Acceptance of Challenge *Closing Remarks
Expected Outputs	Reviewed Developed Professional Development (PD Design) per FELP course	• Reviewed Session Guides	• Reviewed Slide Presentation per FELP course	• Summary of Findings, Comments, and Recommendation per FELP Course Training Resource Package
Officer of the Day	Michael Angelo V. Infante	Brenfel C. Hajan / Reyangle V. Santoval	Iza Rubiales / Jeffrey F. Florendo	Michael Angelo V. Infante

Workshop on the Finalization of the Training Resource Package for the National Training of Trainers (NTOT) on the Implementation of Functional Education and Literacy Program (FELP) Courses
September 21-24, 2026

Indicative Program of Activities

TIME	Day 1	Day 2	Day 3	Day 4
7:00-7:30	Registration of Participants	Breakfast and Registration	Management of Learning	
7:31-8:00				
8:01-9:00	I. OPENING PROGRAM *National Anthem *Prayer *DepEd Quality Policy *Acknowledgment of Participants *Welcome Remarks	Workshop: Enhancement and Finalization of the Session Guide per FELP course	Workshop: Enhancement and Finalization of the Slide Presentation per FELP course	Preparation for the Mock Training per FELP Course
9:01-10:00		HEALTH BREAK		
10:01-10:10				
10:11-11:00		Continuation of Workshop: Enhancement and Finalization of the Session Guide per FELP course	Continuation of Workshop: Enhancement and Finalization of the Slide Presentation per FELP course	Mock Training / Presentation of the Developed and Finalized Training Resource Package • Accessing Government Services • Business Communication • Introduction to Setting-up a Business
11:01-12:00	II. Plenary Session Session 1: Functional Education and Literacy Program (FELP) and the Discussion of FELP Courses Session 2: Discussion on the Professional Development (PD) Program and Training Resource Package (TRP) for FELP Session 3: Reminders on NEAP Standards and Guidelines in Developing Training Resource Packages			
12:01-1:00	LUNCH			
1:01-2:00	Session 4: Presentation of Findings, Comments, and Recommendation on the Training Resource Package	Continuation of Workshop: Enhancement and Finalization of the Session Guide per FELP course	Continuation of Workshop: Enhancement and Finalization of the Slide Presentation per FELP course	Mock Training / Presentation of the Developed and Finalized Training Resource Package • Cybersafety • Responsible Parenting Education • Other FELP Courses
2:01-3:00	Workshop: Alignment Checking of Learning Outcomes, Session Objectives, Training Methodologies, and Assessment Strategies based on NEAP Standards and QA Findings and Recommendations			
3:01-3:10	HEALTH BREAK			
3:01-4:00		Presentation of the Finalized FELP Course Session Guide Critiquing of Developed Session Guides	Presentation of the Finalized FELP Course Slide Presentation Critiquing of Developed Slide Presentation	CLOSING PROGRAM *Prayer and Nationalistic Song *Insights and Impressions *Message of the Director *Awarding of Certificates *Challenge & Acceptance of Challenge *Closing Remarks
4:01-5:00	Continuation of Workshop: Alignment Checking of Learning Outcomes, Session Objectives, Training Methodologies, and Assessment Strategies based on NEAP Standards and QA Findings and Recommendations			
	• Enhanced and Finalized PD Designs for the identified FELP courses	• Enhanced and Finalized Session Guide for the identified FELP courses	• Enhanced and Finalized Slide Presentation for the identified FELP courses	• Completed Training Resource Package for the NTOT on the Implementation of FELP courses
Expected Outputs		Brentel C. Hajan / Reyange V. Sandoval	Iza Rubiales / Jeffrey F. Florendo	Michael Angelo V. Infante
Officer of the Day	Michael Angelo V. Infante			