



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF AKLAN

March 25, 2025

**DIVISION MEMORANDUM**

No. 172, s. 2025

**SEMINAR AND PROVISION OF TECHNICAL ASSISTANCE FOR SCHOOLS  
ADOPTING ALTERNATIVE DELIVERY MODE (ADM)**

To: **Chief Education Supervisors  
Education Program Supervisors  
Education Program Specialist II – ALS/ADM  
Public Schools District Supervisors,  
Principals/Head Teacher-In-Charge of the Districts  
Heads of Public Elementary, Secondary and Integrated Schools  
District ADM Coordinator  
All Others Concerned**

1. The Schools Division Office of Aklan, through the Curriculum Implementation Division (CID), will conduct a three-day **Seminar and Technical Assistance Provision for Schools Implementing the Alternative Delivery Mode (ADM)** in three batches. **Batch 1** will be held on **April 2, 2025**, **Batch 2** on **April 3, 2025**, and **Batch 3** on **April 4, 2025** at Numancia Integrated School, Poblacion, Numancia, Aklan.
2. This seminar aims to orient participants on the Dropout Reduction Program (DORP) and Alternative Delivery Mode (ADM), discuss the principles, policies, and implementation strategies of the Open High School Program (OHSP) as a learning intervention, and provide technical assistance to schools in establishing OHSP.
3. Participants in this activity include district school leaders, district and school ADM coordinators, ALS teachers, and selected teachers from the District of Numancia. The activity matrix can be found in **Enclosure No. 1**, while participant details are in **Enclosure No. 2** of this memorandum.
4. This activity will be conducted subject to DepEd Order No. 009, series of 2005, titled, Instituting Measures to Engaged Time-On-Task and Enduring Compliance Therewith.
5. Expenses related to the conduct of this activity shall be charged against Program Support Funds (PSF) of Alternative Delivery Mode (ADM), subject to the usual government accounting and auditing rules and regulations.



Poblacion, Numancia, Aklan  
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6. It is understood that in the conduct of this activity there shall be no discrimination on provision of learning and development interventions on account of age, school, gender, civil status, disability, religion or other similar factors/personal circumstances that run to the principles of equal opportunity with strict observance to the usual health protocols.
7. Immediate and widest dissemination of this Memorandum is earnestly desired.

  
**FELICIANO C. BUENAFE JR, CESO VI**  
Schools Division Superintendent

Enclosure: As stated  
Allotment: 3(DO 54 - 94)  
To be indicated in the Perpetual Index  
under the following subjects:

**ADM**  
HST

**DIVISION ORIENTATION**

**EMERGENCY EDUCATION PREPAREDNES**

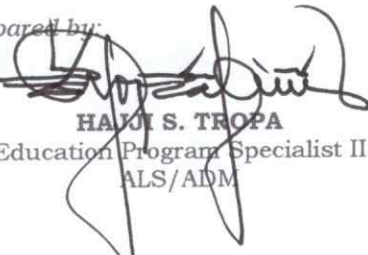


**Seminar and Technical Assistance Provision for Schools Implementing the  
Alternative Delivery Mode (ADM)**

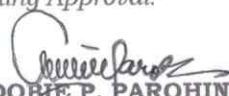
**Matrix of Activities**

| <b>Time</b>      | <b>Activity</b>   | <b>Resource Speaker(s)</b>  |
|------------------|---|---|
| 08:30 - 09:00 AM | <b>Opening Program</b><br><i>(Prayer, National Anthem, Welcome Remarks)</i> | <i>(ADM Coordinator, Secretariat)</i>                                 |
| 09:00 - 09:30 AM | <b>Overview of DORP and ADM:<br/>Connections and Significance</b>           | <b>Hajji S. Tropa, EdD</b><br>Division ALS Focal<br>SDO Aklan         |
| 09:30 - 10:00 AM | <b>Legal Bases and Policies on ADM</b>                                      | <b>Joemel M. Ascanio, EdD</b><br>Teacher III<br>District of Numancia  |
| 10:00 - 10:15 AM | <b>Health Break</b>   |   |
| 10:15 - 11:00 AM | <b>The ADM Programs</b>   | <b>Hajji S. Tropa, EdD</b><br>Division ALS Focal<br>SDO Aklan         |
| 11:00 - 11:30 AM |   |   |
| 11:30 - 11:45 AM | <b>The Open High School Program (OHSP)</b>                                  | <b>Villomar T. Mojica,</b><br>Head Teacher IV<br>District of Numancia |
| 11:45 - 12:00 PM | <b>Open Forum</b>   | All Participants  |
| 12:00 - 01:00 PM | <b>Lunch Break</b>  |   |
| 01:00 - 02:30 PM | <b>Steps in Establishing an OHSP in Schools</b>                             | <b>Jonalyn I. Emperado,</b><br>Teacher III<br>District of Ibaday East |
| 02:30 - 03:30 PM | <b>Development of School Action Plan for OHSP<br/>Implementation</b>        | <b>Meganda A. Villar, EdD,</b><br>Head Teacher I<br>District of Lezo  |
| 03:30 - 04:00 PM | <b>Presentation of Action Plans and Feedback</b>                            | District ADM Coordinator  |
| 04:00 - 05:00 PM | <b>Commitment Setting and Closing Program</b>                               | DepEd Officials, Participants   |

Prepared by:

  
**HAJJI S. TROPA**  
Education Program Specialist II  
ALS/ADM

Recommending Approval:

  
**Dr. DOHIE P. PAROHINOG**  
Chief Education Supervisor

Approved:

  
**FELICIANO C. BUENAFE, Jr. CESO VI**  
Schools Division Superintendent

**Seminar and Technical Assistance Provision for Schools Implementing the  
Alternative Delivery Mode (ADM)****List of Participants per Batch**

| <b>Participants</b>          | <b>Batch 1</b><br><i>April 2, 2025</i> | <b>Batch 2</b><br><i>April 3, 2025</i> | <b>Batch 3</b><br><i>April 4, 2025</i> | <b>Total<br/>Participants:</b> |
|------------------------------|--|--|--|--------------------------------|
| School Heads                 | 4                                      | 4                                      | 4                                      | <b>12</b>                      |
| District ADM<br>Coordinators | 2                                      | 2                                      | 2                                      | <b>6</b>                       |
| Teachers                     | 34                                     | 34                                     | 34                                     | <b>102</b>                     |
| Resource<br>Speakers/TWGs    | 5                                      | 5                                      | 5                                      | <b>15</b>                      |
| <b>General Total</b>         | <b>45</b>                              | <b>45</b>                              | <b>45</b>                              | <b>135</b>                     |