



Republic of the Philippines  
**Department of Education**  
 REGION II - CAGAYAN VALLEY  
 SCHOOLS DIVISION OF BATANES

May 6, 2025

**DIVISION MEMORANDUM**

No. 109 s. 2025

**CAPACITY BUILDING FOR MASTERY OF ALS UNIFIED FORMS AND  
 ESSENTIAL PORTFOLIO DOCUMENTS**

To: Asst. Schools Division Superintendent  
 Chief Education Supervisors  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 All others concerned

1. The Curriculum and Implementation Division through the Alternative Learning System (ALS) shall be conducting Capacity Building for Mastery of ALS Unified Forms and Essential Portfolio Documents on June 10 & 11, 2025 8:00 A.M. at Ivatan Conference Hall, SDO-Batanes.
2. The training aims to:
  - a. Enhance the knowledge and skills of ALS implementers in accurately completing and managing ALS Unified Forms and Portfolio Documents.
  - b. Ensure consistency and compliance with DepEd standards in documenting learners' progress and achievements.
  - c. Improve the efficiency and effectiveness of portfolio preparation and submission.
  - d. Equip ALS implementers with the skills to securely save and manage learners' documents and portfolios using Google Drive for safekeeping and easy access.
3. Attached is the list of participants for immediate perusal.
4. Travel, meals, and snacks shall be charged to the ALS PSF, subject to the usual accounting and auditing rules and regulations.



Address: Basco, Batanes, 3900  
 Contact No.: 09603974200  
 Email Address: [batanes@deped.gov.ph](mailto:batanes@deped.gov.ph)  
 Facebook: [facebook.com/deped.batanes](https://facebook.com/deped.batanes)  
 Website: <https://batanes.deped.gov.ph>

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>1</b>

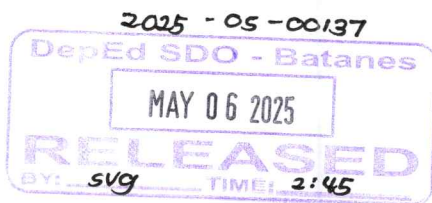
5. Widest dissemination of this Memorandum is desired.

  
**ALFREDO B. GUMARU JR. EdD, CESO V**  
Schools Division Superintendent 

Encl.: As stated  
Reference: None

To be indicated in the Perpetual Index  
under the following subjects:  
ALTERNATIVE LEARNING SYSTEM

CID/vbg/esc



 Address: Basco, Batanes, 3900  
 Contact No.: 09603974200  
 Email Address: [batanes@depd.gov.ph](mailto:batanes@depd.gov.ph)  
 Facebook: [facebook.com/depd.batanes](https://facebook.com/depd.batanes)  
 Website: <https://batanes.depd.gov.ph>

Doc Code:	<b>FM-ORD-005</b>	Rev:	<b>00</b>
As of:	<b>Jul 2, 2018</b>	Page:	<b>2</b>

**“CAPACITY BUILDING FOR MASTERY OF ALS UNIFIED FORMS AND  
ESSENTIAL PORTFOLIO DOCUMENTS”**

Name of Participant	Position/ Designation	Name of School/ Learning Center/ Office
1. Claire Marie C. Anastacio	T- II	Diptan Elementary School
2. Thelma B. Camacho	T- III	Valugan Integrated School
3. Lessette C. Duguran	T-III	Basco Central School
4. Rafael L. Salamagos	T-II	Chanarian Elementary School
5. Bernard Allan A. Comaya	T-II	Mahato Central School
6. Sandra V. Gabilo	T-III	Ivana Elementary School
7. Mark Ryan C. Nanud	T-I	Itbud Integrated School
8. Elvira A. Ng	T-III	Sabtang Central School
9. Mitus S. Gutierrez	T-III	Mayan Elementary School
10. Stephany E. Ybay	T-II	Itbayat Central School
11. Loraine C. Cabugao	T-III	Uyugan Elementary School
12. Ermelyn S. Castillo	EPSP-II	SDO
13. Walden G. Habana	EPS-LR	SDO
14. Bernadette L. Vinalay	EPS-SNEd/KEP	SDO
15. Emma D. Zabala	AA-VI	SDO
16. Nona Myrah P. Cabizon	AA-VI	SDO
17. John Christopher Valenzuela	AA-VI	SDO