




Republic of the Philippines
Department of Education
Schools Division of Calbayog City

DIVISION MEMORANDUM

No. 623 s. 2025

To : EPSs & PSDSs
School Heads (Elem & Sec)
All Other Concerned

FROM :  **MARGANTO A. CADAYONA, JR. PhD, CESO VI**
Schools Division Superintendent



SUBJECT: **CONDUCT OF DIVISION 3-DAY LIVE-IN SKILLS TRAINING IN
ADVANCE DIGITAL LITERACY FOR ALS TEACHERS**

DATE : December 9, 2025

1. In line with the Division Commitment to enhance the ICT competence of ALS Mobile Teachers, improve instructional implementation, monitoring and learners assessment, the Alternative Learning System thru the Curriculum Implementation Division, Schools Division of Calbayog City will conduct **DIVISION 3-DAY LIVE-IN SKILLS TRAINING IN ADVANCE DIGITAL LITERACY FOR ALS TEACHERS** on **January 21-23, 2026**. Specific venue to be announced later.
2. The activity aims the following:
 - a. Strengthen the ICT proficiency of ALS mobile teacher in managing digital files, data system and ICT-based learning tools.
 - b. Enhance their capabilities to use advance computer applications essential for ALS learning delivery and reporting.
 - c. Equip participants with updated skills in digital documentation, presentation and online assessment tools.
3. The participants to this training are ALS mobile teachers from the districts of SDO-Calbayog. They shall bring laptops and other necessary ICT tolls.
4. All expenses incurred (including board and lodging, foods, and other necessary expenses) shall be charged against ALS PSF subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and strict compliance with this Memorandum are desired.