





Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR LEARNING SYSTEMS

MEMORANDUM

DM-OULS-2026- 377

TO : Regional Directors
Schools Division Superintendents
Curriculum and Learning Management Division Chiefs
Curriculum Implementation Division Chiefs
Alternative Learning System Focal Persons
All Others Concerned

FROM : *Carmela C. Oracion*
CARMELA C. ORACION *Undersecretary for Learning Systems*

SUBJECT : **NATIONAL TRAINING OF TRAINERS (NTOT) FOR THE IMPLEMENTATION OF THE ICT4ALS**

DATE : August 27, 2026

The Bureau of Alternative Education (BAE) continues to strengthen the implementation of the Alternative Learning System (ALS) through the strategic use of information and communication technologies. In support of this direction, the **ICT4ALS Program** is designed to enhance the digital competencies of ALS implementers and maximize the use of digital learning resources and the DepEd Learning Management System (LMS) in delivering accessible, flexible, and responsive learning opportunities to ALS learners.

As part of the continuing capability-building initiatives for the implementation of ICT4ALS, the BAE shall conduct the **National Training of Trainers (NTOT) for the Implementation of ICT4ALS** on **October 20-22, 2026** (exclusive of travel time) at a venue within the National Capital Region (NCR).

The NTOT aims to prepare a pool of trainers who can provide cascaded and sustained technical support to ALS Teachers, ICT4ALS Field Ambassadors, and DepEd LMS Administrators at the regional and division levels.

Participants in this activity shall be the identified division personnel from each region, subject to the attached participant allocation and qualification requirements specified in **Attachment 1**.

The Regional ALS Focal Persons are requested to submit the names of the identified participants **on or before September 30, 2026**, via email at bae.pmsdd@deped.gov.ph using the template in **Attachment 2**. For reference, a copy of the Indicative Program Matrix is also attached as **Attachment 3**.

Expenses for board and lodging including supplies and materials, shall be charged against BAE funds, while travel expenses and other allowable costs of the participants shall be charged to the Program Support Fund (PSF) downloaded to their respective regions or to available local funds, subject to the usual government accounting and auditing rules and regulations.

Participants are reminded to bring their own laptops and other related reading materials as references for this activity.

For inquiries, you may contact **Maria Cristina N. Marquez**, Supervising Education Program Specialist, at (02)8636-3603 or through email at bae.pmsdd@deped.gov.ph.

Immediate dissemination of this Memorandum is requested.

Copy furnished:

MALCOLM S. GARMA

Undersecretary for Governance and Operations

Attachment No.1 to DM-OULS-2026

Participant Allocation and Qualification Requirements

No. of Pax per Region	5 Participants
General Requirements	• Participants shall come from five (5) different SDOs • Preferably participants shall come from SDOs that piloted the ICT4ALS Phase 1
Specific Qualification Requirements of Participants	1. Must be permanent personnel of the Schools Division Office (SDO) assigned to either of the following: a. ALS Implementer b. ICT-related tasks or function c. Learning-resources related task or functions 2. Must possess basic to intermediate digital literacy skills, including the use of computers, internet-based applications, productivity tools, and online communication platforms.
Expected Contribution to Program Implementation	• To serve as a trainer and resource person during the regional and/or division-level cascading of ICT4ALS Program • To provide technical assistance to identified ICT4ALS implementing Community Learning Centers (CLCs) and School-Based Learning centers within the division. • Assigned as Technical Working Group of SDO in the implementation of ICT4ALS Phase 2.

Attachment No.2 to DM-OULS-2026

List of Participants
National Training of Trainers (NTOT) for the Implementation of ICT4ALS
National Capital Region
October 20 to 22, 2026

NO	NAME	DESIGNATION	OFFICE
1			
2			
3			
4			
5			

Prepared by:

Regional ALS Focal Person

Approved by:

Attachment No.3 to DM-OULS-2026

TENTATIVE PROGRAM MATRIX
October 20 to 22, 2026

	Day 1	Day 2	Day 3
8:00 to 8:30	Registration Opening Program	MOL	MOL
8:30 to 12:00	Overview of ICT4ALS Content of the LMS Training	Continuation of the Walk-through	Facilitation Skills (Emphasis on the sessions that were walked through during the first 2 days)
12:00 to 13:00	<i>Lunch</i>		
13:00 to 15:00	Walk-through of Sessions 1-3	LMS Hands-on Activity	Program Implementation Plan
15:00 to 17:00	Walk-through of Sessions 4-6	Q&A	Wrap-up and Closing Program
17:00 to 19:00	<i>Dinner</i>		