



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division  
Superintendent**

August 24, 2021

**DIVISION MEMORANDUM**

NO. 201, s. 2021

**PRESENTATION PORTFOLIO ASSESSMENT FOR ALS ELEMENTARY AND JUNIOR HIGH  
SCHOOL PROGRAM COMPLETERS OF SY 2020-2021 AND PREVIOUS YEARS**

To: Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
ALS Implementers  
All Others Concerned

1. Pursuant to **JOINT MEMORANDUM DM-OUCI-2021-316**, the Schools Division of Kabankalan City will conduct a Presentation Portfolio Assessment for ALS Elementary and Junior High School Program Completers of SY 2020-2021 and previous years on August 16 – September 30, 2021 at the 5 districts. (See Enclosure No. 1)
2. Per Bureau of Education Assessment (BEA), the administration of Accreditation and Equivalency (A&E) Test for School Year (SY) 2020-2021 Alternative Learning System (ALS) Program Completers is still not be possible due to the restrictions imposed by the government in view of the COVID- 19 pandemic.
3. The Department of Education (DepEd), through the Curriculum and Instruction strand and the ALS Task Force (ATF), announces that the result of the presentation portfolio assessment for ALS Elementary Level (EL) and Junior High School Level (JHSL) Program Completers of SY 2020-2021 and previous years in the Learner Information System (LIS) shall be used as basis for the issuance of an EL or JHSL Certificate.
4. To ensure the validity and credibility of the assessment, ALS program completers identified as eligible for presentation portfolio assessment, are allowed to submit their presentation portfolio only once in the final assessment on September 1-17, 2021. Completers who receive below the minimum required points after the final assessment shall not proceed to the inter- District revalida. Instead, they shall be advised to undergo additional learning interventions in preparation for future presentation portfolio assessment or A&E Test.
5. The Regional and Division Focal Persons shall conduct a re-orientation on inter- district validation of presentation portfolio. They shall also monitor the actual conduct of the final assessment. In addition, the District/Division Office in coordination with the Regional Office shall come up with the mechanism, schedule, and modality of all activities related to the Presentation Portfolio Assessment depending on the quarantine protocol level set by the Inter-Agency Task Force (IATF).



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6. In summary, this shall be the timeline of the Presentation Portfolio Assessment for ALS EL and JHSL Program Completers of SY 2020-2021 and previous years:

Activity	Date
Initial Assessment	August 16 – 31, 2021
District Validation	
Final Assessment	September 1 – 17, 2021
Inter-District Revalida	September 18 – 30, 2021
Issuance of Certificate of Completion	Until September 30, 2021
Submission of Report to RO	October 8, 2021
Submission of Report to CO	October 16, 2021

7. School Heads of public elementary and junior high schools shall accept ALS program completers who passed the final assessment to temporary enroll in Grades 7 or 11 while waiting for the result of the inter-district revalida. In case, the temporary enrolled ALS program completers failed to pass the inter-district revalida, they are encouraged to attend additional learning intervention in ALS in preparation for future presentation portfolio assessment or A&E test.
8. All duly designated officials and staff who shall serve during the presentation portfolio assessment shall be given service credits/compensatory time off (beyond official time).
9. Other expenses relative to the presentation portfolio assessment process except honorarium, shall be charged against the downloaded Calendar Year (CY) 2021 ALS Program Support Funds (PSF), issued through DepEd Order 27, s. 2021 or the Division Maintenance and Other Operating Expenses (MOOE).
10. Guidelines on Presentation Portfolio Assessment for ALS Elementary and Junior High School Program Completers of SY 2020-2021 and previous years must be strictly observed. (See Enclosure No.2)
11. In the conduct of the portfolio assessment and inter-district revalidation, strict compliance to IATF protocol such as frequent handwashing, wearing of face mask and social distancing will be observed all throughout the activity.
12. Wide and immediate dissemination of this Memorandum is desired.

**PORTIA M. MALLORCA, PhD, CESO V**  
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 201, s 2021

The following are the schedule of activities on Presentation Portfolio Assessment for ALS Elementary and Junior High School Program Completers SY 2020-2021 and previous years:

Activity	DISTRICT	DATE	VENUE	Person In-Charge
Virtual Orientation for ALS Implementers	District I-V	August 25, 2021	Online	EPSA
Initial Assessment Presentation Portfolio	District I -V	August 16 -31, 2021	District Level	ALS Implementers
District Validation	District I, II, & III		ERAMS-East Tampalon ES Binicuill LC	District Coordinators
	District IV & V		Pinaguinpinan ES Camingawan Multi-Purpose Hall	
Final Validation	District I-V	September 1 – 17, 2021	ALS Office, ERAMS-East	EPSA
Inter-District Revalida	District I, II & III District IV & V	September 18 – 30, 2021	District Level/ CLCs	EPSA & ALS Implementers
Preparation of the Master List of SY 2019-2020 ALS Elementary and JHS Program Completers and the Diploma for ALS Elementary Graduates and Certificate of Program Completion for ALS JHS Completers	District I-V	October 2021	ALS Office, ERAMS-East	EPSA
Verification & submission of the Master List of SY 2019-2020 ALS Elementary and JHS Program Completers and the corresponding Diploma and Certificate	N/A	October 2021	ALS Office, Library Hub	ALS Division Focal Person
Endorsement of the Master List of SY 2019-2020 ALS Elementary and JHS Program Completers and the Corresponding Diploma and Certificate	N/A	October 2021	CID Office	CID Chief
Approval of the Master List and signing of the diploma and certificates	NA	October 2021	NA	SDS
Submission of the duly signed master list of ALS Completers to the ALS Regional Focal Person	NA	October 2021	NA	ALS Division Focal Person
Issuance of the diploma of ALS Elementary graduates and Certificate of Program Completion for ALS JHS program completers	NA	October 2021	ALS office, ERAMS-East	EPSA



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Enclosure No. 2 to Division Memorandum No. 201, s 2021

**GUIDELINES ON THE CONDUCT OF PRESENTATION PORTFOLIO ASSESSMENT FOR ALS  
ELEMENTARY LEVEL AND JUNIOR HIGH SCHOOL LEVEL PROGRAM COMPLETERS OF SY 2020-2021  
AND PREVIOUS YEARS**

1. The presentation portfolio is a collection of a learner's achievements, assembled specifically for assessment. It contains formal records that document the learner's background and experience, the learning process she/he has followed, and work samples selected by the learner to show what she/he can do. It also contains records documenting the learner's prior learning and records documenting the learner's progress toward achieving stated learning goals.

2. The presentation portfolio contains formal records, completed by the learner or with the assistance of the Alternative Learning System (ALS) Teacher/Community ALS Implementor/Learning Facilitator and work samples. The ALS Teacher/Community ALS Implementor/Learning Facilitator is responsible for certifying the formal records. The work samples may include a project undertaken by the learner, either individually or as a member of a group, and samples of activities undertaken by the learner that demonstrate learning accomplishments. The work samples, the formal records, Recognition of Prior Learning (RPL), and the Assessment Records should, in total, provide evidence of the learner's achievements across all six (6) Learning Strands in the ALS K to 12 Basic Education Curriculum (BEC).

**Formal Records**

The following nine (9) records are prerequisite to be eligible for presentation portfolio assessment. If one (1) of the document is lacking, the learner's presentation portfolio is automatically disqualified to proceed to the assessment process:

- ALS Form 2 (Enrollment Form);
- Personal Information Sheet (PIS);
- Functional Literacy Test (FLT) Pre and Post Test;
- Individual Learning Agreement (ILA) (Assessment Form 1);
- Record of Module Use and Monitoring of Learner's Progress (Assessment Form 2);
- Documentation of Life Experiences (RPL Form 1);
- Record of Training/Skills (RPL Form 2);
- Summary of Work History (RPL Form 3); and
- Learner's Checklist of Competencies (RPL Form 4).

Note: In case the ALS program completer does not have any entry in either or both RPL Form 2 and RPL Form 3, the ALS program completer shall write "Not Applicable" to these forms and affix his or her signature together with his or her ALS Teacher/Community ALS Implementor/Learning Facilitator.

**Work Samples**

- Work samples are written and performance outputs of the learners that demonstrate learning accomplishment across all six (6) Learning Strands in the ALS K to 12 BEC. These shall contain comments, feedback, remarks and signature of the ALS Teacher/Community ALS Implementor/Learning Facilitator. Below are the possible work samples that can be included in the presentation portfolio:



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WRITTEN OUTPUT	PERFORMANCE OUTPUT
<ul style="list-style-type: none"> <li>• Completed learning module self-assessment activities pre-tests and post-tests and module assignment</li> <li>• Activity sheets</li> <li>• Life skills written outputs</li> <li>• Essay/reflections/journals</li> <li>• Summative test</li> <li>• Narrative report</li> <li>• Compositions (poems, songs, short stories, scripts etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• Training certificates</li> <li>• Life skills activities and projects</li> <li>• Research</li> <li>• Individual and group project outputs</li> <li>• Creative arts (Slogan, poster, illustration, graphic organizers etc.)</li> <li>• Digitized outputs (powerpoint presentation, animation etc.)</li> <li>• Documentation of performances (role playing, interviews, simulations etc.)</li> <li>• Community service</li> </ul>

- In selecting their work samples for inclusion in the presentation portfolio, the learners, with the assistance of their ALS Teacher/Community ALS Implementor/Learning Facilitator, shall choose those samples, which provide the best or strongest evidence of their mastery of competencies of the ALS K to 12 BEC.
  - Selected Work Samples for each Learning Strand shall provide evidence of mastery of different competencies (not multiple samples covering the same competency) based on their level.
  - Quality of the learning samples is very important. The presented work sample must manifest clarity, completeness, neatness, and originality.
3. The learners shall sign a declaration that all submitted learning outputs are their own work and that all information contained in RPL records are accurate. The ALS Teacher/Community ALS Implementor/Learning Facilitator shall also certify that all the learning contents of the presentation portfolio are their learners' own individual work.
4. The ALS Teacher/Community ALS Implementor/Learning Facilitator shall conduct initial assessment of the submitted presentation portfolio of their learner using the ALS Presentation Portfolio Initial Assessment Form. All presentation portfolios that passed the initial assessment of the ALS Teacher/Community ALS Implementor/Learning Facilitator shall be submitted to the designated District Validator.
5. The designated District Validator shall conduct a district validation to quality assure the submitted presentation portfolio using the ALS Presentation Portfolio Initial Assessment Form. All quality assured presentation portfolio shall be forwarded to the Education Program Specialist II for ALS (EPSA) for final assessment.
6. Final assessment of presentation portfolio shall be done by the EPSA using the following checklist criteria:

Criteria	Points
1. The contents of the presentation portfolio provide evidence of the learner's progress towards achieving stated learning goals and levels of mastery of the competencies of the ALS K to 12 BEC.	
<ul style="list-style-type: none"> <li>• Five (5) Work Samples for each Learning Strand. Each work sample should show clear evidence of mastery of different competencies related to the Learning Strand.</li> </ul>	
<ul style="list-style-type: none"> <li>➤ LS1 English</li> </ul>	<ul style="list-style-type: none"> <li>• 5 points for five work samples and above</li> <li>• 4 points for four work samples</li> <li>• 3 points for three work samples</li> <li>• 2 points for two work samples</li> <li>• 1 point for one work sample</li> <li>• 0 point for none</li> </ul>
<ul style="list-style-type: none"> <li>➤ LS1 Filipino</li> </ul>	<ul style="list-style-type: none"> <li>• 5 points for five work samples and above</li> <li>• 4 points for four work samples</li> <li>• 3 points for three work samples</li> </ul>



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	<ul style="list-style-type: none"><li>• 2 points for two work samples</li><li>• 1 point for one work sample</li><li>• 0 point for none</li></ul>
➤ LS 2	<ul style="list-style-type: none"><li>• 5 points for five work samples and above</li><li>• 4 points for four work samples</li><li>• 3 points for three work samples</li><li>• 2 points for two work samples</li><li>• 1 point for one work sample</li><li>• 0 point for none</li></ul>
➤ LS 3	<ul style="list-style-type: none"><li>• 5 points for five work samples and above</li><li>• 4 points for four work samples</li><li>• 3 points for three work samples</li><li>• 2 points for two work samples</li><li>• 1 point for one work sample</li><li>• 0 point for none</li></ul>
➤ LS 4	<ul style="list-style-type: none"><li>• 5 points for five work samples and above</li><li>• 4 points for four work samples</li><li>• 3 points for three work samples</li><li>• 2 points for two work samples</li><li>• 1 point for one work sample</li><li>• 0 point for none</li></ul>
➤ LS 5	<ul style="list-style-type: none"><li>• 5 points for five work samples and above</li><li>• 4 points for four work samples</li><li>• 3 points for three work samples</li><li>• 2 points for two work samples</li><li>• 1 point for one work sample</li><li>• 0 point for none</li></ul>
➤ LS 6	<ul style="list-style-type: none"><li>• 5 points for five work samples and above</li><li>• 4 points for four work samples</li><li>• 3 points for three work samples</li><li>• 2 points for two work samples</li><li>• 1 point for one work sample</li><li>• 0 point for none</li></ul>
<b>TOTAL Score</b>	<b>35 Points</b>

The minimum total passing score is **28 points**. However, an ALS completer must have **at least four (4) valid work samples** for each learning strand to be able to pass the presentation portfolio assessment. Failure to satisfy this provision shall mean exclusion from the Master list of EL and JHSL completers.

7. The Department of Education (DepEd), through the Curriculum and Instruction strand and the ALS Task Force (ATF), announces that the result of the presentation portfolio assessment for ALS Elementary Level (EL) and Junior High School Level (JHSL) Program Completers of SY 2020-2021 and previous years in the Learner Information System (LIS) shall be used as basis for the issuance of an EL or JHSL Certificate.
8. The following are the ALS program completers eligible to submit their presentation portfolio for assessment:
  - a. SY 2020-2021 ALS program completers in the LIS;



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- b. SY 2019-2020 ALS program completers and previous years in the LIS who did not meet the minimum required points for the 1st presentation portfolio assessment and underwent additional learning intervention certified by the ALS Teachers/Community ALS Implementors/Learning Facilitators (Attachment no. 5);
  - c. SY 2019-2020 and previous years ALS program completers provisionally enrolled in Grades 7 and 11 for SY 2020-2021 but did not pass the 1st presentation portfolio assessment and underwent additional learning intervention; and
  - d. Previous ALS program completers in the LIS who underwent additional intervention in the ALS K to 12 Basic Education Curriculum (BEC) certified by the ALS Teachers/Community ALS Implementors/Learning Facilitators.
9. ALS program completers who shall undergo the process of presentation portfolio assessment shall be at least 12 years old for EL and at least 16 years old for JHSL on or before the start of district validation on August 16, 2021.
10. Only those who met the minimum required points and passed the presentation portfolio assessment are eligible to receive the Certificate of Completion. The certificate shall have the Community Learning Center (CLC) Number, year and sequential unique number as the ALS Portfolio Assessment Certificate Number (Example: 31707833-2020-0123). The ALS Portfolio Assessment Certificate Number shall be placed in the upper right corner of the certificates. Issuance of certificates shall be until September 30, 2021.
11. In lieu of the A&E Certificate of Rating (COR) number, the ALS Portfolio Assessment Certificate Number shall serve as:
- a. One of the requirements in registering the presentation portfolio passers (EL and JHSL) in the LIS in Grades 7 and 11; and
  - b. Basis in updating the status of provisionally enrolled ALS learners in Grades 7 and 11 in the LIS.
12. To ensure common understanding, the following terms in the guidelines are defined as:
- a. **ALS Portfolio Assessment Certificate Number** refers to the unique number assigned by the Schools Division Office to the Certificate of Completion of successful passer of ALS presentation portfolio assessment.
  - b. **Certificate of Completion** refers to document issued to ALS Elementary or Junior High School completers who successfully passed the presentation portfolio assessment.
  - c. **A&E Certificate of Rating (COR) Number** refers to the control number assigned by the Bureau of Education Assessment (BEA) to the Certificate of Rating of an Accreditation and Equivalency (A&E) test taker.
13. The Regional and Division Focal Persons shall conduct a re-orientation on inter- district validation of presentation portfolio. They shall also monitor the actual conduct of the final assessment.
14. In addition, the District/Division Office in coordination with the Regional Office shall come up with the mechanism, schedule, and modality of all activities related to the Presentation Portfolio Assessment depending on the quarantine protocol level set by the Inter-Agency Task Force (IATF).
15. An inter-district revalidation with ALS program completers shall be conducted to ensure that the presentation portfolios are original outputs of the program. Further, a reading and writing proficiency test (English) shall be part of the revalida to ensure that ALS program completers are ready for the next level



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of learning. The District or Division Office shall develop their own mechanism in conducting the reading and writing proficiency test appropriate to the level of the ALS program completer.

16. The rubric below shall be used in assessing the reading and writing proficiency of an ALS program completer:

**Reading**

Score	Description
3	Can read all the words correctly and clearly. Can speak clearly and audibly.
2	Can read most of the words correctly and clearly. Can speak clearly and audibly most of the time.
1	Can read clearly but has the tendency to mispronounce some words. Frequently unable to speak clearly and audibly.
0	Cannot read the selection. Mispronounce most of the words. Cannot speak clearly and audibly.

**Writing**

Score	Description
3	Can write legibly and provide clear and correct answers to the questions. The ideas are logically sequenced and stated in a complete sentence. Correct grammar, spelling and punctuations are evident.
2	Can write legibly and provide broad answer to the questions. The ideas are not sufficiently developed yet they are stated in a complete sentence. Only few errors in grammar, spelling and punctuations are observed.
1	Can write legibly but answers to the questions are incomplete. The ideas lack organization, and they are stated in fragments. There are several errors in grammar, spelling and punctuations that are identified and somehow affect the understanding of the answers.
0	No written answer. The answer is inaccurate or not related to the question. Sloppy handwriting that makes it difficult to read with numerous errors in grammar, spelling and/or spelling that impedes understanding.

**Note:** Priority shall be given to ALS Program Completers who shall apply for the Senior High School Voucher Program (SHS VP) for SY 2021-2022.

17. The step-by-step process of the Presentation Portfolio Assessment is as follows:
- ALS Teachers/Community ALS Implementors/Learning Facilitators shall conduct an initial assessment of the presentation portfolio of their completers. They shall check the basic requirements such as ALS Form 2 (Enrollment Form 2), Personal Information Sheet (PIS), Functional Literacy Test (FLT) Pre and Post, Assessment Forms and Recognition of Prior Learning (RPL) Forms before submitting to the designated District Validator.



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A district validation shall be conducted from August 16 to August 31, 2021 before the final evaluation of the Education Program Specialist II for ALS (EPSA) using the guidelines. An ALS Teacher shall be designated by the Division ALS Focal Person as District Validator to quality assure all submitted presentation portfolios. In case the submitted presentation portfolio, does not pass the district validation, it shall be returned to the ALS program completer through his or her ALS Teacher/Community ALS Implementor/Learning Facilitator for improvement within 1-2 days only. Failure to comply shall be used as grounds for non-inclusion in the next step. The District Validator shall then submit all presentation portfolios that passed the validation to the EPSA for final evaluation.

The EPSA shall conduct the final assessment from September 1-17, 2021 and prepare the list of qualified ALS program completers for inter-district revalida including the submitted portfolio of said completers.

The District/Division Office in coordination with the Regional Office shall come up with the mechanism, schedule, and modality of district validation.

- b. An inter-district (within the division) revalidation with ALS program completers shall be conducted from September 18 to 30, 2021 by the EPSA with the assistance of ALS Teachers to ensure that the presentation portfolios are original outputs of the completers. The EPSA shall prepare the list of qualified completers for revalida, including the submitted portfolio of said completers. The Division ALS Focal Person or Public Schools District Supervisor (PSDS) can assume the task in the absence of the EPSA. Those who did not pass the inter-district revalida shall not be included in the Master list of EL and JHSL completers.

The District/Division Office in coordination with the Regional Office shall come up with the mechanism, schedule, and modality of inter- district revalida.

In case the personnel involved in the presentation portfolio assessment finished each step ahead of the given schedule or time frame, they can proceed to the next step provided they complete the whole process.

- c. After the inter-district revalida, the EPSA shall prepare the Master list of EL and JHSL completers, as well as the Summary Report, both in MS Excel Format and the Certificate of Completion of all passers for submission to the ALS Division Focal Person for verification.
  - d. The verified master list, together with the corresponding Certificates shall be forwarded to the Curriculum and Implementation Division (CID) Chief, as the recommending approval, for endorsement to the Schools Division Superintendent (SDS) for approval;
  - e. Upon approval of the SDS, the EPSA shall assist the Division Records Officer/s in the issuance of the Certificate of Completion of all passers;
  - f. The ALS Teachers/Community ALS Implementors/Learning Facilitators shall accomplish the Revised ALS Form 5 (AF 5) of their EL and JHSL completers certified correct by the Division ALS Focal Person.
  - g. The Division ALS Focal Person shall submit the duly signed Master list of EL and JHSL completers and Summary of Report, in PDF File to their ALS Regional Focal Person for consolidation, filing, and reference on or before October 8, 2021.
18. School Heads of public elementary and junior high schools shall accept ALS program completers who passed the final assessment to temporary enroll in Grades 7 or 11 while waiting for the result of the inter-district revalida. In case, the temporary enrolled ALS program completers failed to pass the inter-



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district revalida, they are encouraged to attend additional learning intervention in ALS in preparation for future presentation portfolio assessment or A&E test.

19. SDOs shall conduct the Graduation Ceremony for ALS EL completers and Moving Up Ceremony for ALS JHSL completers upon submission of Master list of ALS EL and JHSL completers to the Regional Office. The conduct of said Graduation and Moving-Up Ceremonies shall be in accordance to DepEd Memorandum No. 27, s. 2021 –

Conduct of the K to 12 Basic Education Program End-of-School Year Rites for School Year 2020-2021 In Light of the COVID-19 Public Health Emergency.



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