



Republic of the Philippines  
Department of Education  
REGION VII – CENTRAL VISAYAS  
Schools Division of City Schools – Tagbilaran City

**Office of the Schools Division Superintendent**

MEMORANDUM  
MLA-2022-CID 208

To : ASDS  
CID Chief  
SGOD Chief  
Maurine C. Castaño DCPNHS Principal  
All ALS Teachers and CAIs

FROM : JOSEPH IRWIN A. LAGURA PhD *per*  
Schools Division Superintendent

SUBJECT : Opportunity 2.0 Refresher Course Training to ALS Implementers

DATE : November 2, 2022

1. Pursuant to Unnumbered Memorandum OM-OAGA-2022-086 titled Implementing Guidelines on the Pilot Implementation of Work-based learning and Be Your Own Boss in USAID 2.0 Sites, this Office announces the conduct of Opportunity 2.0 Refresher Course Training to ALS Implementers on November 16-18, 2022. Venue is still to be determined.
2. This activity aims to:
  - a. review the important concepts on POY, HERO, BYOB and WBL;
  - b. explain the effective strategies in engaging the private sectors;
  - c. demonstrate effective facilitation skills on the delivery of content and instruction of POY, HERO, BYOB and WBL;
  - d. develop an implementation plan for the pilot implementation of POY, HERO, BYOB and WBL.
3. The participants of this activity are seven (7) ALS teachers and five (5) Community ALS Implementers
4. Expenses relative to the conduct of this activity are chargeable against ALS Program Support Funds subject to the usual accounting and auditing procedures.
5. Immediate dissemination of this Memorandum is desired.




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Republic of the Philippines  
**Department of Education**  
Office of the Assistant Secretary  
ALTERNATIVE LEARNING SYSTEM

**MEMORANDUM**  
**OM – OAGA – 2022 -086**

**TO :** **REGIONAL DIRECTORS**  
Regions III, V, VII, IX, X, XI, XII, and NCR  
  
**MINISTER, MHBTE-BARMM**

**FROM :**   
**G.H. S. AMBAT** SL24 June 2022  
Assistant Secretary  
Alternative Learning System

**SUBJECT :** **IMPLEMENTING GUIDELINES ON THE PILOT IMPLEMENTATION OF WORK-BASED LEARNING AND BE YOUR OWN BOSS IN USAID OPPORTUNITY 2.0 SITES**

**DATE :** 24 June 2022

In line with Memorandum OM – OAGA – 2022 – 055 issued last April 11, 2022, on the Pilot implementation of Work-Based Learning (WBL) and Be Your Own Boss (BYOB) Modules in USAID Opportunity 2.0 Sites, the Office of the Assistant Secretary for Alternative Learning System (ALS) issues the enclosed **Implementing Guidelines on the Pilot Implementation of Work-Based Learning and Be Your Own Boss in USAID Opportunity 2.0 Sites**, which shall facilitate the standard implementation of the program in the 12 O2 sites.

All ALS implementors doing the pilot implementation, including those O2 sites in School Year (SY) 2021-2022, are requested to align their implementation with the details outlined in the document, as well as to submit necessary implementation reports.

Should you have any questions or concerns, please contact Mr. Ernie M. Pamor, Senior Education Program Specialist, On-detail, Bureau of Alternative Education (BAE) through email at [ernie.pamor@deped.gov.ph](mailto:ernie.pamor@deped.gov.ph) or USAID O2 through Ms. Justine Bernabe-Ventura at [JBernabe@edc.org](mailto:JBernabe@edc.org) or Mr. Jhon Hayden Bale at [JBale@edc.org](mailto:JBale@edc.org).

Immediate dissemination of and strict compliance with this Memorandum is directed.

**IMPLEMENTING GUIDELINES ON THE PILOT IMPLEMENTATION OF WORK-BASED LEARNING AND BE YOUR OWN BOSS IN USAID OPPORTUNITY 2.0 SITES**

**I. INTRODUCTION**

1. Opportunity 2.0 (O2) is a five-year (2020-2025) project funded by the United States Agency for International Development (USAID) that aims to improve education, employment and livelihood outcomes for vulnerable out-of-school youth (OSY). O2 shall contribute to stronger education and workforce development systems that reach larger numbers of OSYs and help prepare them to transition to further education and training as well as immediate jobs and long-term success for the youth across 15 cities in the Philippines until 2025.
2. The Work-Based Learning (WBL) and Be Your Own Boss (BYOB) modules are part of the Work Ready Now! curricula of the Education Development Center (EDC) which O2 adopted and contextualized for Philippines settings and are aligned to the Department of Education (DepEd) Alternative Learning System K to 12 Basic Education Curriculum (ALS K to 12 BEC). It aims to produce outstanding OSYs with skills and competencies to establish their own business and equip them with work-related values and skills as active key players in their own economic and social communities.
3. WBL provides youth who have little to no work experience with a structured learning opportunity in a real work environment with real customers. BYOB, on the other hand, equips youth with foundational business skills and an entrepreneurial mind set needed for successful self-employment.
4. The DepEd, through the Bureau of Alternative Education, (BAE) supports the pilot implementation of the said programs for eventual integration in Learning Strand 4 of the ALS K to 12 BEC.

**II. IMPLEMENTATION DETAILS**

The 12 Schools Division Offices (SDOs) in the O2 sites shall pilot the implementation of the Work-Based Learning (WBL) and Be Your Own Boss (BYOB). These are:

- i. Angeles City;
- ii. Cagayan de Oro City;
- iii. Cebu City;
- iv. Cotabato City;
- v. Davao City;
- vi. General Santos City;
- vii. Isabela City;
- viii. Legazpi City;
- ix. Quezon City;
- x. Tagbilaran City;
- xi. Valenzuela City; and
- xii. Zamboanga City.

#### A. Learners

5. For SY 2022-2023, all ALS Elementary and Junior High School (JHS) learners in the O2 sites shall undergo Work-Based Learning and Be Your Own Boss Modules.

#### B. ALS Implementors

6. ALS Implementors, from the 12 USAID O2 sites, who received Certificate of Participation and Completion, after successfully participating and meeting the requirements of the National Training of Trainers on the Content and Delivery of Be Your Own Boss (BYOB) and Work-Based Learning (WBL), as stipulated in Memorandum OM-OAGA-2021-106 last July 9, 2021, are eligible to facilitate the BYOB and WBL sessions.

#### C. Learning Materials

7. ALS Implementors shall utilize the hard copies of the modules provided to them when delivering WBL and BYOB. USAID O2 provided the ALS Implementors with hard copies of the WBL and BYOB Facilitator's Guide and Youth Handbook. The breakdown is as follows:

SDO	Facilitator's Guide	Youth Handbook
Angeles City	16	310
Legazpi City	28	280
Quezon City	25	990
Valenzuela City	9	345
Cebu City	44	470
Tagbilaran City	9	240
Zamboanga City	29	480
Isabela City	24	250
Cagayan de Oro City	37	395
Davao City	60	705
Gen. Santos City	47	375
Cotabato City	43	305

8. ALS Implementors shall reproduce additional modules using the ALS Program Support Fund (PSF) for Calendar Year 2022. ALS Implementors in Cotabato City shall reproduce additional modules chargeable against the SDOs Maintenance and Other Operating Expenses (MOOE) or any identified fund source. Soft copies of the modules and deck may be downloaded through the following links:

- a. Work-Based Learning Module: <https://go.edc.org/WBLManuals>
- b. Be Your Own Boss Module: <https://go.edc.org/BYOBManuals>
- c. Work-Based Learning Deck: <https://go.edc.org/WBL-Deck>
- d. Be Your Own Boss Deck: <https://go.edc.org/BYOB-Deck>

#### D. Learning Delivery

9. Starting SY 2022-2023, the WBL and BYOB shall be conducted over a period of four to seven (4 to 7) weeks. Each week, ALS Implementors may conduct two to three (2 to 3) sessions, with each session lasting for one to two (1 to 2) hours.

10. Work-Based Learning and Be Your Own Boss are highly encouraged to be taught through face-to-face learning delivery, or through synchronous online learning delivery, in consideration of the **COVID-19 Alert Levels System set by the national and local Inter-Agency Task Force for the Management of Emerging and Infectious Diseases (IATF)**, as well as the most recent DepEd rules and policies.
11. The modules are designed to be delivered in two (2) parts: (1) synchronous sessions; and (2) self-learning activities. The self-learning activities provided in the modules are expected to be accomplished by the learners at their own pace and time. These activities shall serve as their homework for the next sessions.
12. Preferably, each session per module shall be conducted at least one (1) day apart to provide enough time for the learners to accomplish the self-directed learning activities. However, ALS Implementors may conduct one (1) session of WBL and one (1) session of BYOB on the same day or consecutive days. To illustrate, below are the different implementation schedules that the ALS Implementors can use:

Option A:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<b>BYOB</b> Session 1	<b>WBL</b> Session 1	<b>BYOB</b> Session 2	<b>WBL</b> Session 2	
Week 2	<b>BYOB</b> Session 3	<b>WBL</b> Session 3	<b>BYOB</b> Session 4	<b>WBL</b> Session 4	
Week 3	<b>BYOB</b> Session 5	<b>WBL</b> Session 5	<b>BYOB</b> Session 6	<b>WBL</b> Session 6	
Week 4	<b>BYOB</b> Session 7	<b>WBL</b> Session 7	<b>BYOB</b> Session 8	<b>WBL</b> Session 8	
Week 5	<b>BYOB</b> Session 9	<b>WBL</b> Session 9	<b>BYOB</b> Session 10	<b>WBL</b> Session 10	

Option B:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<b>BYOB</b> Session 1		<b>BYOB</b> Session 2		<b>BYOB</b> Session 3
Week 2	<b>BYOB</b> Session 4		<b>BYOB</b> Session 5		<b>BYOB</b> Session 6
Week 3	<b>BYOB</b> Session 7		<b>BYOB</b> Session 8		<b>BYOB</b> Session 9
Week 4	<b>BYOB</b> Session 10		<b>WBL</b> Session 1		<b>WBL</b> Session 2
Week 5	<b>WBL</b> Session 3		<b>WBL</b> Session 4		<b>WBL</b> Session 5

Week 6	<b>WBL</b> Session 6		<b>WBL</b> Session 7		<b>WBL</b> Session 8
Week 7	<b>WBL</b> Session 9		<b>WBL</b> Session 10		

Option C:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<b>BYOB</b> Session 1			<b>BYOB</b> Session 2	
	<b>WBL</b> Session 1			<b>WBL</b> Session 2	
Week 2	<b>BYOB</b> Session 3			<b>BYOB</b> Session 4	
	<b>WBL</b> Session 3			<b>WBL</b> Session 4	
Week 3	<b>BYOB</b> Session 5			<b>BYOB</b> Session 6	
	<b>WBL</b> Session 5			<b>WBL</b> Session 6	
Week 4	<b>BYOB</b> Session 7			<b>BYOB</b> Session 8	
	<b>WBL</b> Session 7			<b>WBL</b> Session 8	
Week 5	<b>BYOB</b> Session 9			<b>BYOB</b> Session 10	
	<b>WBL</b> Session 9			<b>WBL</b> Session 10	

Option D:

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	<b>BYOB</b> Session 1		<b>BYOB</b> Session 12		<b>BYOB</b> Session 3
	<b>WBL</b> Session 1		<b>WBL</b> Session 2		<b>WBL</b> Session 3
Week 2	<b>BYOB</b> Session 4		<b>BYOB</b> Session 5		<b>BYOB</b> Session 6
	<b>WBL</b> Session 4		<b>WBL</b> Session 5		<b>WBL</b> Session 6
Week 3	<b>BYOB</b> Session 7		<b>BYOB</b> Session 8		<b>BYOB</b> Session 9

	<b>WBL</b> Session 7		<b>WBL</b> Session 8		<b>WBL</b> Session 9
Week 4	<b>BYOB</b> Session 10				
	<b>WBL</b> Session 10				

13. ALS Implementors may come up with their own schedule apart from the options above to better suit their context.

### E. Learning Assessment

14. To measure learners' development of knowledge and skills in Work Readiness and Entrepreneurship, the following outputs shall be expected from the learners and may form part of the learner's Presentation Portfolio:

- a. Accomplished Self-Directed Learning Activities, with completed output and/or handouts;
- b. Answered handouts during the sessions;
- c. Completed pre- and post-test; and
- d. Participated in the activities during the sessions.

15. ALS Implementors may access and utilize the following pre- and post-test for WBL and BYOB Learners:

#### Pre-Test

- a. Work-Based Learning: <https://go.edc.org/WBL-PreTest>
- b. Be Your Own Boss: <https://go.edc.org/BYOB-PreTest>

#### Post-Test

- a. Work-Based Learning: <https://go.edc.org/WBL-PostTest>
- b. Be Your Own Boss: <https://go.edc.org/BYOB-PostTest>

16. At the end of the learning program, ALS Learners and Teachers shall accomplish the Learning Program Assessment provided by USAID O2 through this link: <https://go.edc.org/PostTRGSurvey>

### III. MONITORING AND EVALUATION

17. ALS Implementors implementing WBL and BYOB in the O2 sites shall record the details of the learners undertaking the modules, as well as the training dates, and the number of training sessions completed by the learners. The teachers shall use the form attached as Appendix A and may be downloaded through this link: <https://go.edc.org/ALSPilot-Attendance>.

18. The form shall be submitted to USAID O2 via email at [o2.mel.team@gmail.com](mailto:o2.mel.team@gmail.com) at the end of the learning program to report the number of sessions attended as well as the number of learners that completed the trainings.
19. The BAE, Regional and Division Focal Persons, Education Program Specialist II for ALS, and other officials delegated by the SDO, shall conduct regular monitoring of implementation and may provide appropriate interventions to improve the implementation of the modules. USAID O2 may also join the regular monitoring for the purpose of providing technical assistance to ALS Implementors.
20. At the end of the pilot implementation, ALS Implementors, through the Division ALS Focal Person, shall prepare an implementation report using the attached template (Appendix B) and may be downloaded through this link: <https://go.edc.org/ALSPilot-ImplemReport>, to be signed by the Schools Division Superintendent (SDS) for submission to the Regional Office. The Regional ALS Focal Person, shall consolidate (if there are two O2 sites in the Region) the Division Implementation Report and submit to the BAE through email at [bae.pmsdd@deped.gov.ph](mailto:bae.pmsdd@deped.gov.ph), on or before December 2022. A separate memorandum shall be issued by the BAE regarding the deadline of submission.

**Any deviation from the suggested learning design shall be duly documented and included in the Implementation Report.**

21. The Implementation Report shall contain the following:

Learning Program Overview

- a. Title of the Activity
- b. SDO Name
- c. Address/Location of the Training
- d. Dates of the Activity
- e. Participants (Male, Female, Total)
- f. Facilitation Team (Male, Female, Total)

Background

- a. Rationale of the learning program – Overview of Work-Based Learning and Be Your Own Boss and their alignment to ALS Curriculum
- b. Objectives of the training
- c. Expected output and outcomes for the training

Facilitation Team and Guests

- a. Name
- b. Sex
- c. Job Designation
- d. Dates of Visit/Sessions Facilitated

Participants

- a. Name
- b. Sex
- c. Age
- d. with Disability or Special Needs (Y/N?)

### Learning Program Evaluation

- a. Name
- b. Record of Attendance per learning session
- c. Pre-Test and Post-Test Results
- d. Post-Learning Program Evaluation of Learners
- e. Post-Learning Program Evaluation of ALS Implementors
- f. Presentation of graphs/tables and analysis
- g. Any deviation from the suggested learning design.

### Photo Documentation

Collection of photos during the implementation. The photos shall include captions – i.e., name of the session or activity, the names of VIPs, location and date the photos were taken.

### Sharing of Insights, Reflections and Experiences

Sharing of experience and reflections from 1 to 2 ALS Learners and 1 to 2 ALS Implementors. Include pictures of the sharer, their name and their designation for ALS Implementors or CLC for ALS Learners.

### Summary of Recommendations and Next Steps

Sharing of conclusions, recommendations and next steps of the ALS Learners and Teachers

22. An assessment workshop shall be conducted at the end of the pilot implementation of the WBL and BYOB in the 02 sites to be organized and facilitated by the Education Development Center (EDC). Select ALS Implementors and Regional and Division ALS Focal Persons, together with DepEd BAE and USAID O2 staff shall participate in the said assessment workshop. The details of the assessment workshop shall be issued in a separate memorandum.