




Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION



**REGIONAL MEMORANDUM**  
**ORD-2024- 874**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
SDO Caloocan City  
SDO Manila  
SDO Marikina City  
SDO Muntinlupa City  
SDO Paranaque City

**FROM :** **JOCELYN DR ANDAYA**   
Director IV

**SUBJECT :** **ACTIVITIES RELATED TO ALTERNATIVE LEARNING SYSTEM  
LEARNER INFORMATION SYSTEM (ALS LIS)**

**DATE :** September 2, 2024

1. This has reference to the attached Memorandum No. DM-CT-2024-351 dated August 22, 2024, from Assistant Secretary Alma Ruby C. Torio, Officer-in-Charge, Office of the Undersecretary for Curriculum and Teaching, relative to the above-captioned activity.
2. In connection with this, the enclosed participants are enjoined to:
  - bring their own laptop and extension cord for the workshop
  - travel authority
  - observe the time-on task policy based on DepEd Order No. 9, s. 2005
3. Expenses for accommodation, venue and meals shall be charged against the FLO 2024 Funds while travel expenses, airfare, per diem and other miscellaneous expenses of the participants will be charged against the funds directly released to the Regional Offices as per DM-CT-2024-046 titled "Fiscal Year 2024 Alternative Learning System Funds Directly Released to the Regional Offices". Participants are advised to take the most economical means of transportation. The Division ALS Focal Person will submit to the Regional ALS Focal Person a summary of expenses incurred as basis for the downloading of expenses to the Schools Division Offices. In addition, they are expected to attach the highlights of the activity. Participants will submit pertinent travel documents upon completion of the activity for the reimbursement, subject to the usual government accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

CLMD/CAVillanueva2024



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Effectivity	01.26.23	Page	1 of 2



Certificate No. PHP QMS  
24 93 0193



Republic of the Philippines  
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**LIST OF PARTICIPANTS**

<b>Division</b>	<b>Name</b>	<b>Designation</b>
Caloocan City	Arsenio Dacuya Jr.	Education Program Specialist II-ALS
Manila	Lea Faa	EPSA, Division ALS Focal Person
Marikina City	Veronica Cena	Education Program Specialist II-ALS
Muntinlupa City	Nery Ann Lorenzo	Education Program Specialist II-ALS
Paranaque City	Emerson Sabadlab	Education Program Specialist II-ALS



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Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
DM-CT-2024- 251

**FOR :** Regional Directors  
Minister, Basic, Higher, and Technical Education, BARMM  
ALS Focal Persons

**FROM :** ALMA RUBY C. TORIO *ATO*  
Assistant Secretary for Curriculum and Teaching  
Officer-in-Charge  
Office of the Undersecretary for Curriculum and Teaching *ATC*

**SUBJECT :** **ACTIVITIES RELATED TO ALTERNATIVE LEARNING  
SYSTEM LEARNER INFORMATION SYSTEM (ALS LIS)**

**DATE :** August 22, 2024

Section 9.5.4 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 11510 (Alternative Learning System Act), states that the Bureau of Alternative Education (BAE) to manage and improve a management information system (MIS) for out-of-school children in special cases, out-of-school youth, and out-of-school adults, in coordination with other functional units of DepEd Central Office and in compliance with RA No. 10173 (Data Privacy Act of 2012).

In line with the mandates of RA 11510 and its IRR, the Bureau of Alternative Education -Policy and Quality Assurance Division (BAE-PQAD) is committed to maintaining an accurate and reliable Learner Information System (LIS) for ALS. To further improve the effectiveness of the LIS for ALS, an enhancement process will be undertaken. As part of the initiative, the following activities will be conducted:

Activity	Date and Venue
Workshop on the Alternative Learning System's Data Requirements and Needs in the Learner Information System	September 3 to 5, 2024, NCR
Consultation on the Alternative Learning System's Revised Learning Information System Policy	October 22 to 25, 2024, NCR

In this regard, Regional ALS Focal Persons are requested to identify and submit the names of participants based on the allocations outlined in Enclosure A. The list of participants should be submitted to BAE-PQAD no later than August 30, 2024, via email at [mark.manaois@deped.gov.ph](mailto:mark.manaois@deped.gov.ph).



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[www.deped.gov.ph](http://www.deped.gov.ph)

Identified participants must pre-register using the following links to access the necessary documents for pre-work activities:

Activity	Pre-Registration Link
Workshop on the Alternative Learning System's Data Requirements and Needs in the Learner Information System	 <a href="https://bit.ly/2024ALSLISDATAREOreg">https://bit.ly/2024ALSLISDATAREOreg</a>
Consultation on the Alternative Learning System's Revised Learning Information System Policy	 <a href="https://bit.ly/2024ALSLISCONREVReg">https://bit.ly/2024ALSLISCONREVReg</a>

Participants are expected to attend and actively engage throughout the duration of the activities to ensure the accomplishment of the expected outputs. They are also required to bring their travel orders, laptops, extension cords, and any other necessary gadgets.

Expenses for accommodation, venue, and meals shall be charged against the FLO 2024 Funds. The first meal to be served is breakfast on the first day, and the last meal will be dinner on the last day.

Travel expenses, airfare, per diem, and other miscellaneous expenses shall be charged against the funds directly released to the Regional Offices as per DM-CT-2024-046 subject to the approval of the approving authority and accounting rules and regulations. For participants from the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), travel, meals not covered by the activities, and other incidental expenses will be chargeable against their local funds.

Attached also is the Indicative Program of Activities (Enclosure B) for reference.

Should the activities coincide with a holiday or declaration of government office closure, participants and management staff involved in the activities shall be entitled to Compensatory Time-Off (CTO) in accordance with Civil Service Commission and Department of Budget and Management Joint Circular No. 2, s. 2004, regarding Non-Monetary Remuneration for Overtime Services Rendered.

For further inquiries and concerns, please contact **Mr. Mark Timothy O. Manois** at the provided email address or via phone at (02) 86363603.

*Enclosure A. Expected Participants, Pre-registration and Recommendation Form*

1. Workshop on the Alternative Learning System’s Data Requirements and Needs in the Learner Information System on September 3 to 5, 2024 in the National Capital Region

**Expected Participants**

*Note: The representatives of the region and division are knowledgeable in any of the following: ALS Learner Information System, ALS Data Collection and Processes, Strategies for Effective Data Management or other components related to data collection, analytics or science for ALS Program and its learners. Also, they have the capacity write policies and research ideas or concepts related to ALS Learners. The selection process should be gender responsive as defined by United Nations Development Programme as “outcomes that reflect an understanding of gender roles and inequalities and encourage equal participation, including equal and fair distribution of benefits.” (UNDP, 2003).*

<b>REGION</b>	<b>PAX</b>	<b>Description of Participants</b>
Region I	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region II	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region III	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region IV A	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region IV B	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region V	5	1 Region Representative, 4 Division Representatives from Different Divisions
NCR	5	1 Region Representative, 4 Division Representatives from Different Divisions
CAR	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region VI	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region VII	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region VIII	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region IX	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region X	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region XI	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region XII	5	1 Region Representative, 4 Division Representatives from Different Divisions
CARAGA	5	1 Region Representative, 4 Division Representatives from Different Divisions
BARMM	5	1 Region Representative, 4 Division Representatives from Different Divisions

**REMINDER: Please inform the participants to Pre-Register through this Link:**



<https://bit.ly/2024ALSLISDATAREQreg>

Enclosure A. Expected Participants, Pre-registration and Recommendation Form



Republic of the Philippines  
**Department of Education**

**Recommendation Form**

This is to recommend the following participants with relevant and related expertise, experience or interest in both Alternative Learning System and Learner Information System for the Workshop on the Alternative Learning System's Data Requirements and Needs in the Learner Information System on September 3 to 5, 2024 in the National Capital Region:

	<b>Full name</b>	<b>Designation/Position</b>	<b>Division</b>	<b>Active email address</b>	<b>Contact No.</b>
1					
2					
3					
4					
5					

*Note: The regional and division representatives are knowledgeable in any of the following: ALS Learner Information System, ALS Data Collection and Processes, Strategies for Effective Data Management, or other components related to data collection, analytics, or science for the ALS Program and its learners. Additionally, these representatives can write policies and research ideas or concepts related to ALS Learners.*

Prepared:

*Signature over Printed Name*

Recommended:

*(Signature over Printed Name)*  
Regional Director

*Enclosure A. Expected Participants, Pre-registration and Recommendation Form*

2. Consultation on the Alternative Learning System’s Revised Learning Information System Policy on October 22 to 25, 2024 in the National Capital Region

**Expected Participants**

*Note: The representatives of the region and division are knowledgeable in any of the following: ALS Learner Information System, ALS Data Collection and Processes, Strategies for Effective Data Management or other components related to data collection, analytics or science for ALS Program and its learners. Also, they have the capacity write policies and research ideas or concepts related to ALS Learners. The selection process should be gender responsive as defined by United Nations Development Programme as “outcomes that reflect an understanding of gender roles and inequalities and encourage equal participation, including equal and fair distribution of benefits.” (UNDP, 2003).*

<b>REGION</b>	<b>PAX</b>	<b>Description of Participants</b>
Region I	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region II	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region III	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region IV A	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region IV B	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region V	5	1 Region Representative, 4 Division Representatives from Different Divisions
NCR	5	1 Region Representative, 4 Division Representatives from Different Divisions
CAR	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region VI	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region VII	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region VIII	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region IX	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region X	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region XI	5	1 Region Representative, 4 Division Representatives from Different Divisions
Region XII	5	1 Region Representative, 4 Division Representatives from Different Divisions
CARAGA	5	1 Region Representative, 4 Division Representatives from Different Divisions
BARMM	5	1 Region Representative, 4 Division Representatives from Different Divisions

**REMINDER: Please inform the participants to Pre-Register through this Link:**



<https://bit.ly/2024ALSLISCONREVReg>



Enclosure A. Expected Participants, Pre-registration and Recommendation Form



Republic of the Philippines  
**Department of Education**

**Recommendation Form**

This is to recommend the following participants with relevant and related expertise, experience or interest in both Alternative Learning System and Learner Information System for the Consultation on the Alternative Learning System's Revised Learning Information System Policy on October 22 to 25, 2024 in the National Capital Region:

	Full name	Designation/Position	Division	Active email address	Contact No.
1					
2					
3					
4					
5					

*Note: The regional and division representatives are knowledgeable in any of the following: ALS Learner Information System, ALS Data Collection and Processes, Strategies for Effective Data Management, or other components related to data collection, analytics, or science for the ALS Program and its learners. Additionally, these representatives can write policies and research ideas or concepts related to ALS Learners.*

Prepared:

*Signature over Printed Name*

Recommended:

*(Signature over Printed Name)*  
Regional Director



Enclosure B. Indicative Program of Activities  
 Workshop on the Alternative Learning System's Data Requirements and Needs in the Learning Information System  
**September 3 to 5, 2024**  
 NCR

Time	Day 1	Day 2	Day 3
7-8 am			
8-9 am	Registration	Workshop 2	Workshop 3
9-10am	Opening Program Purpose	Development of Initial Processes in Data Governance	Development of the Learners Information Profiles and Community Learning Center Profile Inclusive of Data Dictionary
10-11am	Workshop 1		
11am-12pm	Data Needs and Requirements		
12-1pm		Presentation and Discussion	Presentation and Discussion
1-2pm	Presentation, Consolidation and Prioritization	Initial Flowchart, Communication Plan and RACI	ALS LIS Proposal
2-3pm			
3-4pm			
4-5pm			
Daily Output	List of Data Elements and their Definitions		
Output	Document on ALS LIS Proposal		

Enclosure B. Indicative Program of Activities

Consultation on the Alternative Learning System's Revised Learner Information System Policy Guidelines  
 October 22 to 25, 2024  
 NCR


Time	Day 1	Day 2	Day 3	Day 4
7-8 am				
8-9 am	Registration	Management of Learning	Management of Learning	Management of Learning
9-10am			Workshop 2	Continuation of Learning
10-11am	Opening Program	Continuation of Workshop 1	Stakeholder Analysis	Continuation of Workshop 3
11am-12pm	Lecture 1 Understanding the ALS LIS Policy Guidelines: Purpose and Scope			
12-1pm				
1-2pm	Workshop 1 Policy Analysis:	Presentation and Discussion	Presentation and Discussion	Final Presentation of Output
2-3pm	Review of Existing Documents, Processes and Sources		Workshop 3 Prioritization, Issues and Concerns	Closing Program Next Steps
3-4pm				
4-5pm				
5-6pm				
Daily Output	Filled Templates	Filled Templates	Forms, Requirement and Issues and Concern Document	Compilation and Consolidation of Outputs
Output	Document on Recommendation for the Learner Information System Policy Guidelines			



Republic of the Philippines  
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BUREAU OF ALTERNATIVE EDUCATION

## ADMINISTRATIVE NOTE

**Attendance to the Workshop on the Alternative Learning System's Data Requirements and Needs in the Learner Information System (Workshop/FGD on the Data Requirements and Needs of Learner Information System)**

<b>Venue</b>	Please be informed that Workshop on the Alternative Learning System's Data Requirements and Needs in the Learner Information System ( <i>Workshop/FGD on the Data Requirements and Needs of Learner Information System</i> ) on September 3 to 5, 2024 will be conducted at the Lime Resort Manila, Atang Dela Rama St., Seascape Village, Pasay City.
<b>Other Reminders</b>	<ol style="list-style-type: none"><li>1. For the confirmation of attendance, identified participants are requested to accomplish the <b>online registration form</b> on or before September 02, 2024 through this link:  <a href="https://bit.ly/2024ALSLISDATAREQreg">https://bit.ly/2024ALSLISDATAREQreg</a></li><li>2. All participants are also requested to bring laptops and extension cords.</li><li>3. Opening Program will start at 8:00 am.</li></ol>



**MARILETTE R. ALMAYDA**  
Director IV  
Bureau of Alternative Education

