



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM
ORD-2024-1091

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
 SDO Las Pinas
 SDO Malabon City
 SDO Navotas City
 SDO Quezon City
 SDO Taguig City & Pateros

FROM : **JOCELYN DR ANDAYA**
 Director IV

SUBJECT : **CONSULTATION ON THE REVISED LEARNER INFORMATION SYSTEM POLICY GUIDELINES FOR ALTERNATIVE LEARNING SYSTEM**

DATE : October 17, 2024

1. This has reference to the attached Letter dated October 16, 2024, from Marilette R. Almayda, Director IV, Bureau of Alternative Education, 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



6 Misamis St., Bago Bantay, Quezon City
 Email Address: ncr@deped.gov.ph
 Website: <http://www.depedncr.com.ph>

Doc. Ref. Code	RO-ORD-F005	Rev	00
Effectivity	01.26.23	Page	1 of 2



Certificate No. PHP QMS 24 93 0193



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

LIST OF PARTICIPANTS

Division	Name	Designation
Las Pinas City	Maribel Panganiban	Education Program Specialist II-ALS
Malabon City	Elsie Celeste	Education Program Specialist II-ALS
Navotas City	Luisa Elipan	Education Program Specialist II-ALS
Quezon City	Gemma Abanilla	Education Program Specialist II-ALS
Taguig City& Pateros	Aurelia Luz Aquillo	Education Program Specialist II-ALS



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2024-

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 *[Signature]*

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.



1/F Rizal Building, DepED Complex, Meralco Avenue, Pasig City, Philippines
Direct Line: (632) 8633-7202/8687-4146 Fax: (632) 8631-5057
E-mail: ouci@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	 https://bit.ly/2024ALSLISDATAREQreg
Consultation on the Alternative Learning System's Revised Learning Information System Policy	 https://bit.ly/2024ALSLISCONREVReg

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. Manaois** 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).

REGION	PAX	Description of Participants
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/2024ALSLISDATAREOreg>

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:

	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 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).

REGION	PAX	Description of Participants
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
10-11 am	Workshop 1		Inclusive of Data Dictionary
11am-12pm	Data Needs and Requirements		
12-1pm		Presentation and Discussion	Presentation and Discussion
1-2pm	Presentation, Consolidation and Prioritization		
2-3pm			
3-4pm			Closing Program
4-5pm			ALS LIS Proposal
Daily Output	List of Data Elements and their Definitions	Initial Flowchart, Communication Plan and RACI	
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		Continuation of Workshop 1	Workshop 2 Stakeholder Analysis	Continuation of Workshop 3
10-11am	Opening Program			
11am-12pm	Lecture 1 Understanding the ALS LIS Policy Guidelines: Purpose and Scope			
12-1pm				
1-2pm	Workshop 1 Policy Analysis: Review of Existing Documents, Processes and Sources	Presentation and Discussion	Presentation and Discussion	Final Presentation of Output
2-3pm			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
Department of Education
BUREAU OF ALTERNATIVE EDUCATION

Office of the Director

October 16, 2024

Director JOCELYN DR. ANDAYA

Regional Director
National Capital Region

Dear Director **Andaya**:

Greetings of peace!

Section 9.5.4 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 11510 (Alternative Learning System Act), mandates 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 this, the Bureau of Alternative Education -Policy and Quality Assurance Division (BAE-PQAD) invites five (5) representatives from the National Capital Region to the Consultation on the Revised Learner Information System Policy Guidelines for Alternative Learning System (ALS) on October 22 to 25, 2024 at Lime Resort Manila, Atang Dela Rama St., Seascape Village, Pasay City.

We highly value their input for this workshop and look forward to your favorable response.

Travel expenses of participants shall be charged against the Program Support Fund (PSF).

For more information, please contact **Mr. Mark Timothy O. Manaois**, Senior Education Program Specialist, at (02) 8636-3603 or mark.manaois@deped.gov.ph.

Thank you very much.

Very truly yours,


MARILETTE R. ALMAYDA
Director IV



5/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
Direct Line: (632) 8636-3603 E-mail: bae.od@deped.gov.ph