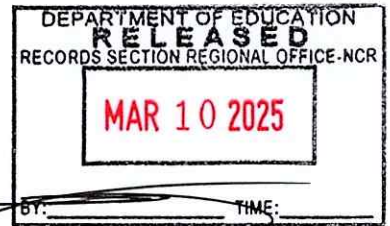




Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



March 6, 2025

REGIONAL MEMORANDUM

No. 214, s. 2025

To: Schools Division Superintendents
All Others Concerned

**REQUEST FOR DATA ON ALTERNATIVE LEARNING SYSTEM (ALS)
TEACHER LOCATION ASSIGNMENT**

1. In reference to DepEd Memorandum DM-CT-2025-046, titled "Request for Data on Alternative learning System (ALS) Teacher Location Assignment", the Bureau of Alternative Education (BAE) requests the submission of the above-mentioned data on Alternative Learning System.
2. Relative to this, the Division ALS Focal Persons are requested to facilitate the submission of the required information following the template and data collection procedures that can be accessed at <https://bit.ly/CLCSHADB2025>. Furthermore, submission of the data is on March 7, 2025.
3. For information and compliance of all concerned.


JOCELYN DR ANDAYA
Regional Director, NCR
Concurrent Officer-in-Charge
Office of the Assistant Secretary for Operations

CLMD/ALS2025





Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2025- 046

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALS FOCAL PERSONS

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching 

SUBJECT : REQUEST FOR DATA ON ALTERNATIVE LEARNING SYSTEM
(ALS) TEACHER LOCATION ASSIGNMENT

DATE : February 21, 2025

This is in reference to DepEd Memorandum No. DM-OUHROD-2025-0320, issued by the Bureau of Human Resource and Organization Development (BHROD) on February 6, 2025, requesting data on ALS Teacher Location Assignments. This data will serve as one of the key references in BHROD's review of the existing guidelines for the Special Hardship Allowance (SHA).

In line with this, the Bureau of Alternative Education (BAE) respectfully requests Regional ALS Focal Persons, through the Division ALS Focal Persons, to submit the required information following using the attached template and the attached Data Collection Procedures (Enclosures A and B) that can be accessed from <https://bit.ly/CLCSHADB2025>.

To facilitate timely processing, kindly submit the data on or before **March 7, 2025**, via email to bae.pqad@deped.gov.ph and <https://bit.ly/CLCSHADB2025Submit> for data storage.

For any inquiries or clarifications, please contact Mr. Mark Timothy O. Manaois of the Policy and Quality Assurance Division (PQAD) at mark.manaois@deped.gov.ph or via telephone at (02) 8636 3603.


For strict compliance.

Copy furnished:

MALCOLM S. GARMA
Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Operations




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Enclosure A. Data Collection Procedures

Data Collection Instructions:

1. **Download the Template:** Please download the data template from this link: <https://bit.ly/CLCSHADB2025>.
2. **Complete the Template:** Provide the following information for each CLC and ALS Teacher. *Please ensure accuracy and completeness.*

Data	Additional Guide
a. Community Learning Center (CLC) ID	*from the DepEd Learner Information System
b. Community Learning Center (CLC) Name	*Please do not abbreviate. Spell out.
c. Community Learning Center Type	*Please indicate the Type from 1 to 5. Ex. 1
d. Community Learning Center (CLC) Location	*Choose between Community-based LC or School-based LC by writing CBLC or SBLC, respectively.
e. School ID	*If SBLC, write the school id, else, write N/A
f. School Name	*If SBLC, write the full school name else, write N/A.
g. Region	
h. Division	
i. Province	
j. City/Municipality	
k. Barangay	
l. Address	*include building no. and street. This is the specific address of the CLC beyond the other data from g. to k.
m. Latitude	*Please refer to Enclosure B.
n. Longitude	
o. Modes of Transportation going to the CLC	*place all possible modes (tricycle, van, jeep, boat, RORO, bus, & other transportation or process). Minimum would be walking.
p. Employee ID	*Employee ID refers to the number found in your DepEd ID card.
q. Employee No	*Employee No refers to the number found in your payslip.
r. Plantilla Code	If not available, write N/A.
s. Lastname (ALS Teacher)	<ul style="list-style-type: none"> • Please leave blank, if not applicable.
t. Firstname (ALS Teacher)	
u. Middlename (ALS Teacher)	
v. Extension (ALS Teacher)	
w. Remarks/Status	*include other related hazards such as jail, civil war, tsunami prone area, landslide prone area, need to pass a river.

- **Important Note:** A single teacher may be assigned to multiple CLCs, and a single CLC may have multiple teachers. Please record each teacher-CLC association separately. For assistance with obtaining Latitude and Longitude coordinates from Google Maps, please see the detailed instructions included in the Enclosure B of this memo or refer to the information available online.
3. **Submit the Data:**
- **Spreadsheet:** Upload the completed spreadsheet to the link provided below.
 - **Signed PDF:** Submit a signed PDF copy of the completed form to the link provided below. Please refer to Enclosure C for a sample PDF form.
 - **Submission Link:** <https://bit.ly/CLCSHADB2025Submit>
 - **Please submit on or before March 7, 2025.**

Enclosure B. Determining the Latitude and Longitude of the CLC or School.

Get the coordinates of a place in Google Maps

1. On your computer, open [Google Maps](#).
2. On the map, right-click the place or area.
 - A pop-up window appears. At the top, you can find your latitude and longitude in decimal format.
3. To copy the coordinates, click on the latitude and longitude.



Check your coordinates from the Google Maps:

- Use decimal degrees in the following format:
 - Latitude: 37.42222
 - Longitude: -122.08532
- Enter the latitude coordinate first before the longitude coordinate.
- Check that the first number in your latitude coordinate is between -90 and 90.
- Check that the first number in your longitude coordinate is between -180 and 180.

Enclosure C. Sample Signed PDF.

ID	Company	City	State	Country	Postal	Phone	Address	Product	Brand	Model	Color	Weight	Material	Capacity	Price	Notes	Category
1	Company 1	City 1	State 1	Country 1	Postal 1	Phone 1	Address 1	Product 1	Brand 1	Model 1	Color 1	Weight 1	Material 1	Capacity 1	Price 1	Notes 1	Category 1
2	Company 2	City 2	State 2	Country 2	Postal 2	Phone 2	Address 2	Product 2	Brand 2	Model 2	Color 2	Weight 2	Material 2	Capacity 2	Price 2	Notes 2	Category 2
3	Company 3	City 3	State 3	Country 3	Postal 3	Phone 3	Address 3	Product 3	Brand 3	Model 3	Color 3	Weight 3	Material 3	Capacity 3	Price 3	Notes 3	Category 3
4	Company 4	City 4	State 4	Country 4	Postal 4	Phone 4	Address 4	Product 4	Brand 4	Model 4	Color 4	Weight 4	Material 4	Capacity 4	Price 4	Notes 4	Category 4

John
 JOHN
 COMPANY 1
 CITY 1

Company 1
 JOHN
 COMPANY 1
 CITY 1

[Signature]
 JOHN
 COMPANY 1
 CITY 1