



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

DIVISION MEMORANDUM

No. 359 s. 2022

SEP 20 2022

**CONDUCT OF INVENTORY OF ALTERNATIVE LEARNING SYSTEM (ALS)
COMMUNITY LEARNING CENTERS (CLCs) IN KABANKALAN CITY**

To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Education Program Specialist in ALS
ALS Teachers
All Others Concerned

1. Relative to the Joint Memorandum **DM-CI-2022-231** dated on June 20, 2022 entitled **CONDUCT OF ALTERNATIVE LERNING SYSTEM COMMUNITY LEARNING CENTERS IN THE SCHOOLS DIVISION OFFICES**, this Office announces the conduct of an Inventory of the Alternative Learning System (ALS) Community Learning Centers (CLCs) in the Kabankalan City on September 8, 2022 - November 29, 2022.
2. This activity is in consonance to Section 13 of Republic Act 11510, also known as the Alternative Learning System Act, on the Provision of an ALS CLC states that, "The DepED or the LGU or both shall provide at least one (1) ALS CLC in every municipality and city throughout the country".
3. In compliance with the provision of the ALS Act and its Implementing Rules and Regulation (IRR) on the provision of ALS CLCs, there is a need to conduct a National Inventory of Learning Centers located in both schools or communities in the Schools Division of Kabankalan City.
4. The BAE shall provide the necessary fund to conduct the inventory of ALS CLCs through the ALS Program Support Fund (PSF) for Calendar Year 2022.
5. The three-month honorarium of the 4 field enumerators, meals of the participants, the person's engagement and other miscellaneous expenses shall be charged against FY 2022 Fund subject to the usual accounting rules and regulation.
6. Wide and immediate dissemination of this Memorandum are desired.

NICASIO S. FRIO, CESO VI
Assistant Schools Division Superintendent
Office-In-Charge
Office of the Schools Division Superintendent



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ALTERNATIVE LEARNING SYSTEM
 Kabankalan City

**Conduct of the Inventory of the Alternative Learning System Community Learning Centers in
 the Schools Division Office of Kabankalan City**

ACTION PLAN OF IMPLEMENTATION

PHASE I- Orientation 1 st and 2 nd Month					
OBJECTIVES	ACTIVITIES	FLOW OF ACTIVITY	PERSON INVOLVED	Resources Needed	Timeline
To coordinate with the SDS and Division Personnel Unit to determine the Schedule of the implementation activity.	Coordination with the SDS and Division Personnel Unit	Meet the SDS and the selected Division Personnel to discuss the implementation of the inventory of the ALS CLC in the Division.	SDS ASDS OIC Chief EPS PSDS EPS-II ALS	Schedule of the Activity during the conduct of the ALS Inventory of the Division	September 8-9, 2022
To form a Selection / Screening Committee to effect the selection and hiring of Field Enumerators.	a. Form a Screening Committee to effect the selection and hiring of Field Enumerators. b. Hiring of Field Enumerators	Organize a Selection/ Screening Committee to effect the selection and hiring of the Field Enumerators.	SDS ASDS OIC Chief EPS PSDS EPS-II ALS	Composition of the Selection/ Screening Committees	September 8-9, 2022
To organize an orientation for the ALS CLC Inventory Team.	Orientation on the conduct of the CLC Inventory.	Discuss the standards and quality of the conduct of the ALS CLC Inventory.	Division ALS Focal Person and the EPS-II for ALS ALS Teachers	Inventory Guidelines Tools and Health /Safety Protocols Venue/Place	September 15, 2022
To submit to the BAE, the list of Field Enumerators and their corresponding Gmail account.	Submission the list of Field Enumerators to the Bureau of Alternative Education	Submit to the BAE the Names of Field Enumerators hired by the SDO. Gmail account to be used by the Field Enumerators	Division ALS Focal Person and the EPS-II for ALS	List of Names of Field Enumerators	September 16, 2022
To assist the EPS-II for ALS in the preparation of printed ALS Inventory Form	Preparation of the ALS Inventory Form	Survey tools has been developed by BEA for CLC inventory, tools are available in both printed and online versions.	Division ALS Focal Person and Concerned ALS Teachers	Printed materials for Inventory	September 16, 2022



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To coordinate with the concern School heads and ALS Teachers, and Community ALS Implementer or learning Facilitators	Coordination with the School heads and ALS Teachers	Meet the School heads and ALS Teachers, and Community ALS Implementer or learning Facilitator	Concerned ALS Teachers		September 19, 2022 – November 29, 2022
To assist the Field Enumerators in getting the needed data for the inventory	Help the Field Enumerators in getting the needed data	Help the Field Enumerators in getting the needed data for inventory of the Community Learning Centers.	EPS-II ALS Concerned ALS Teachers	Data needed for the CLC Inventory	September 19, 2022 – November 29, 2022
To sign the accomplishment ALS CLC Inventory Form	Sign the accomplishment ALS CLC Inventory Form	The CLC Inventory Form must be signed by Teachers concern and the Field enumerators.	Concerned ALS Teachers	CLC Inventory Form and other documents.	September 19, 2022 – November 29, 2022
To submit the report to EPS-II for ALS	Submission the report to EPS-II for ALS	Field enumerators must submit the report to the Education Program Specialist for ALS	Concerned ALS Teachers	CLC Inventory Form and other documents.	September 19, 2022 – November 29, 2022
To ensure daily backing up of the files and data cleaning.	Ensure daily backing up of the files and data cleaning.	Daily backing up of the files and data must be observe during the period of inventory	Field Enumerators	Files and data for the CLC Inventory	September 19, 2022 – November 29, 2022
PHASE III- Finalization and Submission of Reports					
3rd Month					
To ensure that all accomplished ALS CLC Inventory Forms have the assigned Inventory Number, signed by the EPS-II for ALS.	Ensure that all accomplished ALS CLC Inventory Forms have the assigned Inventory Number, signed by the EPS-II for ALS.	ALS Community Learning Center Inventory Forms must have assigned Number signed the EPS-II ALS.	Field Enumerators	CLC Inventory Forms and the corresponding number.	September 19, 2022 – November 29, 2022



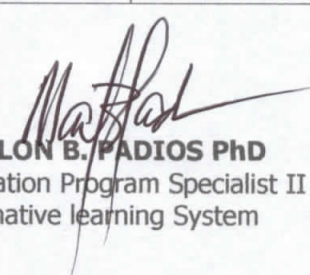
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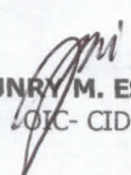
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To ensure that the ALS Inventory Trackers is complete and matches with the number of ALS CLC Inventory.	Ensure that the ALS Inventory Trackers is complete and matches with the number of ALS CLC Inventory.	The ALS Inventory Trackers must be completed and matched with the corresponding number of the ALS CLC Inventory.	Field Enumerators	Inventory Trackers ALS CLC Inventory Forms.	September 19, 2022 – November 29, 2022
To prepare the accomplished ALS CLC Forms and the inventory Trackers for signature of the SDS.	Preparation the accomplished ALS CLC Forms and the inventory Trackers for signature of the SDS.	Prepare the accomplishment ALS CLC Forms and inventory Trackers for the Schools Division Superintendent signatory.	Division ALS Focal Person and the EPS-II for ALS	Inventory Trackers ALS CLC Inventory Forms.	September 19, 2022 – November 29, 2022
To submit to the BAE through courier all the document related to the conduct of the ALC CLC Inventory.	Submission to the BAE the ALS CLC Inventory and other documents	Submission of ALS CLC Inventory and other documents to the BAE	Division ALS Focal Person and the EPS-II for ALS	Final results ALS CLC Inventory and other documents	November 29, 2022
To submit to the Regional Office through the ALS Focal Person a copy of the ALS CLC Inventory Trackers duly signed by the SDS.	Submission to the Regional Office through the ALS Focal Person a copy of the ALS CLC Inventory Trackers duly signed by the SDS.	Submission of the ALS CLC Inventory and other documents for the Regional Office	Division ALS Focal Person and the EPS-II for ALS	Final results ALS CLC Inventory and other documents	November 29, 2022

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