



Republic of the Philippines
Department of Education

DepEd O R D E R
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JUN 1 5 2012

**REVISED IMPLEMENTING GUIDELINES ON THE SELECTION AND HIRING
OF ALTERNATIVE LEARNING SYSTEM (ALS) LITERACY VOLUNTEERS**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary and Secondary Schools

1. To further enhance the quality of education that the Department of Education (DepEd) provides to the out-of-school learners of the Alternative Learning System (ALS), the existing guidelines on the selection and hiring of ALS Literacy Volunteers under DepEd Memorandum No. 369, s. 2009 have been revised.
2. To facilitate implementation of the provisions of this Order, the enclosed **Revised Implementing Guidelines on the Selection and Hiring of Alternative Learning System (ALS) Literacy Volunteers** are hereby issued.
3. All existing Orders and Memoranda inconsistent with this Memorandum are rescinded. These guidelines will remain in force and effect during the duration of the program, unless sooner repealed, amended or rescinded.
4. For inquiries and other concerns, please contact the Bureau of Alternative Learning System (BALS), DepEd Central Office, 3rd Floor Mabini Bldg., DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 635-51-89 or at e-mail address: balsdeped@yahoo.com.
5. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.: As stated

Reference: DepEd Memorandum: (No. 369, s. 2009)

To be indicated in the Perpetual Index under the following subjects:

ALTERNATIVE LEARNING SYSTEM
CHANGE
POLICY

QUALIFICATIONS
TEACHERS

Madel: Revised Guidelines on the Selection of ALS
June 12, 2012

**REVISED IMPLEMENTING GUIDELINES ON THE SELECTION AND HIRING
OF ALS LITERACY VOLUNTEERS**

1.0 Purpose

The Alternative Learning System (ALS) Literacy Volunteer Program is a project of the Department of Education – Bureau of Alternative Learning System created under DepED Memorandum No. 369, s. 2009 entitled “Establishing a Literacy Volunteer Program”. This program was conceptualized to respond to the basic learning needs of the increasing number of out-of-school children, youth and adults. ALS Literacy Volunteers are to be deployed in target sites nationwide to deliver ALS initiatives specifically those under the Basic Literacy and Accreditation and Equivalency Programs.

The revised guidelines shall provide the criteria for selection, hiring and deployment of literacy volunteers, functions and responsibilities of various program implementers as well as fund allocation, release and disbursement.

2.0 Coverage

Recipient Divisions in all Regions nationwide were identified to be the target sites of the program implementation. The List of Targets Sites for the ALS Literacy Volunteer Program is attached as Annex 1.

3.0 Definition of Terms

For purposes of these guidelines, the following terms shall be construed to mean as follows:

- 3.1 Accreditation and Equivalency (A&E) Program – is an assessment program that caters to the elementary and secondary formal school drop-outs.
- 3.2 Basic Literacy Program (BLP) – is an intensive community-based training program for illiterate out-of-school youth and adults, who are willing to learn basic literacy skills.
- 3.3 Community Learning Center (CLC) – is where the teaching-learning process takes place between the learners and the literacy volunteer.
- 3.4 Contract of Service – is the legal document that contains the agreement between the Literacy Volunteer and the Department of Education for the fulfillment of the ALS Literacy Volunteer Program.
- 3.5 Literacy Volunteer – a person who willingly commits to deliver ALS programs to out-of-school children, youth and in a specific community within his/her area of residence.
- 3.6 Program Implementers – refers to the ALS supervisors in the Central, Regional and Division Levels, District ALS Coordinators, Mobile Teachers, Instructional Managers, Facilitators and Literacy Volunteers.

4.0 Mechanics for Selection, Hiring and Deployment

The criteria below shall be followed in the Selection, Hiring and Deployment of Literacy Volunteers for ALS Programs:

4.1 Qualifications for the ALS Literacy Volunteer

- A professional teacher (LET passer)
- A resident of the target community/division
- Ability to speak the language of the community (mother tongue/regional language)
- Willing to undergo training on ALS
- In good physical condition
- Has good public relations

4.2 Selection and Hiring Guidelines

- A Selection Committee shall be formed by the Schools Division Superintendent. Existing selection committees may be utilized.
- All application letters shall be received and screened at the Division Office.
- Names of successful applicants must be posted or published by the Division Office

4.3 Deployment

4.3.1 The duration of the Contract shall be for ten (10) months only.

4.3.2 Upon Hiring, the ALS Literacy Volunteer will:

4.3.2.1 sign a ten-month contract of service between the Schools Division Superintendent and the literacy volunteer (see Annex 2: Contract of Service);

4.3.2.2 attend an orientation meeting conducted by the Division Office regarding:

- Barangay assignment
- Team assignment
- Reporting system
- Schedule of work
- Roles, responsibilities, expected outputs
- Other pertinent matters

4.3.2.3 undergo an intensive training conducted by selected Regional Core of Trainers and BALS trainers.

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4.3.3 During the implementation period, the Regional and Division Office will:

- 4.3.3.1 ensure that the volunteers receive stipend and allowances on time;
- 4.3.3.2 submit necessary reports required;
- 4.3.3.3 attend meetings, seminars, conferences as required.

5.0 Functions and Responsibilities of Program Implementers

5.1 ALS Supervisors

5.1.1 BALS Central Office

- Prepare a general memorandum on the establishment of a Literacy Volunteer Program, as well as the implementing guidelines.
- Allocate and download funds for the literacy volunteers.
- Monitor and evaluate program implementation in the target sites.
- Submit regular program reports to the Office of the Secretary.

5.1.2 Regional Office

- Monitor and evaluate the implementation of the ALS Literacy Volunteer Program and the performance of the literacy volunteers.
- Consolidate evaluation reports of District and Division Offices into a regional report and submit to BALS.

5.1.3 Division Office

- Contract the Service of the literacy volunteer using the contract format in Annex 2.
- Publish the result of the evaluation of volunteer applicants before awarding the contract.
- Provide an orientation free of charge to the literacy volunteers before the actual teaching-learning process commences.
- Provide one (1) set of core modules and core competencies for BLP and A&E (Elementary/Secondary) free of charge to the literacy volunteers.
- Conduct monitoring/evaluation at midpoint and end-of-contract period.
- Consolidate evaluation reports of the District Offices into a division report and submit evaluation of the performance of learners to the Regional Office. Enclosed as Annex 3 is the form Profile of Literacy Volunteers to be filled up by the Division Offices and to be submitted by the Regional Offices to the Central Office for the final list of Literacy Volunteers.
- Issue a certificate of completion or termination of service of the contracted literacy volunteers in accordance with the evaluation of the District Offices.

5.2 ALS Literacy Volunteers

5.2.1 Advocacy and Community Organization and Mobilization

- Coordinate with community leaders to identify potential learners and organizes learning groups for Basic literacy Program and Accreditation and Equivalency System.
- Advocate ALS programs and networks with other government organizations, non-government organizations and other peoples organizations for potential support and/or partnership.
- Establish functional networking and reporting system.

5.2.2 Conduct of Learning Sessions at the Community Learning Centers

- Organize a learning group composed of fifty (50) learners or more.
- Determine learning needs of learners.
- Conduct evaluation to determine the entry and exit level of learners.
- Conduct learning sessions using ALS learning modules and supplementary materials for at least ten (10) months in a year.
- Devise plans and implements them in order to sustain gains of learners from the ALS programs.
- Conduct home visits, individual tutorials, counseling and other need-driven activities in an effort to retain and win the learners back to the literacy sessions.

5.2.3 Progress Reporting

- Submit a quarterly report to the Public Schools District Supervisor copy furnished DO, RO and BALS on the learner's performance and activities conducted.
- Participate in the learning action cells meetings coordinated by the District ALS Coordinator (DALSC) as designated by the Public Schools District Supervisor (PSDS).

6.0 Funds Allocation, Release and Disbursement

6.1 Funds for the stipend and allowances of ALS Literacy Volunteer shall be provided, as follows:

Particulars	Computation	Amount
Stipend	P5,000.00 x 10 months	P 50,000.00
Teaching Aid	P5,000.00	P 5,000.00
Transportation Allowance	P2,000.00 x 10 months	20,000.00
TOTAL BUDGET (per volunteer)		P 75,000.00

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- 6.2 Upon release of the allotment by Department of Budget and Management (DBM) to DepEd- CO, the Budget Division-FMS shall issue the Sub-Allotment Release Order (Sub-ARO) through the Schools Division Offices.
- 6.3 After receipt of Sub-ARO, the IUs and the concerned Division Offices (for the Non-IUs) shall request from DBM-Regional Office the corresponding cash requirements or Notice of Cash Allocation (NCA).
- 6.4 The Division Offices will disburse the said funds directly to the literacy volunteer based on the official list of literacy volunteers of the division following the conditions below:
- No withholding tax shall be deducted from the amount allocated to the literacy volunteer;
 - No receipts shall be required to claim the teaching aid funds;
 - No Reimbursement Expenses Receipt (RER) nor Certificate of Appearance shall be required to claim transportation allowance;
 - A General Payroll to document disbursements shall be prepared by the Education Supervisor I in charge of ALS, noted by the Schools Division Superintendent; and
 - Receipt of funds by the literacy volunteers shall be reported to Central Office on a quarterly basis.

7.0 Utilization of Funds

Utilization of the subsidy shall be subject to the usual accounting and auditing rules and regulations.

8.0 Effectivity

All existing Orders and Memoranda inconsistent with this Order are rescinded. These guidelines will remain in force and effect during the duration of the program, unless sooner repealed, amended or rescinded.

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Annex 1

List of Target Sites of the ALS Literacy Volunteer Program

Region	Division	No. of Literacy Volunteers
NCR	Caloocan City	2
	Las Pinas City	2
	Makati City	2
	Malabon	2
	Mandaluyong City	2
	Manila	24
	Marikina City	2
	Muntinlupa City	2
	Navotas	2
	Paranaque	2
	Pasay City	2
	Pasig	2
	Quezon City	14
	San Juan	2
	Taguig/Pateros	2
	Valenzuela City	2
	Sub-total	66
CAR	Abra	10
	Kalinga	1
	Mountain Province	10
		Sub-total
I	Ilocos Norte	2
	Ilocos Sur	4
	La Union	7
	Pangasinan I	10
	Pangasinan II	10
		Sub-total
II	Batanes	1
	Cagayan	16
	Isabela	14
	Nueva Viscaya	3
	Santiago City	1
		Sub-total

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Region	Division	No. of Literacy Volunteers
III	Angeles City	1
	Bataan	1
	Bulacan	10
	Nueva Ecija	11
	Pampanga	30
	San Jose del Monte	10
	Tarlac	11
	Tarlac City	1
	Zambales	4
	Sub-total	79
IV-A	Antipolo City	1
	Batangas	13
	Batangas City	3
	Cavite	5
	Dasamarinas City	2
	Laguna	5
	Lipa City	1
	Lucena City	1
	Quezon	14
	Rizal	10
	San Pablo City	3
	Tanauan City	1
	Sub-total	59
IV-B	Marinduque	3
	Occidental Mindoro	2
	Oriental Mindoro	3
	Palawan	17
	Romblon	1
	Sub-total	26
V	Albay	10
	Camarines Sur	12
	Catanduanes	5
	Iriga City	1
	Masbate Province	10
	Sorsogon	3
	Sub-total	41

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Region	Division	No. of Literacy Volunteers
VI	Aklan	5
	Antique	8
	Bacolod City	3
	Capiz	5
	Escalante City	2
	Guimaras	2
	Iloilo	21
	Iloilo City	2
	Kabankalan City	1
	Negros Occidental	12
	San Carlos City	1
	Sub-total	62
	VII	Bohol
Cebu		19
Cebu City		5
Negros Oriental		6
Talisay City		1
Sub-total		43
VIII	Eastern Samar	5
	Leyte	20
	Northern Samar	10
	Southern Leyte	10
	Samar	7
	Sub-total	52
IX	Pagadian City	1
	Zamboanga City	2
	Zamboanga del Norte	15
	Zamboanga del Sur	10
	Zamboanga Sibugay	5
	Sub-total	33
X	Bukidnon	10
	Cagayan de Oro City	3
	Iligan City	5
	Lanao del Norte	8
	Malaybalay City	3
	Misamis Occidental	3
	Misamis Oriental	8
	Oroquieta City	1
	Sub-total	41

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Region	Division	No. of Literacy Volunteers
XI	Davao City	10
	Davao del Sur	3
	Davao Oriental	10
	Sub-total	23
XII	North Cotabato	18
	Sarangani	6
	South Cotabato	10
	Sultan Kudarat	4
	Sub-total	38
CARAGA	Agusan del Norte	6
	Agusan del Sur	14
	Butuan City	5
	Dinagat	3
	Siargao	4
	Surigao City	3
	Surigao del Norte	1
	Surigao del Sur	11
	Sub-total	47
ARMM	Lanao del Sur I-A	10
	Lanao del Sur II-A	10
	Sub-total	20
Grand Total		719

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Annex 2

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

The Department of Education, a government with office address at _____, herein represented by _____, Schools Division Superintendent, Division of _____, herein referred to as the "First Party";

- And -

Mr./Ms. _____, of legal age, Filipino and with residence address at _____, herein referred to as the "Second Party";

- WITNESSETH -

1. That the First Party, in the exigency of the service, engages the services of the Second Party who shall perform work that cannot be performed by the present number of the regular personnel of the First Party;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the services needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
4. That the Second Party hereby attest that he/she is not related within the third degree of consanguinity or affinity to the hiring authority and/or the representative of the First Party; that she has not been previously dismissed from government service by reason of an administrative offense; and that she has not already reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second party is hereby contracted for the period of ten (10) months starting from _____ to _____, in consideration of the monthly rate of **FIVE THOUSAND PESOS (P 5, 000.00)** to be paid every 15th and last day of each month;
6. That the Second Party is expected to perform the following functions:

Advocacy and Community Organization and Mobilization

1. coordinates with community leaders to identify potential learners and organizes learning groups for Basic literacy Program and Accreditation and Equivalency System
2. advocates ALS programs and networks with other government organizations, non-government organizations and other peoples organizations for potential support and/or partnership
3. establishes functional networking and reporting system

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Conduct of Learning Sessions

1. Organizes a learning group composed of fifty (50) learners or more per Literacy Volunteer
2. Determines learning needs of learners
3. Conducts evaluation to determine the entry and exit level of learners
4. Conducts learning sessions using ALS learning modules and supplementary materials for at least ten (10) months in a year
5. Devises plans and implements them in order to sustain gains of learners from the ALS programs
6. Conducts home visits, individual tutorials, counseling and other need-driven activities in an effort to retain and win the learners back to the literacy sessions.

Progress Reporting

1. The Literacy Volunteer will be under the direct supervision of a Public Schools District Supervisor assigned in the District where he/she is assigned.
 2. The Literacy Volunteer is required to submit a quarterly report to the District Supervisor copy furnished DO, RO and BALS.
 3. Teams will meet on a monthly basis as learning action cells for updates/problem-solving to be coordinated by District ALS Coordinator (DALSC) as designated by the Public Schools District Supervisor (PSDS).
7. That the Second Party shall perform work at a time and schedule to be agreed upon by both parties;
 8. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second party, that the services rendered hereunder are not considered and will not be accredited as government service; and the latter is not entitled to benefits enjoyed by the regular personnel of the First Party;
 9. That this contract shall cease to be in force and effect in the event of unsatisfactory performance of work by the Second Party or for the other causes as may be provided by law;
 10. That either party may terminate this contract for causes authorized by law and upon written notification to be submitted fifteen (15) days prior to the termination of this contract.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____, 2012 at the _____, _____.

DEPARTMENT OF EDUCATION:

Schools Division Superintendent

Second Party

Signed in the presence of:

Education Supervisor I

Administrative Officer

Assistant Schools Division Superintendent

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Annex 3

Profile of ALS Literacy Volunteers

Region _____
 Division _____

Full Name (Last Name, First Name, Middle Name)	Assignment (CLC/Barangay)	No. of Learners per Program					Contract Period		Contract Type (New/Renewal)
		BLP	A&E	InfED	Others	TOTAL	From (mm/dd/yy)	To (mm/dd/yy)	

Prepared by: _____
 _____ ESI
 Date: _____

Approved by: _____
 _____ SDS
 Date: _____