



Republic of the Philippines
Department of Education

01 DEC 2017

DepEd ORDER
No. **62**, s. 2017

**ALLOCATION AND UTILIZATION OF SUPPORT TO OPERATIONS FUND
FOR THE ALTERNATIVE LEARNING SYSTEM TO THE REGIONAL
AND SCHOOLS DIVISION OFFICES FOR CALENDAR YEAR 2017**

To: Undersecretaries
Assistant Secretaries
Bureau and Service Directors
Regional Directors
Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

1. The Department of Education (DepEd), through the Bureau of Learning Delivery (BLD), issues the enclosed implementing guidelines on the **Allocation and Utilization of Support to Operations (STO) Fund for the Alternative Learning System (ALS) to the Regional and Schools Division Offices for Calendar Year 2017**.
2. This is in line with the thrust of DepEd to strengthen and expand Alternative Learning System (ALS).
3. The guidelines aim to help facilitate and standardize utilization of funds.
4. For more information, contact the **Bureau of Learning Delivery (BLD)**, DepEd Central Office, 5th Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no. (02) 636-3603 or through email at bld.sid@deped.gov.ph.
5. Immediate dissemination of this Memorandum is desired.


LEONOR MAGTOLIS BRIONES
Secretary

Encl.:

As stated

Reference:

N o n e

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

ALLOCATIONS
ALTERNATIVE LEARNING SYSTEM
FUNDS

PROGRAMS
PROJECTS

Implementing Guidelines on the Allocation and Utilization of Support to Operations (STOs) Fund for the Alternative Learning System at the Regional and Schools Division Offices

1. Rationale

The Alternative Learning System (ALS) provides opportunities to out-of-school youth and adult learners to develop basic and functional literacy skills and equivalent pathway to complete basic education.

There are two major programs under ALS namely: a) **Non-Formal Education (NFE)** which includes Basic Literacy Program (BLP) and Continuing Education: Accreditation and Equivalency Program; and b) **Informal Education (InfEd)** which focuses on self-development, community development and entrepreneurial and livelihood development.

In support to the ASEAN Declaration for Strengthening Education for Out-of-School Children and Youth (OOSCY), the Department is in the process of strengthening and expanding the coverage of Alternative Learning System (ALS).

For out-of-school youth and adults, the various self-development, skills and livelihood trainings serve as incentive for them attend and complete the basic literacy component of ALS. One of the challenges in the implementation of ALS programs however, is the limited budget or absence of fund under Management and Other Operating Expenses (MOOE) at the Regional and Schools Division Offices level. In order to address this concern, Department of Education this year is allocating support funds to Regional and Schools Division Offices.

2. Scope

These guidelines shall provide the rules for release, utilization, and liquidation of the Support to Operations fund to ALS for Regional and Schools Division Offices for Calendar Year 2017 **only**.

3. Definition of terms

For purposes of these guidelines, the following terms are defined/ understood as follows:

- **Informal Education (InfEd) Program**– is the lifelong learning process acquired outside the formal school system which compliments learning acquired in both Non-Formal Education (NFE) and Formal Basic Education (FBE). It includes personal interest, community development, livelihood and entrepreneurship skills.
- **Learning modules, supplementary materials** – these are learning resources being used by the learning facilitators and learners in the conduct of learning intervention
- **Accreditation and Equivalency (A&E) test** – a type of test given to ALS learners who seek Elementary or Junior High School certification
- **Out-of-School Children, youth and adults** – encompasses children, youth and adult in one or more of the following key situations: who do not have access to a school in their community; who do not yet enroll at a school, despite the availability of a school; who drop out of the educational system; or who will never enroll at a school, despite the availability of school.

4. Fund allocation, Release and Disbursement

Regions V – Bicol Region, VII – Central Visayas, X – Northern Mindanao and XI – Davao Region shall receive the STO fund amounting to **One Million Five Hundred Thousand Pesos (Php 1,500,000.00)** each for ALS planning, capacity building, research, monitoring and evaluation activities.

For the Schools Division Offices, the amount of Support to Operations Fund for ALS shall be based on the size of the Schools Division Offices as shown on these table:

Size and Number of Divisions	Amount to be Received
Small (40 + 12 from ARMM)	Php 275,000.00
Medium (143)	Php 350,000.00
Large (27)	Php 425,000.00
Very Large (4)	Php 500,000.00

- 4.1 Upon release of the allotment by the 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.
- 4.2 After receipt of Sub-ARO, Schools Division Offices shall request from DBM-Regional office the corresponding cash requirements or Notice of Cash Allocation (NCA).
- 4.3 The allocated amount to the Regional Offices shall be used by the Regional ALS Focal Persons only for the following:
 - **Assessment and Planning.** Taking stock of the performance of the region in reaching and educating OSCYAs in the last two years is imperative to be able to plan the interventions and policies to be implemented in 2018 and beyond.
 - **Capacity building.** With the introduction of the enhanced ALS curriculum and the 21st teaching strategies, it is imperative to develop the knowledge, skills, and attitudes (KSAs) of ALS facilitators. Activities may be any of, but not limited to, the following:
 - Training/retooling of teachers and facilitators for ALS implementation
 - Workshop-session on community engagement and partnership building for ALS
 - Technical assistance training
 - **Research.** The RO is allowed to conduct research that will answer questions and issues in the implementation of ALS in the region.
 - **Monitoring.**
- 4.4 The allocated amount to the Schools Division Offices shall be used by the Division ALS Focal Persons **only** for the following:
 - Priority (InFed) programs. Sixty percent (60%) of the STO fund shall be used to cover expenses in the delivery of priority InFed programs for learners such as materials, training fees and honorarium of trainers/ speakers.
 - Learning resources. Thirty percent (30%) of the STO shall be used for reproduction of enhanced ALS curriculum for implementers and learning modules, supplementary learning materials for learners.
 - Support to registration and administration of A&E test. Ten percent (10%) of STO shall be used for this purpose.

5. Liquidation and utilization of funds

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

6. Roles and responsibilities of the Division ALS Focal Persons

The Division ALS Focal Persons shall perform the following:

- Prepare Work and Financial Plan;
- Monitor program implementation and fund utilization
- Submit Accomplishment Report (see Annex 1) to the Bureau of Learning Delivery, 5th Floor Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City, at the end of the year. Copy furnish Regional Office

The Regional ALS Focal Persons shall perform the following:

- Prepare Work and Financial Plan;
- Submit Accomplishment Report (Annex 1) to the Bureau of Learning Delivery by the end of January 2018.

7. Progress Monitoring

The regions and division offices shall conduct regular monitoring of program implementation/fund utilization as part of their mandated functions and responsibilities.

8. Effectivity

These guidelines is effective only up to December 2017.

ACCOMPLISHMENT REPORT
 2017 ALS SUPPORT TO OPERATIONS FUND TO REGIONAL AND SCHOOLS DIVISION OFFICES

Region : _____
 Division : _____

I. Physical and Financial Accomplishments

Objectives/Major Activities	Unit of Measure/Indicator	Means of Verification (MoV)	Physical Accomplishments			Financial Accomplishments		
			Target	Actual	%	Target	Actual	%
Objective								
Activity								

II. Issues, challenges, and other concerns

Prepared by:

Certified correct by:

 Region/Division ALS Focal Person

 Regional Director/Schools Division Superintendent