



Republic of the Philippines
Department of Education

12 DEC 2017

DepEd ORDER
No. **63**, s. 2017

**IMPLEMENTING GUIDELINES ON THE UTILIZATION OF SUPPORT
TO OPERATIONS FUND FOR REGIONAL OFFICES FOR MAPPING
AND MONITORING ACTIVITIES OF THE ALTERNATIVE
LEARNING SYSTEM 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 Utilization of Support to Operations (STO) Fund for Regional Offices for Mapping and Monitoring Activities of the Alternative Learning System (ALS) 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

(Enclosure to DepEd Order No. 63, s. 2017)

Implementing Guidelines on the Utilization of Support to Operations (STO) Fund for Regional Offices for Mapping and Monitoring Activities of the Alternative Learning System (ALS)

1. Rationale

The Enhanced Basic Education Act of 2013 declared that the state shall establish, maintain and support a complete, adequate, and integrated system of education relevant to the needs of the people, the country and society-at-large.

The Alternative Learning System is a parallel learning system that provides a viable alternative to the existing formal education instruction. It encompasses both the non-formal and informal sources of knowledge and skills.

ALS offers learning opportunities to out-of-school children, youth and adults, who cannot participate or drop out in the formal education system due to various reasons.

As one of the flagship programs of the current administration, there is a need to expand and strengthen the implementation of the ALS programs and projects to reach more out-of-school children, youth and adults.

To expand and strengthen the implementation of ALS, baseline data of out-of-children youth and adults should be established, public awareness to the program should be raised and program monitoring should be institutionalized.

In order for the Regional Offices to undertake these activities, Department of Education this year is allocating Support to Operation (STO) funds.

2. Scope

These guidelines shall provide the rules for release, utilization, and liquidation of the Support to Operations fund to ALS for mapping and monitoring activities of the Alternative Learning System (ALS) for Calendar Year 2017 only.

3. Definition of terms.

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

- **Literacy Mapping** – is a process that aims to gather data on the number of out-of-school children, youth and adult in the community
- **Monitoring** – is the systematic process of collecting, analyzing and using information to track a program's progress toward reaching its objectives. It usually focuses on process, such as when and where activities occur, who delivers them and how many people or entities they reach.
- **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. Policy Statement

The DepEd hereby establishes the rules for release, utilization and liquidation of the Support to Operations Fund for mapping and monitoring activities of the Alternative Learning System (ALS) for Calendar Year 2017.

5. Fund Allocation, Release and Disbursement

- 5.1 All regions shall receive the STO fund amounting **Three Million Pesos (Php 3,000,000.00)** each for mapping and monitoring activities of the Alternative Learning System (ALS).
- 5.2 The Regional and Schools Division ALS Focal Persons of each region shall convene to discuss the following:
 - Number of barangays covered by SDO
 - Number of priority sites identified by either region or SDO for intervention
 - Current number of learners and community learning centers
- 5.3 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) to the Regional Office (RO). (furnish advance copy of the signed Sub-ARO to the Regional Budget Officer and Regional ALS Focal Person)
- 5.4 After receipt of Sub-ARO, Schools Division Offices through the Regional Office shall request the corresponding cash requirements or Notice of Cash Allocation (NCA) from DBM.
- 5.5 The allocated amount to the Regional Offices shall be used only for the following:
 - **Mapping activities.** for reproduction of mapping form,
 - **Monitoring.** For reproduction of existing ALS M&E tool, transportation fund (@ 2000/Focal Person)

6. Liquidation and utilization of funds

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

7. Progress monitoring

The RO shall submit their accomplishment report (see annex A) to the Office of the Assistant Secretary for Public Affairs and Alternative Learning System at the end of the year. Copy furnished the Bureau of Learning Delivery.

8. Effectivity

These guidelines is effective only up to December 2017.

ANNEX A

Region: _____

**SUMMARY OF 2017 MAPPING OF OUT-OF-SCHOOL CHILDREN, YOUTH
AND ADULT**

Schools Division Office	No of Barangay Per Division	No. of Barangay Covered Per Division	No of OSC	No of OSY	No of OSA	No of Prospective BLP Learners	No of Prospective A&E EL Learners	No of Prospective A&E Junior High School Learners

Prepared by:

Regional ALS Focal Person
(Signature over Printed Name)

Noted by:

Regional Director
(Signature over Printed Name)