



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY



Corner Don Carlos – Guingona Sts. Malaybalay City
Telefax # 088-81-2894, E-mail add:

October 09, 2014

MEMORANDUM

**TO: District ALS Coordinators (DALSCs)
ALS Mobile Teachers (MTs)
ALS Literacy Volunteers
This Division**

DepEd-MALAYBALAY CITY DIVISION
RELEASED
Date: 10-09-14 Time: 4:09
[Signature]

FROM: EDILBERTO L. OPLENARIA
Schools Division Superintendent

**SUBJECT: DepED Malaybalay City - Alternative Learning System (ALS)
Planning Conference on Abot-Alam Program Implementation and
Inter-Regional Monitoring and Evaluation**

1. Pursuant to the Regional Letter from Atty. Shirley O. Chatto, Chief Administrative Officer, Officer In-Charge, Office of the Regional Director dated September 15, 2014 and Letter from Edel B. Carag, Chief Education Program Specialist, OIC, Office of the Director IV of the Bureau of Alternative Learning System (BALS) *hereto attached re: Conduct of 2014 ALS Inter-regional Monitoring and Evaluation, this Office hereby directed you to attend the Division Alternative Learning System (ALS) Planning Conference on Abot-Alam Program Implementation and Inter-regional Monitoring and Evaluation on October 10, 2014, 8:30AM at Roberto's Place, Casisang, Malaybalay City.*
2. It is advised that you have to bring your own laptop and all your ALS Program essential data/ documents for the purpose.
3. A registration fee of Php250.00 shall be charged to each participant to cover meals and snacks to be reimbursed as soon as the amount intended for the purpose will be available.
4. For information and compliance.



Republic of the Philippines
Department of Education

REGION X - NORTHERN MINDANAO

Gregorio A. Pelaez Sr. Memorial Sports Center
Vetez St., Cagayan de Oro City



September 15, 2014

Schools Division Superintendents
All Divisions

Sir/Madam:



Attached is the September 8, 2014 letter from the Officer In charge Bureau of Alternative Learning System (BALS) re: **Conduct of 2014 ALS Inter-regional Monitoring and Evaluation** by the identified Education Program Supervisors of that office. The same is referred to that office for consideration with the further advice for the concerned supervisor to make necessary preparation for the upcoming activity.

Anticipating your full cooperation on this matter.

Very truly yours.

Shirley O. Chatto
ATTY. SHIRLEY O. CHATTO
Chief Administrative Officer
Officer In Charge
Office of the Regional Director



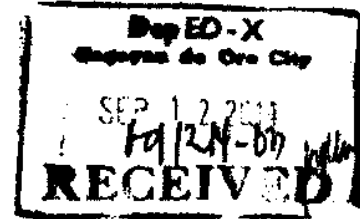
Republic of the Philippines
Department of Education
BUREAU OF ALTERNATIVE LEARNING SYSTEM
3/F Mabini Bldg., DepEd Complex, Meralco Avenue
Pasig City 1600, Philippines



Office of the Director

September 8, 2014

ATTY. SHIRLEY O. CHATTO
OIC-Office of the Director IV
DepED RO X
Velez st. Cagayan De Oro City



Attention: **ALS Focal Person**
Subject: **2014 ALS INTER-REGIONAL MONITORING AND EVALUATION**

Dear ATTY. CHATTO:

This has reference to the letter dated August 13, 2014 regarding the ALS Inter-regional Monitoring and Evaluation exercise. Your region is included in Luzon I, which is scheduled to conduct the M&E activities from October 20-25, 2014. Specifically, the schedule for the Inter-regional M&E for your cluster is:

- October 19, 2014: Check in at NEAP, Davao City. Dinner will be provided.
- October 20, 2014: M&E orientation, coordination with assigned division and filling up of relevant M&E forms
- October 21-24, 2014: M&E proper at assigned divisions
- October 25, 2014: M&E debriefing, submission of survey forms, liquidation of incidental expenses and reimbursement of travel allowances
- October 26, 2014: Check out from NEAP, Davao City. Breakfast will be the last meal to be provided.

In this regard, we are inviting the following ALS Division Supervisors from your region to serve as monitors in other regions included in your cluster. Unfortunately, the World Bank study requires certain qualifications of the monitors, so replacement of the persons listed below would not be possible at this stage. The study team has processed the information you provided as response to the August 13 letter and BALS management may need to decline proposed individuals not included in this list:

Monitoring Division	Name of Monitor	Region/Division (to be monitored)
Bukidnon	Rolly S. Otiz Jr.	Region XI- Davao Oriental
Camiguin	Iris B. Kho	CARAGA- Tandag City
Lanao del Norte	Teresita Ilago	Region XI- Panabo City
Misamis Occidental	Rey Tabli	CARAGA- Surigao City
Misamis Oriental	Rudy Magdugo	Region XII- Tacurong City
Cagayan de Oro City	Edith Lago Ortega	Region XI- Compostela Valley
Gingcog City	Rodriganda J. Mole	ARMM- Marawi City
Iligan City	Rodilla Tajud	CARAGA- Bislig City
Ozamis City	Roselyn Faciol	Region XI- Digos City
Oroquieta City	Elvira L. Santos	Region XI- Davao City
Tangub City	Gina L. Mandawe	CARAGA- Butuan City
Valencia City	Rebecca Oblad	CARAGA- Dinagat
Marybatalay City	Jasmin Adriano	Region XI- Igabos City

Attached is an indicative program for the entire M&E activity. The orientation is particularly important, as it will show that this activity is significantly different from past M&E activities and it will also be the time when the Division Supervisors can coordinate with the supervisors of the divisions they will be assigned to. Most importantly, it will be the time when all the Division Supervisors will accomplish the relevant forms needed for the activity. Related to this, please remind the identified monitors from your region of the following:

- a. Avail of the cheapest means of transportation and cheapest fare, if they should need to travel by airplane. Budget for the activity is tight and some Central Office accountants will join the orientation to explain the details of the finances for the activity.
- b. Bring a camera or a mobile phone with a camera of sufficient quality. Part of the data collection includes verifying the identity of the survey respondents, as well as referring back to official documents at a later date. Images captured during the M&E activity will be submitted to the BALS secretariat during debriefing.
- c. Bring the reference documents to be able to accurately respond to certain survey forms. It is understood that some of these documents may be bulky, but since the monitors will return to the orientation venue for debriefing, these documents can be left with the BALS secretariat while the monitors perform their duties in the field. Some of the possible documents (only for calendar year 2013) needed are:
 - a. Liquidation reports (all ALS activities) for DepEd and non-DepEd implementers
 - b. Payroll of transportation and teaching aid for DALSCs and MTs
 - c. Contracts of service providers
 - d. NCAs released
 - e. Liquidation of downloaded funds
 - f. Complete MIS 2010-2013 (all MIS forms for all districts per division, especially MIS Form 001)
 - g. Report on trainings attended by the ALS implementers (CO, RO, DO and District levels, as well as external training, if any)

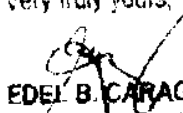
Lastly, since the Division ALS Supervisors will be travelling to other divisions, the host divisions are requested to provide the following support to visiting monitors:

- a. Provide a designated District ALS Coordinator per division to serve as officer-in-charge of the visiting monitors. He or she is expected to coordinate with the visiting monitors as early as possible to arrange the details of the visit. This includes advance invitations for all ALS implementers in the division and logistical support in locating and going to identified individual respondents (learners and non-learners)
- b. Assign division accounting staff to accompany the visiting monitors for the processing of transportation and food allowances of the survey respondents. Visiting monitors may be able to bring a modest amount for snacks and transportation of survey respondents but they may not have enough time to deal with all the documentary requirements of disbursing government funds.
- c. Since there are time constraints for the M&E activity, it would be ideal if the host divisions can help minimize the other non-essential activities of the visiting monitors. It is understood that Filipinos are very welcoming of visitors, but hours spent on unnecessary speeches, feasts and visits will take away from the quality of the information gathered during this activity.

Expenses relative to the said activity such as transportation expenses and per diem are chargeable against BALS Funds, subject to the usual accounting and auditing rules and regulations. However, only transportation and per diem from Day 1-5 will be reimbursed upon the completion of the requirements. Transportation and per diem for Day 6 will be downloaded to the divisions.

Thank you for your continued support to the ALS programs and projects in your Region.

Very truly yours,


EDEL B. CARAG
 Chief Education Program Specialist
 OIC, Office of the Director IV