



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

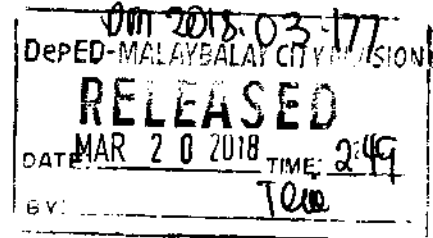


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DIVISION MEMORANDUM

No. 199 s. 2018

To: **Division Education Chiefs, CID and SGOD
Education Program Supervisor-ALS
Public Schools District Supervisors
Education Program Specialists II - ALS
District ALS Coordinators
ALS Mobile Teachers
All others concerned
This Division**



FROM: **EDILBERTO L. OFLENARIA, CESO VI,**
Schools Division Superintendent

DATE: **March 19, 2018**

SUBJECT: **DIVISION ORIENTATION ON ALTERNATIVE LEARNING SYSTEM (ALS)
PROGRAMS AND ITS IMPLEMENTING GUIDELINES FOR ALS
IMPLEMENTERS UNDER DEPED CONTRACTING SCHEME**

1. Pursuant to DepEd Order No. 77, s. 2012: *"Amended Guidelines for the Alternative Learning System (ALS) Unified Contracting Scheme"*, this Office shall conduct **Division Orientation on Alternative Learning System (ALS) Programs and Its Implementing Guidelines for ALS Implementers under DepEd Contracting Scheme on March 27, 2018 (Tuesday) 8:00 o'clock in the morning at Malaybalay City Community Learning Center, Barangay 1 Malaybalay City.**
2. The participants of the aforementioned activity are District ALS Coordinators (DALSCs), Mobile Teachers (MTs), Literacy Volunteers and Instructional Managers.
3. For information, guidance and compliance.

TO BE POSTED IN THE WEBSITE



Republic of the Philippines
Department of Education

SEP 28 2012

DepEd ORDER
No. 77, s. 2012

**AMENDED GUIDELINES FOR THE ALTERNATIVE LEARNING SYSTEM (ALS)
UNIFIED CONTRACTING SCHEME**

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

1. Towards the goal of a full integration of the Alternative Learning System (ALS) Unified Contracting Scheme into the Department of Education (DepEd) Accreditation Program, the specific provisions in the existing Guidelines for the ALS Unified Contracting Scheme are hereby amended as follows:

- a. On the Contract Amount for Service Providers
 - The contract amount for Service Providers shall now be PhP110,000.00 per contract for 10 months.
 - The contract amount for the *Balik Paaralan Para sa* Out-of-School Adults (BP-OSA) Schools as Service Providers shall now be PhP125,000.00 per contract for 10 months.
- b. On the qualifications required of Literacy Facilitators/Instructional Managers (IMs) hired by Service Providers
 - Literacy Facilitators/Instructional Managers (IMs) hired by the Service Providers must be professionally licensed teachers or passers of the Licensure Examination for Teachers (LET).
- c. ALS Service Providers shall submit the following ALS Management Information System (MIS) Form Nos. 1 to 3, through channels on a quarterly basis:
 - MIS 001 - Profile of Prospective Learners in the Household
 - MIS 002 A - Non Formal Education (NFE) Learners' Profile
 - MIS 002 B - Informal Education (InfEd) Learners' Profile
 - MIS 003 - Community Learning Centers (CLC)/Service Providers (SP) Profile

2. Except for the above amendments, all other provisions in the existing Guidelines on the Implementation of the ALS Unified Contracting Scheme shall remain in force unless sooner repealed, amended or rescinded.

3. The Amended Guidelines on the implementation of the ALS Unified Contracting Scheme are enclosed for reference.

4. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Encl.:

As stated

Reference:

DepED Memorandum: No. 443, s. 2007

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

ACCREDITATION
ALTERNATIVE LEARNING SYSTEM
CHANGE
FUNDS
POLICY
RULES & REGULATIONS

SMA/MCR, DO Amendments to the Guidelines of the ALS Unified Contracting Scheme
1371-June 22/6-28/July 4/13/Sept. 13, 2012

(Enclosure to DepEd Order No. 77, s. 2012)

**AMENDED GUIDELINES FOR THE IMPLEMENTATION OF THE ALTERNATIVE
LEARNING SYSTEM (ALS) UNIFIED CONTRACTING SCHEME**

1. Purpose

The Bureau of Alternative Learning System (BALS) implements two (2) major nonformal education (NFE) programs namely, the Basic Literacy Program (BLP) and the Accreditation and Equivalency (A&E) Program. The Balik-Paaralan para sa Out-of-School Adults (BPOSA), a school-based Accreditation and Equivalency Program for secondary and elementary levels is also covered in this guidelines. These programs are delivered through a contracting scheme with qualified education service providers with the use of government funds for field operations better known as Literacy Service Contracting Scheme (LSCS) and Learning Support Delivery System (LSDS).

In addition, there is also a Human Resource Development Fund for FY 2012 and beyond that supports the implementation of the ALS programs.

In order to standardize program operations and ensure increased participation, efficiency and effectiveness of program delivery, there is now a consolidation of the funds as well as a unification of the guidelines for service contracting.

2. Coverage

All divisions that implement the ALS programs nationwide are covered by these guidelines.

3. Definition of Terms

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

- 3.1 **Basic-Literacy Program (BLP)** - is a program aimed at eradicating illiteracy among out-of-school youth (OSY) and adults (in extreme cases school-aged children) by developing basic literacy skills of reading, writing and numeracy.
- 3.2 **Accreditation and Equivalency (A&E) Program** - is a program aimed at providing an alternative pathway of learning for out-of-school youth and adults who are basically literate but who have not completed the 10 years of basic education mandated by the Philippine constitution. Through this program, school dropouts are able to complete elementary and secondary education outside the formal school system.
- 3.3 **Balik-Paaralan para sa Out-of-School Adults (BPOSA) Program** - is a school-based program whose main features are:
 - The program is conducted either in elementary or secondary school;
 - The Instructional Managers (IMs) are the teachers of the school; the Service Provider is the school which is represented by the school principal;
 - The learning sessions are conducted outside the regular class schedule (after class periods or during weekends);and
 - The program uses the ALS Curriculum and learning materials.
- 3.4 **DepEd Delivered** - refers to the ALS program implementation which is lodged primarily with the Mobile Teachers and District ALS Coordinators who are assigned to conduct intensive community-based learning intervention in Basic Literacy (BL) and Accreditation and Equivalency (A&E) programs for out-of-school children, youth and adults in far-flung communities in all divisions nationwide.
- 3.5 **DepEd Procured** - refers to the ALS program implementation namely, the Basic Literacy (BL), Accreditation and Equivalency (A&E), Indigenous Peoples Program, the Balik-Paaralan para sa



Out-of-School Adults (BP-OSA) programs, which are delivered through ALS Unified Contracting Scheme. This also includes hiring of ALS Literacy Volunteers.

- 3.6 **Literacy volunteers** – formerly known as ALS Gabay sa Pamayanan or AGAP Volunteers, serve as volunteer learning facilitators delivering ALS programs to Out-of-School children, youth and adults in their assigned communities.
- 3.7 **Marginalized learners** - means those not served and reached by the formal education system, regardless of age, gender, economic status, ethnicity, religion, etc.
- 3.8 **Service providers** refer to private groups or organizations, private and state universities and colleges as well as other government organizations, who are awarded the funds in order to deliver the BLP and A&E programs to target learners in the community covering specific contract period.

4. Allocation of funds

4.1 Nature of Funds

The funds shall be known as Field Operations Funds for ALS. These funds consisting of the Literacy Service Contracting Scheme (LSCS) and the Learning Support Delivery System (LSDS) shall now be a unified fund for the delivery of BLP, A&E Program and BP-OSA using various delivery modes (face-to-face, radio-based instruction, eLearning/eSkwela, independent learning).

4.2 Flow and Distribution of Funds

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 and to the schools with fiscal autonomy for BP-OSA implementation.

After receipt of Sub-ARO, the Implementing Unit (IU) 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).

4.3 Contract Amount

A service provider for any of the two (2) programs shall be awarded a contract of P110,000 for a group of not less than 50 learners at any time within a contract period of not less than 10 months but not more than 12 months. The contract payment schedule shall be made in two (2) stages: upon signing of the contract (50%) and upon completion (at the 10th-12th month) of the contract (50%) based on the evaluation reports of the Regional, Division and District Offices.

The contract amount shall be used strictly by the Service Provider (and properly receipted) for the following:

Table 1: Breakdown of Cost per Contract

Item of Expenditure	Cost	Total
1. Honorarium of the Facilitator or Instructional Manager (IM) (w/o tax deduction)	P 6,000/month x 10 months	P 60,000.00
2. Cost of Materials and supplies to be used by the Facilitator or IM	P 500/month x 10 months	P 5,000.00
3. Management fee of the Service Provider	P 3,000/month x 10 months	P 30,000.00

Item of Expenditure	Cost	Total
4. Training Expenses of the Facilitator or IM as participant to a 3 to 5-day training conducted once by the Regional Office and once by the Division Office	<u>Regional Training</u>	₱ 5,000.00
	Registration of not more than	₱1,500.00
	Transportation of not more than	1,000.00
	Per Diem of not more than	<u>500.00</u>
	<i>Total</i>	₱ 3,000.00
	<u>Division Training</u>	
	Registration of not more than	₱ 1,000.00
	Transportation of not more than	500.00
	Per Diem of not more than	<u>500.00</u>
	<i>Total</i>	₱ 2,000.00
5. Monitoring and Evaluation fee for DepEd Supervisors during visits made at <ul style="list-style-type: none"> ▪ Midpoint of contract period ▪ End of contract period 	Regional Supervisor	₱ 1,000.00
	(1 Evaluation visit at end of contract)	
	Schools Division Superintendent	₱ 1,000.00
	(monitoring within the contract period)	
	Asst. Schools Division Superintendent	₱ 1,000.00
	(1 monitoring within the contract period)	
	Division Supervisor	
	(3 monitoring visits within the contract period and 1 evaluation at the end of contract period @ ₱500 per visit)	₱ 2,000.00
District Supervisor		
(5 monitoring visits and 1 evaluation visit at the end of the contract period @ ₱ 500 per visit)	₱ 3,000.00	
ALS District Coordinator	₱ 2,000.00	
(₱ 500 x 4 monitoring visits within the contract period)		
Grand Total per Learning Contract		₱ 110,000.00

Table 2: Breakdown of Cost per BP-OSA School

Item of Expenditure	Cost	Total
1. Honorarium of the Instructional Manager (IM) (w/o tax deduction)	₱ 1,700/month x 10 months x 5 IMs	₱ 85,000.00
2. Cost of Materials and supplies to be used by all the Instructional Managers <ul style="list-style-type: none"> - Reproduction of Modules - Learning supplies 	₱ 7,000.00 per contract -₱ 3,000.00 per contract	₱ 10,000.00

Item of Expenditure	Cost	Total
3. Training Expenses for 5 Instructional Managers on ALS as participants to a 3 to 5-day training conducted once by a Team of Trainers: Region, Division and the Principal-Coordinator as lead trainer)		₱15,000.00
4. Management Fund		₱ 15,000.00
- Honorarium of Principal-Coordinator	₱ 1,000.00 per month x 10 months	₱ 10,000.00
- Honorarium for Monitoring and Evaluation of DepED Officials	Regional Supervisor (1 Evaluation visit at end of contract)	₱ 1,000.00
	Schools Division Superintendent ₱ 1 000 x 1 visit (monitoring within the contract period)	₱ 1,000.00
	Asst. Schools Division Superintendent ₱ 1 000 x 1 visit (monitoring within the contract period)	₱ 1,000.00
	Division Supervisor (3 monitoring visits within contract period and 1 evaluation visit at the end of the contract @ P500per visit)	₱ 2,000.00
Grand Total per Learning Contract		₱ 125,000.00

4.4 Conditions for the Service Contract

4.4.1 Criteria for Selection of Service Providers for the BLP and A&E Program

To ensure the participation of legitimate small private groups and organizations at the grassroots level, whether they are independent or affiliates of umbrella organizations, the following shall be used as basis for the selection of service providers:

- registered with the Securities and Exchange Commission (SEC) or accredited by LGU/DOLE/DTI/CBA (or in extreme cases) as an education service provider and with at least ₱ 100,000.00 as savings in the bank or its equivalent in assets;
- must have official business address in the province/city where the educational service will be provided;
- must have a good track record in advocacy and social mobilization, community organizing and development, as well as in the provision of literacy education for at least 3 years;
- must put up 20% equity (P20,000.00 equivalent) in terms of space, furniture, staff and time; and
- must have at least one staff dedicated to the operation of the educational program under the contract.

5. Procedure for fund availment

- 5.1 A prospective Service Provider must submit a proposal to implement in a high priority barangay or barangays any of the two (2) ALS programs to the Division Office within the period January to

March of every year. A High Priority area will be identified by the Division Office based on school dropout data and from the LGU's Minimum Basic Needs (MBN) Survey data.

- 5.2 A service provider may be awarded a maximum of two (2) contracts per contract period one, for the BLP, and another, for the A&E Program by the Division Office;
- 5.3 To be considered as a Service Provider in a continuing capacity for the succeeding contract period, the results of end-of-contract evaluation conducted by the Regional Office, Division and District Office supervisors must show that the duly registered learners:
- for BLP have achieved 100% of the core competencies in Reading Writing and Numeracy
 - for A&E have achieved at least 50% of the core competencies for elementary or secondary level

5.4 Contract Time for Teaching-Learning

5.4.1 In order to ensure 100% mastery of the core competencies of Reading, Writing and Numeracy, the Facilitator needs to:

meet the individual learner = at least once a week
at 1 hour per meeting } 1 hr/wk at any
agreed venue

meet the learning group of 50 learners = at least once a month
at 3 hours per meeting

5.4.2 In order to ensure 50% mastery of the core competencies of the A&E program whether elementary or secondary level, the IM needs to:

meet the individual learner = at least once a week
at 1 hour per meeting } 1 hr/wk at any
agreed venue

meet the learning group of 50 learners = at least once a month
at 3 hours per meeting

5.5 Program Learners

- Basic Literacy Program (BLP)
 - Illiterate out-of-school youth (OSY) and adults
- Accreditation and Equivalency (A&E) Program
 - Basically literate OSY and Adults who may be:
 - completers of the Basic Literacy Program;
 - those who have not completed Elementary (Grade 6) and Secondary (4th year HS); and
 - In extreme cases, children of school age who are not in school.

5.6 Program Materials

The basic learning materials are the core modules of the BLP and the A&E Program

- For the BLP, (see Annex B - List of BLP Core Modules)
- For the A&E (elementary), (see Annex C - List of A&E Elem. Core Modules)
- For the A&E (secondary), (see Annex C - List of Secondary Core Modules)

5.7 Program Core Competencies

Table 3 shows the number of core competencies that are expected to be developed by the learners in the ALS Program. These competencies are reflected in the core modules of the program. (See - Manual of ALS Core Competencies published by BALS, DepED CY 2006)

Table 3.0 – Number of Core Competencies of ALS Curriculum

Learning Strand	Terminal Objectives			Enabling Objectives		
	BL	EL	SL	BL	EL	SL
1. Communication Skills	4	4	4	43	53	58
2. Critical Thinking and Problem Solving	8	3	3	18	22	29
3. Sustainable Use of Resources and Productivity	5	3	4	9	7	16
4. Development of Self and a Sense of Community	5	3	3	16	7	11
5. Expanding One's World Vision	6	1	1	23	6	11
TOTAL	28	14	15	109	95	125

5.8 Literacy Facilitators/Instructional Managers (IMs)

The basic qualification of a Literacy Facilitator (for BLP) or an Instructional Manager (for A&E) are the following:

- Professional teacher/LET passer
 - A resident of the barangay or municipality where the learning center is found
 - Of good moral character
 - Committed to serve as Facilitator or Instructional Manager
- ◆ *Mobile Teachers shall not be hired either as a Facilitator or Instructional Manager by Service Providers under this contract.*

5.9 Training of Facilitators & Instructional Managers (IMs)

The Facilitators and Instructional Managers (IMs) of the Service Providers who have been awarded the contract shall undergo training at various stages of the contract period, thus:

- Upon Signing of Contract

Facilitators and Instructional Managers shall undergo an orientation to be given by the Division Office at no cost to the Service Providers and Facilitators/Instructional Managers.

- During the Contract Period

Facilitators and Instructional Managers are required to participate in at least one training program conducted by the Region and another by the Division for a duration of three (3) to five (5) days with full financial support drawn from the funds (refer to breakdown in Table 1).

- Suggested Content of the training are found in Courses 1 -4 (Annex A)

6. Roles and Responsibilities

6.1 Service Provider

- a) Administer initial and end-of-contract Functional Literacy Test (FLT) to the registered learners
- b) Assist eligible learners to take the annual A&E Test
- c) Maintain the original number of learners per learning group up to the end of the contract period, such that:
 - BLP must have at least 50 learners
 - A&E must have at least 50 learners
 - BPOSA must have at least 250 learners at 50 learners per Instructional Manager (IM)
 - In case there is/are learner/s who will drop out within the contract period, the Service Provider shall recruit the equivalent number of learners who have dropped out to maintain the original number of learners up to the completion of the service contract.

- d) Provide each learner a copy of the core modules that they will need as determined by the result of the Functional Literacy Test. The complete list of core modules is found in Annexes B & C.
- e) Ensure that IMs/Facilitators undergo training during the contract period during the contract period as indicated in Tables 1 and 2
- f) Submit progress reports MIS Form 1- 5 and end-of-contract report using the forms in Annexes D and E.
- g) Disburse the funds in accordance with COA rules and regulation and the contract provisions.
- h) Assign at least one technical staff who shall be dedicated to the operation of the program.
- i) Conduct a recognition rites for program completers
- j) Maintain a book of account and make this available to the monitors during monitoring for transparency.
- k) Hire IM/Facilitator who may meet the basic qualifications

6.2 Duties of the Regional Office

- a) Provide training to the Facilitators/Instructional Managers (IMs) of the Service Providers
- b) Evaluate the implementation of ALS Programs/Projects delivered by the Service Providers
- c) Consolidate evaluation reports of DO and District Offices into a regional report and submit evaluation of performance of learners to BALS

6.3 Duties of the Division Office

- a) Issue a Request for Proposal to prospective Service Providers
- b) Review and approve proposals based on criteria set in this guidelines
- c) Contract the services of the winning Service Providers using the contract format below
- d) Announce the result of the evaluation of proposal before granting the award/contract
- e) Provide an orientation free of charge to the Service Providers and Facilitator/IM of the service providers before the actual teaching-learning period commences
- f) Provide a set of the core modules and core competencies for BLP and A&E (Elementary/Secondary) free of charge to the Service Provider
- g) Conduct monitoring/evaluation at midpoint and end of contract period
- h) Consolidate evaluation reports of the District Offices into a Division report and submit evaluation of performance of learners to RO

6.4 Duties of the District Office

- a) Assist in the conduct of training programs for Facilitators and IMs of the service providers
- b) Conduct regular monitoring, supervision and evaluation of the implementation of ALS Programs/Projects
- c) Network/Coordinate with Local Government Units (LGUs) and other GOs/NGOs for advocacy and support to the ALS programs being implemented by the service providers
- d) Submit evaluation of performance of learners to DO

7. Progress Monitoring and Evaluation

The DepEd shall conduct monitoring and evaluation (M&E) of learning sessions to provide assistance to the Facilitators/Instructional Managers during the contract period in accordance with the schedule below. This amount shall be given by the Service Provider to authorized monitors in the project site duly receipted, except for the regional budget for monitoring, which amount shall be released to the Regional Offices (refer to Table 1).

7.1 Who and When to conduct Monitoring and Evaluation (M&E)?

- BALS staff must conduct M&E at least once a year;
- Regional Office staff must conduct M&E at the end of the contract period;
- Division Office staff must conduct M&E at midpoint and at the end of contract period;
- District Office staff must conduct M&E for six times during contract period.

1.2 What are the things to be monitored?

- A record/profile of the learners
- Checklist of core competencies each learner gained
- Individual Learner's progress
- Program implementation according to the provision of the contract

1.3 What monitoring/evaluation content will be covered?

7.3.1 DepED Field Implementors

- **Initial Report (By District Supervisor)**
 - List of Enrollees/Learners (Learning Group Record)
 - Profile of Learners including core competencies to be developed
 - Profile of Facilitators/Instructional Managers
 - Activities observed
 - Problems/Issues/Concerns and Recommendations
- **Mid-Term Report (By Division and District Supervisors)**
 - Updated List of Enrollees/Learners (Learning Group Record)
 - Profile of Learners including progress on core competencies developed
 - Status of program implementation/activities observed
 - Problems/Issues/Concerns and Recommendations
- **Final Report (By Region, Division and District Supervisors)**
 - Summary of Learners/Completers of the Program
 - Summary of individual Learner's Progress on core competencies developed based on initial and mid-term reports
 - Assessment of the Service Provider's Accomplishments based on the provisions of the contract
 - List of registered learners who are recommended to take the A&E test
 - Copy of liquidation report of the Service Provider

7.3.2 Service Providers Report Format

- Progress Report Format (Quarterly) – (see Annex D)
- Final Report Format – (see Annex E)

7.4 When are the M&E reports to be submitted?

The M&E reports shall be submitted based on the following schedule:

7.4.1 DepED Field Implementors

- Initial Report –at the end of the 1st month
- Mid-Term Report - at the end of the 5th month for the Division Supervisor/quarterly for the District Supervisor
- Final Report –15 days after the completion of the contract

7.4.1 Service Providers' Report

- Progress Report - Quarterly
- Final Report – 15 days after completion of the contract



ALS SERVICE CONTRACT

Know All By Men by These Presents

This Agreement made and entered into by and between:

The _____ (Division) with the office address at _____ (Address of the Office) herein represented by its Schools Division Superintendent, _____ (Name of the Schools Division Superintendent) herein referred to as the First Party;

and
The _____ (Name of the Organization) with the office address at _____ (Address of the Organization) herein represented by its President/Chairman, _____ (Name of the President/Chairman) herein referred to as the Second Party;

WHEREAS, the 1987 Constitution, Article XIV, Sec. 1 mandates that the State shall protect and promote the right of all citizens to quality education at all levels and shall take appropriate steps to make such education accessible to all;

WHEREAS, the 1987 Constitution, Article XIV, Sec. 2 paragraph 4 clearly mandates the State to encourage nonformal, informal and indigenous learning systems as well as learning, independent and out-of-school study programs particularly those that respond to community needs;

WHEREAS, General Appropriation funds allocated for Field Operation of nonformal education shall be used for functional education and literacy accreditation and equivalency learning support delivery system to Non-government Organizations (NGOs) such as foundations, religious/academic supported welfare agencies, People's Organizations, State Universities and Colleges with literacy extension programs, and other government agencies active in literacy promotion, or any other alternative delivery system." (DepEd Memorandum No. 217, s.2002, Sec. 2 and DepED Order No. 47, s. 2002, Sec. 5)

WHEREFORE, and in consideration of the foregoing premises and mutual covenants, and agreements hereinafter set forth, and in consonance with the Agreement cited above, _____ (Name of Schools Division Superintendent and President of the Organization) hereby agree to implement the Basic Literacy Program (BLP/Accreditation and Equivalency (A&E) Elementary/Secondary based on the guidelines.

A. First Party Shall:

- Contract the services of the winning Service Providers using the prescribed contract format two (2) weeks after the announcement of the results of evaluation
- Provide an orientation free of charge to the Service Providers, Facilitator/IM of the service providers before the actual teaching-learning period commences
- Provide a set of the core modules and core competencies for BLP and A&E (Elementary/Secondary) free of charge to the Service Provider
- Conduct monitoring/evaluation at midpoint and end of contract period
- Consolidate District Offices' reports into a Division report and submit evaluation of performance of learners to RO
- Pay the Service Provider the amount of P110,000.00 according to the schedule:
 - 50% upon signing of contract
 - 50% upon end-of-contract

B. Second Party Shall:

- Administer initial and end-of-contract achievement test (ABL for BLP and FLT and Practice Test for A&E) to the registered learners
- Assist eligible learners to take the annual A&E Test
- Maintain 50 learners per learning group during the contract period
 - Each learning group shall consist of 50 learners up to the end of the contract period.