



Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 Cotabato City



Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 OFFICE OF THE MINISTER

Office of the Minister

RELEASED

REGIONAL MEMORANDUM

No. 1328
 Series of 2021

BY: Hjir
 DATE: 04 NOV 2021
 TIME: 9:15 Am
 Ctrl. No. 2021-11-022

TO : **SCHOOLS DIVISION SUPERINTENDENTS** (Cotabato City, Maguindanao I, Maguindanao II, Lanao del Sur I, Lanao del Sur II, Marawi City, Basilan, Sulu & Tawi-Tawi)
ALL DIVISION ALS FOCAL PERSONS

FROM :  **MOHAGHER M. IQBAL**
 Minister



SUBJECT : **HIRING AND RECRUITMENT OF ALTERNATIVE LEARNING SYSTEM (ALS) LITERACY FACILITATORS AND MUNICIPAL PROJECT COORDINATORS UNDER CONTRACT OF SERVICE**

DATE : October 25, 2021

- The Ministry of Basic, Higher and Technical Education, through the Bureau of Alternative Learning System, hereby announces that the **applications for Alternative Learning System (ALS) Literacy Facilitators (LFs) and Municipal Project Coordinators (MPCs) under Contract of Service for the implementation of Functional Literacy for the Moro Islamic Liberation Front (MILF) Decommissioned Combatants in Bangsamoro Autonomous Region in Muslim Mindanao (BARMM) Project is now open.** This project will be implemented from October 2021 to November 2022.
- Here is the distribution project personnel for each division:

DIVISION	NO. OF LITERACY FACILITATORS	NO. OF MUNICIPAL PROJECT COORDINATORS
Cotabato City	4	0
Maguindanao I	18	2
Maguindanao II	18	2
Lanao del Sur I	11	1
Lanao del Sur II	17	2
Marawi City	2	0
Basilan	10	2
Sulu	10	2
Tawi-Tawi	10	2
TOTAL	100	13

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INFORMATION AND COMMUNICATIONS DIVISION
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3. Attached is the **Guidelines on the Recruitment, Selection and Engagement of Personnel for Functional Literacy for the MILF Decommissioned Combatants in BARMM Project** for information and reference.
4. Applicants must submit their application documents **on or before November 12, 2021** at email balsbarmm14@gmail.com.
5. For information and dissemination.

Guidelines on the Recruitment, Selection and Engagement of Personnel for Functional Literacy for the MILF Decommissioned Combatants in BARMM Project

Purpose

Pursuant to Executive Order no. 79, s. 2019 entitled "Implementing the Annex on Normalization Under the Comprehensive Agreement on the Bangsamoro" which states that the Annex on Normalization requires for the implementation of normalization programs that covers the aspect of security, socio-economic development, confidence building measures, and transitional justice and reconciliation; Wherein, under the capacity development component of socio-economic development Alternative Learning System (ALS) is part of the programs agreed by the GPH and MILF Parties in the framework of Socio-economic Development for the Decommissioned Combatants and their Communities, and for members of the community of the six MILF camps.

As the educational arm of the Bangsamoro Government, the MBHTE through its Alternative Learning System unit shall spearhead the project "Functional Literacy for the MILF Decommissioned Combatants (DCs) in BARMM" as a strong manifest of its commitment in achieving lasting peace in the Bangsamoro region. Specifically, the project aims to provide functional literacy, which includes reading, writing and numeracy skills, to the MILF decommissioned combatants.

Scope

This guideline provides the procedures and standards that shall be used in the recruitment, selection, and engagement of Literacy Facilitators and Project coordinators for the implementation of Functional Literacy for the MILF Decommissioned Combatants in BARMM project.

Definition of Terms

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

- a. **Accreditation and Equivalency (A & E) Program** – shall refer to a program in ALS aimed at providing an alternative pathway of learning for out-of-school children in special cases and adults who have not completed basic education. Through this program, school dropouts are able to complete elementary and secondary education outside the formal school system.
- b. **Alternative Learning System (ALS)** – shall refer to a parallel learning system that provides a viable alternative to the existing formal education instruction. It encompasses both nonformal and informal sources of knowledge and skills.
- c. **Basic Literacy Program (BLP)** – shall refer to the program component of ALS that is aimed at eradicating illiteracy among out-of-school children in special cases and adults by developing basic literacy skills of reading, writing, numeracy and simple comprehension.
- d. **Community Learning Center (CLC)** – shall refer to a physical space to house learning resources and facilities of a learning program for out-of-school children in special cases and adults. It is a venue for face-to-face learning activities and other learning

opportunities for community development and improvement of the people's quality of life.

- e. **Literacy Facilitator (LF)** – refers to person who provides ALS learning interventions and learning opportunities in collaboration with the district ALS coordinators, mobile teachers and project coordinators designated in the project site
- f. **Municipal Project Coordinator (MPC)** –refers to person who provides technical assistance and monitoring to literacy facilitators and submits progress report to project management team and Division ALS focal persons. MPC conducts coordination with the barangay local government unit (BLGU), local government unit (LGU) and other stakeholders during the project implementation.

Policy Statement

The Ministry of Basic, Higher and Technical Education issues this policy to provide specific guidelines, mechanisms, procedures, and standards for the implementation of Functional Literacy for the MILF Decommissioned Combatants in BARMM project.

Application and Selection Process

1. Applicants for Literacy Facilitator and Municipal Project Coordinator must meet the following minimum qualifications:
 - a) Education: Graduate of bachelors' degree (preferably bachelors' degree in Education)
 - b) Training: None required
 - c) Experience: None required
 - d) Eligibility: None required
 - e) Age: Preferably 21 years old to 45 years old
 - f) A resident of the target community
 - g) Ability to speak the language of the community (mother tongue / regional language)
 - h) In good physical and health condition
 - i) Desired: Familiarity with decommissioned combatants
2. Applicants shall submit the following required documents:
 - a) written application letter addressed to minister MOHAGHER M. IQBAL, (Ministry of Basic, Higher and technical Education);
 - b) duly accomplished PDS (CSC Form No. 212, Revised 2017);
 - c) certified copy of transcript of records;
 - d) certified copy of the Voter's ID and/or any valid I.D. with applicant's address or any proof of residency as deemed acceptable;
 - e) Other documents:
 - Certificate of employment, if there is any;
 - Photocopy of Certificates of Training, if there is any;
3. Qualified applicants shall submit the following required documents:
 - a) Duly accomplished and notarized PDS (CSC Form No. 212, Revised 2017);
 - b) NBI or Barangay Clearance;
 - c) Medical Certificate;
 - d) Certificate of Live Birth (from PSA)

4. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted.
5. All applications shall be submitted to the Project Selection and Hiring Committee (PSHC), composition of which shall be:
 - a) **Chairperson:**
 - Minister Mohagher M. Iqbal
 - b) **Vice-Chair:**
Dr. Rahib L. Kudfo, Director General Basic Education Sector
 - c) **Members:**
 - MBHTE-HRMO representative
 - Two (2) members of the Project Management Team or their representatives
 - Secretariat
6. The Project Selection and Hiring Committee (PSHC) shall receive applications and check the completeness, authenticity, and veracity of documents submitted by the applicants.
7. Insofar as practicable, PSHC shall organize online submission of documents of the applicants to minimize gathering of crowds in the physical offices.
8. Only when online submission is not feasible, concerned Schools Division Offices (SDOs) through the Division ALS Focal Person or as designated by the Schools Division Superintendent may receive hard copies of application documents (provided that the minimum standards on health and safety protocols are strictly observed). The concerned SDOs shall facilitate the online submission of the application documents to PSHC.
9. Applicants shall be evaluated using the following criteria:

Criteria	Points
a. Education	30
b. Teaching Experience	25
c. Specialized Trainings and Skills	20
d. Interview	25
TOTAL	100

a) Education – 30 points

- Education shall be rated in terms of the applicant's academic achievement. Thus, all subjects with corresponding units must be included
- Rating of Education shall be based on the following equivalents, with 1.0 as the highest and 3.0 as the lowest:

General Weighted Average (GWA)	Equivalent Points	General Weighted Average (GWA)	Equivalent Points
1.00 – 1.25	26	2.01 – 2.25	13
1.26 – 1.50	22.75	2.26 – 2.50	9.75
1.51 – 1.75	19.5	2.51 – 2.75	6.50
1.76 – 2.00	16.25	2.76 – 3.00	3.25

- When the percentage rating is used, the following table of equivalents shall be used

Percentage Rating	GWA	Percentage Rating	GWA
100 – 98	1.00 – 1.25	88 – 86	2.01 – 2.25
97 – 95	1.26 – 1.50	85 – 83	2.26 – 2.50
94 – 92	1.51 – 1.75	82 – 80	2.51 – 2.75
91 – 89	1.76 – 2.00	79 – 76	2.76 – 3.00

- Applicants with a master's degree (MA or MS) shall be given +2 point, while applicants with a master's degree and with a Doctorate (PhD) shall be given +4 points.

b) Teaching Experience – 25 points

- Teaching experience in Alternative Learning System (ALS) shall be given 2.00 points for every school year but shall not exceed to fifteen (15) points.
- For every month of service, 0.50 points shall be given (e.g. 10 months = 5 points)
- Certificate of employment shall be used to determine validity of teaching experience

c) Specialized Trainings and Skills – 20 points

- Specialized training for skills development in fields related to work, duties and functions of literacy facilitator and/or project coordinator shall be given a maximum of ten (10) points.
- In the assignment of points, one (1) hour of training shall be equivalent to 0.25 points.

d) Interview – 25 points

The interview shall focus on the collection of detailed and complete information about the applicant relative to the job function of a Literacy Facilitator and/or Municipal Project Coordinator. The objective of the interview is to assess potential characteristics, familiarity with the context of decommissioned combatants, and fitness to the position, and shall be an avenue to validate the qualifications and credentials submitted by the applicant.

Applicants shall be rated based on the themes/areas below; thus, interview questions shall be aligned with these:

- Interpersonal Skills
- Leadership capabilities
- Teamwork
- Technical skills
- Self-awareness
- Critical thinking and Problem-Solving Skills
- Professional Ethics and Behavior
- Familiarity with the context of decommissioned combatants.

10. It is the responsibility of the PSHC to finalize the assessment and selection report.

Job Functions and Nature of Engagement

1. Literacy facilitators and municipal project coordinators shall be engaged under Contract of Service, subject to Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2017 (Rules and Regulations Governing Contract of Service and Job Order Workers in the Government), as amended by Joint Circular No. 1, s. 2018, and other applicable policies, issuances, rules and regulations. Furthermore, the following guidelines shall be observed:
 - a) They shall be engaged for a period of eleven (11) months.
 - b) They shall receive a remuneration or compensation for services rendered amount of which shall not be below the minimum daily wage rates set by National Wages Productivity Commission per region and shall receive a premium of twenty percent (20%) of such wage.
 - c) Consistent with Item 7.4 of CSC-COA-DBM Joint Circular No. 1, s. 2017, the services rendered by literacy facilitators and municipal project coordinators under Contract of Service and Job Order are not covered by Civil Service law and rules, thus do not entail provision of benefits granted to government employees, such as leave, PERA, RATA, and thirteenth month pay.
 - d) They shall render eight (8) working hours a day for five (5) days, or a total of forty (40) hours a week excluding time for lunch.
 - e) Literacy facilitators and municipal project coordinators shall work in collaboration with the regular ALS teachers and Division ALS focal person. They shall be under the overall supervision of division ALS focal person, regardless of the source of remuneration.
 - f) All administrative actions and decisions pertaining to contractual relations shall be exercised by the Minister, or his representative as designated by the Minister.
 - g) Literacy facilitators and municipal project coordinators shall observe the standards of professional and personal conduct in the discharge and execution of functions / services in accordance with the Code of Conduct and Ethical Standards for Public officials and Employees under RA 6713 and adhere to the Ministry's Orders, Memoranda, and other issuances.
2. Functions, duties, and responsibilities of project implementers
 - a) Upon hiring, literacy facilitators and municipal project coordinators shall sign an eleven (11)- month Contract of Service between the Ministry of Basic, Higher and Technical Education (MBHTE), represented by minister Mohagher M. Iqbal, and the project implementers (literacy facilitators and municipal project coordinators)
 - b) Attend orientation meetings and intensive trainings to be conducted by MBHTE - Bureau of Alternative Learning System core trainers.
 - c) Functions, duties, and responsibilities of literacy facilitator:
 - Organizes learning groups for ALS Basic Literacy Program (BLP), Accreditation and Equivalency (A & E) Elementary and Junior High School
 - Conduct learning sessions for at least 10 months.

- Assist in the preparation of learners' presentation portfolio
- Gather data/information, and submit progress report related to the program
- Conduct home visits, individual tutorials, counseling and other need-driven activities in an effort to retain and win the learners back to the learning sessions;

d) Functions, duties, and responsibilities of municipal project coordinator:

- Conduct coordination activities relevant to project implementation with BLGUs, LGUs and other stakeholders
- Provide technical assistance to literacy facilitators (printing of learning materials, gathering of data for enrollment, etc.)
- Conduct home visits, individual tutorials, counseling, and other need-driven activities in an effort to retain and win the learners back to the learning sessions
- Assist in the preparation of learners' presentation portfolio
- Monitor project implementation and performance of literacy facilitators
- Submit progress report to project management team, Division ALS focal person and district ALS coordinators

All expenses shall be subjected to the usual budgeting, accounting, auditing and procurement rules and regulations

Effectivity Clause

These guidelines shall be effective and in force only for a period of one (1) year from October 1, 2021 to September 30, 2022. The Ministry may issue a subsequent memorandum to extend the effectivity of these guidelines as deemed necessary.