



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



Office of the Minister

REGIONAL MEMORANDUM

No. 019
 Series of 2023

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

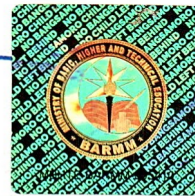
RELEASED

TO : ALL SCHOOLS DIVISION SUPERINTENDENTS
 DIVISION ALS FOCAL PERSONS
 ALTERNATIVE LEARNING SYSTEM TEACHERS
 ALL OTHERS CONCERNED

BY: Angin
 DATE: JAN 16 2023
 TIME: 4:40 P.M.
 Ctrl. No: 2023-01-041

FROM :

MOHAGHER M. IQBAL
 Minister



SUBJECT : **IMPLEMENTING GUIDELINES ON THE PROVISION/PAYMENT OF
 TRANSPORTATION ALLOWANCE TO ALTERNATIVE LEARNING SYSTEM
 (ALS) IMPLEMENTERS**

DATE : January 9, 2023

1. In recognition of the services rendered by the Alternative Learning System (ALS) teachers and division ALS focal persons on the implementation of ALS programs, especially in conducting intensive community-based learning sessions for out-of-school children, youth and adults, including *Tahfidz Al-Qur'aan* learners in far-flung and isolated communities as well as in other marginalized communities in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), the Bureau of Alternative Learning System (BALS) of the Ministry of Basic, Higher and Technical Education (MBHTE) provides them with monthly transportation/traveling allowance.
2. Enclosed is the **Implementing Guidelines on the Provision/Payment of Transportation Allowance of ALS Implementers** which will help facilitate the standardized grant of such allowance.
3. These guidelines will remain in force and effect during the duration of the program, unless sooner repealed or revoked.
4. Should you have concerns, kindly contact Mohammad Faisal Dimalen at mobile phone number 0995-743-3153.
5. For information, guidance, and compliance.

Republic of the Philippines
 Bangsamoro Autonomous Region in Muslim Mindanao
 Ministry of Basic, Higher and Technical Education
 INFORMATION AND COMMUNICATIONS DIVISION
 Office of the Minister
 RELEASED
 By: Marlon
 Date: JAN 16 2023
 Time: 4:45 P.M.
 Control No: 2023-01-041





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



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Implementing Guidelines on the Provision/Payment of Transportation Allowance to Alternative Learning System (ALS) Implementers

I. Purpose

ALS program implementation is lodged primarily with the ALS teachers who are assigned to conduct intensive community-based learning sessions for out-of-school children, youth and adults, including *Tahfidz Al-Qur'aan* learners in far-flung and isolated communities as well as in other marginalized communities in the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), with the supervision of their respective division ALS focal persons.

Considering the nature of work of ALS teachers and division ALS focal persons as program implementers, the Ministry of Basic, Higher and Technical Education through the Bureau of Alternative Learning System (BALS) provides them with a monthly transportation allowance.

These guidelines shall provide information as to who is entitled to receive transportation allowance, as well as fund allocation, release, and disbursement.

II. Coverage

All regular permanent employees of the Ministry of Basic, Higher and Technical Education who are ALS implementers, designated as ALS Teacher or Division ALS Focal Person, by duly competent and authorized personnel of the Ministry are covered by these guidelines.

III. Definition of Terms

ALS teachers shall refer to MBHTE-employed teachers, with regular permanent status, duly designated by the minister or by competent authorities as permitted by the minister to implement the ALS program

Division ALS Focal Person shall refer to MBHTE employed personnel, with regular permanent status, duly designated by the minister or by competent authorities as permitted by the minister to monitor, supervise and provide technical assistance to ALS teachers in the implementation of the ALS program.

IV. Entitlement

ALS implementers who are designated as ALS teachers and division ALS focal persons are entitled to receive the transportation allowance. Such allowance shall be used to defray additional transportation expenses that they incur to reach all types of ALS learners in far-flung barangays.



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ALS teachers are required to enroll at least sixty (60) learners in the Learners' Information System (LIS) for the current school year and must submit an annual accomplishment report (enclosure 2) covering the period of January to December of the calendar year; on the other hand, division ALS focal persons are required to conduct instructional supervision to at least eighty percent (80%) of the ALS teachers under his/her supervision within the calendar year. A copy of the Classroom Observation Tool (COT), or any duly approved instructional supervision and monitoring tool used shall be submitted to the Bureau of Alternative Learning System.

To organize and facilitate the submission of required documents, the division ALS focal person must compile and submit the following:

- Approved Class Schedule of ALS teachers (enclosure 1)
- ALS Form 2 (AF 2) of ALS teachers (Downloaded from LIS)
- Individual Accomplishment Report of ALS Teachers (enclosure 2)
- Accomplishment Report of division ALS focal person (enclosure 3)

V. Amount of Allowances

	Transportation Allowance	Total
ALS Teachers	P 3,200.00/month x 12 months	P 38,400.00
Division ALS Focal Person	P 1,500.00/month x 12 months	P 18,000.00

No withholding tax shall be deducted from the allocated amount for every ALS teacher and division ALS focal person.

VI. Release and Disbursement

The allocated amount shall be released and disbursed directly to ALS teachers and division ALS focal persons through their Land Bank ATM card following the condition:

Submit a photocopy of (a) Appointment, (b) Designation Order, (c) Two (2) valid Identification cards, and (d) Landbank ATM card.

VII. Submission of Requirements

All requirements indicated in items IV and V must be submitted through email in PDF format at mohammadfaisal.dimalen@deped.gov.ph. The division ALS focal person must ensure the completeness of the documents submitted, otherwise, it shall not be processed.

Approved

MOHAGHER M. IQBAL
Minister

Enclosure 1: Suggested Class Schedule

Day	Time	Name and Type of Learning Center	Type of Learner (BLP/A & E EL/JHS)	Number of Learners
Monday	AM			
	PM			
Tuesday	AM			
	PM			
Wednesday	AM			
	PM			
Thursday	AM			
	PM			
Friday	AM			
	PM			

Note: considering the flexibility of schedule, ALS teacher must at least render 40 hours of service in a week, 30 hours of which must be contact hours (learning sessions) with the learners regardless of the day. Each group of learners must have at least 4 hours lecture and 2 hours activity, a total of 6 hours learning session in a week.

Enclosure 2: Individual Accomplishment Report

Week	Date	Actual Physical Accomplishment	Means of Verification
I. Advocacy and Social Mobilization Activities (Mapping, Coordination meeting with BLGUs, End-of-School Year Rites, and other extracurricular activities)			
		(How many BLGUs were coordinated? How many potential ALS learners were mapped? Enrolled?)	Certificate of appearance Communication letter Pictures
II. Learning Sessions			
		(How many competencies taught for this week? What are those?)	Sample pictures of learners' output Weekly learning log signed by immediate supervisor/school head/ SDS. Pictures of actual conduct of learning sessions