



Republic of the Philippines
Department of Education



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DepED MEMORANDUM
No. 313 s, 2008

**PROVISION OF TEACHING AID AND TRANSPORTATION ALLOWANCES
TO ALS MOBILE TEACHERS AND DISTRICT ALS COORDINATORS**

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

1. The ALS Program implementation is lodged primarily with the Mobile Teachers and District ALS Coordinators who are assigned to conduct intensive community-based learning sessions for out-of-school children, youth and adults in far-flung and isolated communities as well as in other marginalized communities in all divisions nationwide.
2. Considering the nature of work of both Mobile Teachers and District ALS Coordinators as learning facilitators, the Department of Education, through the Bureau of Alternative Learning System (BALS) provided for monthly transportation allowance and yearly teaching aid to them starting CY 2007 and onwards.
3. The funds are part of the ALS Field Implementation Funds and are transferred to the Regional Office and forwarded to the Division Office for disbursement directly to the Mobile Teachers and District ALS Coordinators.
4. To standardize disbursement and utilization of said funds, the Implementing Guidelines are enclosed.
5. Immediate dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encl.: As stated
Reference: None
Allotment: 1—(D.O. 50-97)
To be indicated in the Perpetual Index
under the following subjects:

ALLOWANCES
FUNDS

ALTERNATIVE LEARNING SYSTEM
TEACHERS

Sally: transportation allowances to ALS mobile teachers
June 27, 2008

Department of Education
BUREAU OF ALTERNATIVE LEARNING SYSTEM

**GUIDELINES ON THE DISBURSEMENT AND UTILIZATION
OF INCENTIVES AND EXTRA ALLOWANCES
FOR ALS MOBILE TEACHERS AND DISTRICT ALS COORDINATORS**

I. BACKGROUND

- The Bureau of Alternative Learning System (BALS) is mandated to address basic education needs of out-of-school youth and adults in the country, particularly in marginalized, far-flung and isolated communities.
- The BALS implements two major programs: the Basic Literacy Program (BLP) for illiterates and the Accreditation & Equivalency Program for elementary and secondary level dropouts. It also implements a wide array of other related programs and projects in partnership with local and international organizations. In 2004, the number of target learners of ALS is estimated at 16 million.
- For a full and effective implementation of the ALS, 1,381 Mobile Teachers (as of 2007) have been deployed and assigned to areas where the unreached and underserved population of the country is. Their number against the ALS target learners is not enough.
- Due to lack of manpower in the implementation of ALS programs in the field, the BALS requested for the services of some formal school teachers to be designated as full-time District ALS Coordinators (DALSC).
- Both Mobile Teachers and DALSCs conduct intensive community-based learning sessions for illiterate out-of-school children, youth and adults and those who have not finished ten years of basic education.
- Considering the nature of work of both Mobile Teachers and District ALS Coordinators as learning facilitators in the ALS, the BALS allocated funds for **Teaching Aid** from its Field Operations in 2003 with an amount of Five Thousand Pesos (P 5,000.00) per Mobile Teacher. This money was intended for purchase of supplies and materials and reproduction of learning materials for the learners. This allocation continues on until now.
- In 2006, the BALS proposed to DBM for the allocation of similar Teaching Aid for DALSCs. Part of the proposal was the allocation of **Transportation Allowances** for both ALS Mobile Teachers and the DALSCs in the amount of Two Thousand Pesos (P 2,000.00) a month per Mobile Teacher and Full-time DALCS and One Thousand Pesos (P1,000.00) a month per Part-time DALSC.
- This proposal was approved and appropriate funds were made available for Year 2007 and onwards.

II. IMPLEMENTING GUIDELINES

2.1 Who are entitled to receive the Teaching Aid and Transportation allowances?

- The following Learning Facilitators are entitled to receive the teaching aid and transportation allowances:
 - a. **ALS Mobile Teachers-** "specialized" DepED teachers who live among the people in remote and marginalized communities to conduct intensive community-based ALS programs and learning sessions for illiterate out-of-school children, youth and adults and formal school leavers.
 - b. **Full-time District ALS Coordinators-** DepED formal school teachers who are locally designated as District ALS Coordinators and take on full-time load to coordinate ALS implementation in the district and conduct learning sessions for illiterate out-of-school children, youth and adults and school leavers.
 - c. **Part-time District ALS Coordinators-** DepED formal school teachers who are locally designated as District ALS Coordinators and take on partial load to coordinate ALS implementation in the district and/or conduct learning sessions for illiterate out-of-school children, youth and adults and school leavers; and maintains a set of regular teaching assignment in the classroom for the formal system.

2.2 How much does each Learning Facilitator receive?

2.3 For 2008, **each Learning Facilitator** (ALS Mobile Teachers and District ALS Coordinators) shall receive incentives/extra allowances as follow:

Learning Facilitator	Teaching Aid (entire year)	Transportation Allowance	Total
1. Mobile Teacher	5,000.00	24,000.00 (2,000 x 12 months)	29,000.00
2. District ALS Coordinator (DALSC)			
2.1 Full-time DALSC	5,000.00	24,000.00 (2,000 x 12 months)	29,000.00
2.2 Part-time DALSC	2,500.00	12,000.00 (1,000 x 12 months)	14,500.00

- In 2008 and onwards, each Full-time District ALS Coordinator shall receive the same total amount (for both teaching aid funds and transportation allowances) allocated for a Mobile Teacher. Further and/or additional guidelines shall be issued on this matter if and when necessary.

2.3 What is the flow of fund allocation for the Teaching Aid Funds and Transportation Allowances?

- The funds shall be released annually by the Department of Budget and Management (DBM) through its field offices to the DepED Regional Offices and forwarded to the Division Office.
- The DepED Division Office will disburse the funds for the teaching aid and transportation allowances directly to the Mobile Teachers and DALSCs based on the official list of Mobile Teachers and DALSCs in the division.
- As a rule, the Sub-Allotment Release Order (SARO) covering these funds is released on a quarterly basis.

2.4 What is the process in the disbursement of the Teaching Aid and the Transportation Allowances for the Mobile Teachers and District ALS Coordinators?

- The amount allocated in 2.2 of this document must be disbursed directly to the ALS Mobile Teachers and District ALS Coordinators on a quarterly basis or depending on the release of the funds by DBM following the conditions below:
 - show proof of identification as Mobile Teacher or DALSC (part-time or full-time) based on the official list submitted by the Division Office to Central Office.
 - no withholding tax shall be deducted from the allocated amount per Mobile Teacher/District ALS Coordinator;
 - no receipt nor whatever form of proof shall be required to claim the teaching aid funds;
 - no Reimbursement Expenses Receipt (RER) nor Certificate of Appearance shall be required to claim transportation allowance; and
 - a General Payroll is recommended to document disbursement and support liquidation requirements to be prepared by the Education Supervisor I in charge of ALS, noted by the Schools Division Superintendent.


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Bureau of Alternative Learning System