



Republic of the Philippines
Department of Education



AUG 26 2009

DepED MEMORANDUM
No. **369**, s. 2009

CHANGES TO DEPED MEMORANDUM NO. 325, S. 2009
(Establishing a Literacy Volunteer Program Under the National
Service Corps Created Under Executive Order No. 788)

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

1. The following are changes to DepED Memorandum No. 325, s. 2009:
 - a. The Literacy Volunteers will now be known as **ALS Gabay-Aral sa Pamayanan (AGAP)**;
 - b. The following are clarifications to Paragraph Nos. 6 and 7 to read as:
 6. The Regional Office will coordinate with the Division Office/s in order to organize a Selection Committee to screen the applicants. The interested applicants must submit their resume to the participating Division Office/s. Enclosed are the list of the Target Sites of the Literacy Volunteer Program (Enclosure No. 2) and the Profile of ALS Gabay-Aral sa Pamayanan (AGAP) Form (Enclosure No. 3) which will be filled up by the participating Division Office/s to be submitted to the Regional and Central Offices. Information from this form will be used in drawing up the Directory of ALS Gabay-Aral sa Pamayanan by the Bureau of Alternative Learning System (BALS); and
 7. The ALS Gabay-Aral sa Pamayanan (AGAP) shall be contracted by the Division Office/s to serve beginning September 2009 and end August 2010. A Basic Training Course for the New ALS Gabay-Aral sa Pamayanan shall be conducted by selected members of the Regional ALS Core of Trainers and BALS Trainers before they start work in the communities. The training schedule shall be announced later.
 - c. This Memorandum likewise stipulates that Enclosure No. 2 of DepED Memorandum No. 325, s. 2009 will also include the

Division of Rizal as a target site under Region IV-A bringing the total number of ALS Gabay-Aral sa Pamayanan to 360.

- d. This also provides for a new form to replace Enclosure No. 3 of the original Memorandum. The new enclosure is entitled "Profile of ALS Gabay-Aral sa Pamayanan" and
 - e. To facilitate implementation of the provisions of Memorandum No. 325, s. 2009 as revised, the Implementing Guidelines are hereby enclosed.
2. Immediate and wide dissemination of this Memorandum is desired.

K. P. B...
050, 9/18/09
for: **JESLI A. LAPUS**
Secretary

Encls.:

As stated

Reference:

DepED Memorandum: (No. 325, s. 2009)

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

CHANGES
ALTERNATIVE LEARNING SYSTEM
LEGISLATION
PROGRAM

R-Maricar/DM-Changes to DM No. 325, s. 2009
08-27-09

Implementing Guidelines to the DepEd Memorandum No. 325, s. 2009
(ESTABLISHING A LITERACY VOLUNTEER PROGRAM UNDER THE NATIONAL SERVICE
CORPS CREATED UNDER EXECUTIVE ORDER NO. 788)

These guidelines will be observed by concerned Regional and Division Offices in the implementation of the above program.

It is understood that the work of the Literacy Volunteers now known as ALS Gabay-Aral sa Pamayanan (AGAP) is primarily for the Alternative Learning System (ALS) to be provided in Community Learning Centers (CLCs) in the project barangays.

I. Selection and Hiring of ALS Gabay-Aral sa Pamayanan (AGAP) by the Division Office

A. Period Covered

- Application period will start September 7, 2009 and will end September 18, 2009.
- Application letters will be submitted to the participating Division Offices.
- Successful applicants will be announced by the Division Office not earlier than August 31, 2009.
- Work contract for the first phase will start on October 1, 2009 and end on November 2010
- Second phase will start on December 2010.

B. Selection Criteria

1. Selection and Hiring of ALS Gabay-Aral sa Pamayanan (AGAP) for the Basic Literacy Program

1. At least a high school graduate
2. Age between 18-24 years old
3. Must be a resident of the target community/ies
4. Must speak the language of the community (mother tongue/regional language)
5. Must be willing to undergo training on Alternative Learning System (ALS)
6. Must be in good physical condition
7. Must have good public relations

2. Selection and Hiring of ALS Gabay-Aral sa Pamayanan (AGAP) for the Accreditation & Equivalency Program

1. A bachelor's degree holder in education is preferred but a graduate of any bachelor's degree program is acceptable
2. Age between 18-24 years old
3. Must be a resident of the target community/ies
4. Must speak the language of the community (mother tongue/regional language)
5. Must be willing to undergo training on ALS
6. Must be in good physical condition
7. Must have good public relations

II. Functions and Responsibilities of Program Implementers at various levels

A. ALS Supervisors

BALS Central Office

1. Prepare a general memorandum on the establishment of a ALS Gabay-Aral sa Pamayanan (AGAP) Program under the National Service Corps as created by Executive Order no. 788
2. Monitor and evaluate program implementation in the target sites.
3. Submit regular program reports to the Office of the Secretary.

Regional Office

1. Monitor and evaluate the implementation of the ALS ALS Gabay-Aral sa Pamayanan (AGAP) program and the performance of the Literacy volunteers.
2. Consolidate evaluation reports of District and Division Offices into a regional report and submit to BALS.

Division Office

1. Contract the Service of the ALS Gabay-Aral sa Pamayanan (AGAP) using the contract format in Annex A.
2. Publish the result of the evaluation of volunteer applicants before awarding the contract.
3. Provide an orientation free of charge to the ALS Gabay-Aral sa Pamayanan (AGAP) before the actual teaching-learning process commences.
4. Provide one (1) set of core modules and core competencies for BLP and A&E (Elementary/Secondary) free of charge to the ALS Gabay-Aral sa Pamayanan (AGAP).
5. Conduct monitoring/evaluation at midpoint and end-of-contract period.
6. Consolidate evaluation reports of the District Offices into a division report and submit evaluation of the performance of learners to the Regional Office.
7. Issue a certificate of completion or termination of service of the contracted ALS Gabay-Aral sa Pamayanan (AGAP) in accordance with the evaluation of the District Offices.

District Office

1. Assist in the conduct of orientation for ALS Gabay-Aral sa Pamayanan (AGAP).
2. Conduct regular monitoring and evaluation of the implementation of ALS Gabay-Aral sa Pamayanan (AGAP) programs/projects by the ALS Gabay-Aral sa Pamayanan (AGAP).
3. Coordinate with the Local Government Units (LGUs), other GOs and NGOs for advocacy and support to the ALS ALS Gabay-Aral sa Pamayanan (AGAP) programs being implemented by the ALS Gabay-Aral sa Pamayanan (AGAP).
4. Submit an evaluation report on the performance of the learners and the ALS Gabay-Aral sa Pamayanan (AGAP) to the Division Office.
5. Recommend the issuance of a certificate of completion or termination of service of the ALS Gabay-Aral sa Pamayanan (AGAP) based on his/her evaluation results.

B. ALS Gabay-Aral sa Pamayanan (AGAP)**Advocacy and Community Organization and Mobilization**

1. coordinate with community leaders to identify potential learners and organizes learning groups for Basic literacy Program and Accreditation and Equivalency System
2. advocate ALS programs and networks with other government organizations, non-government organizations and other peoples organizations for potential support and/or partnership
3. establish functional networking and reporting system

Conduct of Learning Sessions

1. Organize a learning group composed of thirty (30) learners or more per ALS Gabay-Aral sa Pamayanan (AGAP).
2. Determine learning needs of learners.
3. Conduct evaluation to determine the entry and exit level of learners.
4. Conduct learning sessions using ALS learning modules and supplementary materials for at least ten (10) months in a year.
5. Devise plans and implements them in order to sustain gains of learners from the ALS programs.
6. Conduct home visits, individual tutorials, counseling and other need-driven activities in an effort to retain and win the learners back to the literacy sessions.

Progress Reporting

1. Submit a quarterly report to the Public Schools District Supervisor copy furnished DO, RO and BALS on the learner's performance and activities conducted.
2. Participate in the learning action cells meetings coordinated by the District ALS Coordinator (DALSC) as designated by the Public Schools District Supervisor (PSDS).

Mechanics of Deployment

A. Upon Hiring, the ALS Gabay-Aral sa Pamayanan (AGAP) will:

1. sign a one-year contract of service between the Schools Division Superintendent and the **ALS Gabay-Aral sa Pamayanan (AGAP)** (see attached Contract)
2. attend an orientation meeting conducted by the of Division Office regarding:
 - Barangay assignment
 - Team assignment
 - Reporting system
 - Schedule of work
 - Roles, responsibilities, expected outputs
 - etc
3. undergo a 3-5 day training conducted by selected Regional Core of Trainors and BALS trainors

B. During the implementation period, the Regional and Division Office will:

1. ensure that the volunteers receive stipend and allowances on time
2. submit necessary reports required
3. attend meetings, seminars, conferences as required

C. Funds for the stipend and allowances of ALS Gabay-Aral sa Pamayanan (AGAP) shall be provided

Stipend (per volunteer)	
(P5,000.00 x 12 months) -----	P 60,000.00
Teaching Aid (per volunteer for entire year)	
(5,000.00 x 1 year) -----	5,000.00
Transportation Allowance (per volunteer)	
(2,000.00 x 12 months) -----	<u>24,000.00</u>
<i>TOTAL budget (per volunteer)</i>	P 89,000.00

- Funds for the stipend, teaching aid and transportation allowances of the volunteers shall be released by the Central Office on a quarterly basis to the Regional Offices which in turn will forward it to the Division Offices.
- The Division Offices will disburse the said funds directly to the ALS Gabay-Aral sa Pamayanan (AGAP) based on the official list of Literacy Volunteers of the division.
- No withholding tax shall be deducted from the amount allocated to the ALS Gabay-Aral sa Pamayanan (AGAP);
- No receipts 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;
- A General Payroll to document disbursements shall be prepared by the Education Supervisor I in charge of ALS, noted by the Schools Division Superintendent; and
- Receipt of funds by the Literacy Volunteers will be reported to Central Office on a quarterly basis (i.e. march 15, June 15, September 15 & December 15).

Annex A

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract made and entered by and between:

The Department of Education, a government with office address at _____, herein represented by _____, Schools Division Superintendent, Division of _____, herein referred to as the "First Party";

- And -

Mr./Ms. _____, of legal age, Filipino and with residence address at _____, herein referred to as the "Second Party";

- WITNESSTH -

1. That the First Party, in the exigency of the service, engages the services of the Second Party who shall perform work that cannot be performed by the present number of the regular personnel of the First Party;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the services needed by the latter;
3. That the Second Party hereby possesses the education, experience and skills required to perform the job as described herein;
4. That the Second Party hereby attest that he/she is not related within the third degree of consanguinity or affinity to the hiring authority and/or the representative of the First Party; that she has not been previously dismissed from government service by reason of an administrative offense; and that she has not already reached the compulsory retirement age of sixty-five (65);
5. That in view hereof, the Second party is hereby contracted for the period from **September 2009 to August 2010**, in consideration of the monthly rate of **FIVE THOUSAND PESOS (P 5, 000.00)** to be paid every 15th and last day of each month;
6. That the Second Party is expected to perform the following functions:
 - Advocacy and Community Organization and Mobilization**
 1. coordinates with community leaders to identify potential learners and organizes learning groups for Basic literacy Program and Accreditation and Equivalency System
 2. advocates ALS programs and networks with other government organizations, non-government organizations and other peoples organizations for potential support and/or partnership
 3. establishes functional networking and reporting system

Conduct of Learning Sessions

1. Organizes a learning group composed of thirty (30) learners or more per Literacy Volunteer
2. Determines learning needs of learners
3. Conducts evaluation to determine the entry and exit level of learners
4. Conducts learning sessions using ALS learning modules and supplementary materials for at least ten (10) months in a year
5. Devises plans and implements them in order to sustain gains of learners from the ALS programs
6. Conducts home visits, individual tutorials, counseling and other need-driven activities in an effort to retain and win the learners back to the literacy sessions.

Progress Reporting

1. The ALS Gabay-Aral sa Pamayanan (AGAP) will be under the direct supervision of a Public Schools District Supervisor assigned in the District where he/she is assigned.
2. The ALS Gabay-Aral sa Pamayanan (AGAP) is required to submit a quarterly report to the District Supervisor copy furnished DO, RO and BALS.

3. Teams will meet on a monthly basis as learning action cells for updates/problem-solving to be coordinated by District ALS Coordinator (DALSC) as designated by the Public Schools District Supervisor (PSDS).
7. That the Second Party shall perform work at a time and schedule to be agreed upon by both parties;
8. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second party, that the services rendered hereunder are not considered and will not be accredited as government service; and the latter is not entitled to benefits enjoyed by the regular personnel of the First Party;
9. That this contract shall cease to be in force and effect in the event of unsatisfactory performance of work by the Second Party or for the other causes as may be provided by law;
10. That either party may terminate this contract for causes authorized by law and upon written notification to be submitted fifteen (15) days prior to the termination of this contract.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ____ day of _____, 2009 at the _____.

DEPARTMENT OF EDUCATION:

Schools Division Superintendent

Second Party

Signed in the presence of:

Education Supervisor I

Administrative Officer

Assistant Schools Division Superintendent

(Enclosure No. 2 to DepED Memorandum No. 369, s. 2009 – **Revised**)

List of Schools Divisions with ALS Gabay-Aral sa Pamayanan (AGAP)

Region	Division	Number of Sugo ng ABAKADA
I	Pangasinan I	10
	Pangasinan II	10
II	Cagayan	10
	Isabela	10
III	Pampanga	30
IV-A	Rizal	10
	Quezon	10
	Batangas	10
IV-B	Oriental Mindoro	10
	Palawan	10
V	Albay	10
	Masbate	10
VI	Iloilo Province	10
	Negros Occidental	10
VII	Bohol	10
	Cebu Province	10
VIII	Southern Leyte	10
	Leyte	10
IX	Zamboanga del Norte	10
	Zamboanga del Sur	10
X	Bukidnon	10
	Misamis Oriental	10
XI	Davao City	10
	Davao Oriental	10
XII	North Cotabato	10
	South Cotabato	10
CAR	Abra	10
	Mt. Province	10
CARAGA	Agusan del Sur	10
	Surigao del Sur	10
ARMM	Lanao del Sur I A	10
	Lanao del Sur IIA	10
National Capital Region	Caloocan City	2
	Las Pinas City	2
	Malabon & Navotas	2
	Manila	2
	Marikina City	2
	Muntinlupa City	2
	Pasay City	2
	Pasig	2
	San Juan	2
	Taguig Pateros	2
Total Number		360

Note:

- Barangays and Municipalities/Districts in the Division to be identified by the Division Superintendent.
- ALS Gabay-Aral sa Pamayanan (AGAP) to be grouped into teams of not less than 2 or not more than 5 members per team.

(Enclosure No. 3 to DepED Memorandum No. 369, s. 2009 – **Revised**)

Profile of ALS Gabay-Aral sa Pamayanan (AGAP)

Region : _____

Division : _____

Team and Address of Brgy. Assigned to the Team	Name of ALS Gabay-Aral sa Pamayanan (AGAP)	Address of ALS Gabay-Aral sa Pamayanan (AGAP)
Team 1 Address of Barangay Assigned to the Team	1.	
	2.	
	3.	
	4.	
	5.	
Team 2 Address of Barangay Assigned to the Team	1.	
	2.	
	3.	
	4.	
	5.	