



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
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DepEd Order
No. 30, s. 2002

**BALIK-PAARALAN PARA SA OUT-OF-SCHOOL ADULTS (BP-OSA)
IMPLEMENTATION UTILIZING THE NONFORMAL EDUCATION
ACCREDITATION AND EQUIVALENCY (NFE A&E) SYSTEM**

1. Pursuant to DECS Order No. 41, s. 2001, the implementation of the Balik Paaralan Para Sa Out-of-School Adults Program was turned over/transferred from the Bureau of Secondary Education (BSE) to the Bureau of Nonformal Education (BNFE). The BP-OSA was initially implemented by BSE in 33 participating secondary schools nationwide.
2. The Nonformal Education Accreditation and Equivalency (NFE A&E) System developed by the BNFE will be utilized in the implementation of the BP-OSA Program in all the participating secondary schools in the 15 regions of the country. The mechanics/procedures in the implementation of the Program vis-à-vis the curriculum to be used, target learners, learning materials, learning processes, roles of BP-OSA implementers, testing and certification processes, among others, are part of Enclosure No. 1 of this Order.
3. The secondary school teachers who were involved in the BP-OSA Program and who would like to serve as instructional managers under the NFE A&E System, have to undergo a 5-day extensive training to equip them with the necessary skills and competencies to effectively and efficiently implement the program in their respective schools.
4. The BNFE will cater only to learners who are enrollees of the BP-OSA Certificate Program and shall use the NFE A&E Curriculum as basis in the delivery of the learning interaction.
5. The BP-OSA Diploma Program shall remain to be under the supervision and management of the Bureau of Secondary Education and shall use the new Restructured Basic Education Curriculum.
6. Attached are the BP-OSA Guidelines for the information, guidance and compliance of all concerned relative to the implementation of the BP-OSA Certificate Program utilizing the NFE A&E System.

7. This Order supersedes all previous DECS Order regarding the BP-OSA implementation.
8. Immediate and wide dissemination of this Order to all concerned is desired.

R. C. Bacani
RAMON C. BACANI
Undersecretary

Encl.:

As stated.

References:

DECS Order No. 47, s. 1997
DECS Order No. 41, s. 2001
DepEd Memorandum No. 78, s. 2002

Allotment: (1-9D.O. 50-97)

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

ADULT EDUCATION
NONFORMAL EDUCATION
POLICY

**IMPLEMENTING GUIDELINES FOR THE BALIK-PAARALAN
PARA SA OUT-OF-SCHOOL ADULTS (BP OSA)
ADOPTING THE NFE A&E SYSTEM**

1. Pursuant to DECS Order no. 41, s.2001, the Balik-Paaralan Para sa Out-of-School Adults (BP-OSA) is transferred from the Bureau of Secondary Education (BSE) to the Bureau of Nonformal Education (BNFE).
2. BP-OSA utilizes the Nonformal Education Accreditation and Equivalency (NFE A&E) System as per agreement based on the consultation-meeting with the NFE Division Chiefs and BP-OSA program implementers on 13 December 2001 and approval of the Undersecretary for Regional Operations and Nonformal Education.
3. The learners of the Balik-Paaralan Para sa Out-of-School Adults (OSA) Program are:
 - 20 years old and above;
 - basically literate; and
 - an elementary school graduate or a drop out of the secondary formal school system.
4. Each learning group of NFE A&E BP-OSA Program shall consist of 20 to 25 learners under one High School teacher who will serve as Instructional Manager. When learners leave the program, others may be taken in to maintain the 25 learners within the ten-month period considering that NFE A&E is a flexible learning system.
5. The teacher who will serve as Instructional Managers are those who have attended the five-day live-in training program conducted by the BNFE. They must be :
 - willing to handle learning sessions depending on the availability of learners.
 - compassionate, patient and can work with out-of- school adults.
 - creative, innovative and resourceful and physically and mentally healthy
6. The NFE A&E learning materials consist of 381 interactive self-learning secondary level and academic-focused bridging modules in English and Filipino, with 47 audio and 3 video tapes. The number and title of learning materials that learners will study will depend on their individual learning agreement.
7. The medium of instruction will be in English or Filipino, depending on the choice of the learners.
8. Multiple entry and exit is allowed. Learners take an active role in the learning process depending on their learning needs and interest at their own time and pace .
9. Learners are expected to prepare their Individual Learning Agreement (ILA) which will be the basis for the module selection and in checking the individual learner's progress.
10. A five-day live-in training for the teachers who will serve as Instructional Managers of the BP-OSA and a one-day orientation for DepEd Key Officials will be undertaken to support the training requirements of the NFE implementers as a prerequisite for program implementation.

DepEd Regional and Division Officials shall support the implementation of the BP-OSA in their respective regions and divisions. The DepEd participating Secondary School Principals and teachers trained as Instructional Managers shall carry out the operational functions and processes in implementing the program.

12. Learning sessions will be for a ten-month period and will start in June and end in April or July, and end in May or August and end in June so that learning will be available whole year round

Duties and Responsibilities

Regional Level

The Regional Director, assisted by Assistant Regional Director, shall oversee and provide support for the implementation of the NFE A&E BP-OSA Program in his/her region.

The Regional NFE Chief, assisted by Assistant Chief shall undertake regular/periodic monitoring and evaluation of project implementation and provide technical assistance to address gaps. He/She shall provide regular/periodic feedback to the Bureau of Nonformal Education.

Division Level

The Schools Division Superintendent, assisted by the Assistant Superintendent in-charge of NFE shall oversee and support the implementation of the BP-OSA program in his/her Schools Division.

The Education Supervisor I (NFE) shall monitor and evaluate the implementation of the BP-OSA Program and provide regular/periodic feedback to the Regional Office.

School Level

The secondary school principal of the BP-OSA school shall serve as the Principal Coordinator and shall oversee the implementation of the BP-OSA Program in his/her school. He/She shall execute a duly notarized service contract with teachers serving as Instructional Managers for submission to the Schools Division Superintendent to facilitate the payment of their honoraria.

Secondary School Teachers who will serve as Instructional Managers shall perform the ff:

a. Instruction-Related

- Assist in the development, monitoring and revision of learners' individual learning plan and learning portfolio; and distributes NFE A&E learning modules to learners based on learners' Individual Learning Plans

- Facilitate and conduct learning group sessions; establish and operate self-study/peer learning groups; provide motivational support to learners and one-on-one tutoring and counseling support to learners.
- Provide technical assistance to learners using the modules; identify and prepare supplementary learning materials; monitor and evaluate learners progress, including giving feedback on completed module assignment identifying non-content based learning barriers such as time management, study skills, family and work demands and access to necessary resources.
- Conduct regular monitoring on the use of the NFE A&E learning modules; document learners feedback regarding the usability/quality/effectiveness and relevance of the NFE A&E learning modules including keeping a logbook of module used and prepare a final inventory report on module usage at the conclusion of the 800 hours of learning group sessions; giving feedback on completed module assignments identifying non-content based learning barriers such as time management, study skills, family and work demands and access to necessary resources.

b. Coordinative function

- Identify and coordinate with local qualified resource persons who will speak on areas of content difficulty or specialist topics and link with other Instructional Managers to develop a network of support and sharing of ideas, experiences and problems.
- Assist in advocacy and social mobilization activities in organizing and conducting orientation programs.

c. Administrative function

- Assist in the recruitment of learners , process enrolment and undertakes the screening and placement of learners.
- Liaise with the Principal Coordinator regarding the photocopying of NFE A&E learning modules based on the individual needs of learners and ensure that one complete set of NFE A&E learning modules is stored at the NFE learning center in a safe, clean and secure place.
- Help ensure the NFE learning Center and facilities are kept clean, tidy and safely secured during and after its use by the learning groups under hi/her responsibility.
- Keep and maintain learner record; submit program reports regarding learning group activities to the Principal Coordinator and DepED as required

ning Materials

In view of the limited GAA resources, the Instructional Managers will use the modified-library system for learners' access to modules. Under this approach, learners will borrow modules from their Instructional Managers and study the modules. Answers to the exercises shall be written in a separate exercise booklet rather than on the module itself. Upon completing the module, the learners will return it to the Instructional Manager for the use of other groups of learners.

The 47 audio tapes and 3 video tapes shall be used by the learners in the NFE A&E Learning Centers as supplement to the print modules

14. Advocacy and Social Mobilization

To raise people's awareness, facilitate the delivery of the NFE A&E and strengthen participation in the implementation of the BP-OSA-NFE A&E, development of appropriate local Information Education and Communication (IEC) materials for dissemination during consultation, planning, orientation, training and project launching in the division and barangay levels will be undertaken by the team composed of Schools Division Superintendents /Asst. Schools Division Superintendents, the Division NFE Supervisor, the principal-coordinator of the participating secondary school and the Instructional Managers

15. Funding

- The funds for the implementation of the BP-OSA shall be released to the Regional Offices through fund transfer.
- The Regional Offices shall release the funds to the Division Offices concerned.

The Commission on Audit (COA) shall audit the fund release and disbursement in accordance with the prescribed rules and regulation.

For institutionalization of said program in subsequent school years, the field is enjoined to make arrangements for its inclusion in local fund allocation in the school budget for CY 2004.

16. Payment of Honoraria

The Instructional Manager tasked to manage the learnings of out of school adult shall serve for eight hundred (800) hours for a period of at least ten months and shall receive an honorarium of **One Thousand Two Hundred Pesos (P1,200.00)** per month and the Principal-Coordinator shall receive **One Thousand Pesos (P1,000.00)** per month pursuant to DBM NCC 75.

However should approval of other payment scheme is secured, the payment of the services of the Instructional Manager and Principal-Coordinator will be adjusted accordingly.

17. Reporting Requirements

The School Principal shall submit the following reports to the BNFE, copy furnished the regional and division offices.

Initial Report (within 25 days of start of the learning session) shall include profile of learners and teachers, preliminary/initial activities (including photographic documentation), problems/issues/concerns and recommendations.

Mid – Term Report (first half of implementation) shall include the status/progress of the program implementation:

- Summary of Quantitative Accomplishment against Committed Targets
- Updated Profile of Learners and Instructional Managers
- Highlights of Project Implementation: social mobilization activities, learning group activities, learning center facilities, use of learning materials, use of individual learning plan and learners' portfolio, use of resource persons, organized learner social activities, monitoring and evaluation activities, including photographic documentation.
- Problems/issues/concerns
- Recommendations
- Financial Report

Final Report (within 15 days after completion of Project). Reports to be submitted:

- Summary of Quantitative Accomplishments of Committed Targets
- Summary Profile of Learners and Instructional Managers
- Highlights of Program Implementation: social mobilization activities, learning group activities, learning center facilities, use of learning materials, learning evaluation, use of individual learning plan and learners' portfolio, use of resource persons, organized learner social activities, NFE A&E Test activities, enhancement training conducted, completion/graduation ceremonies, monitoring and evaluation activities – including photographic documentation
- Impact of the Project
- Post Program Activities
- Problems/issues/concerns and recommendations
- Duly audited Financial Report