Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MUNTINLUPA CITY

Office of the Schools Division Superintendent

JUL 21 2022

DIVISION MEMORANDUM
No. 158 , s. 2022

CONDUCT OF INVENTORY OF ALTERNATIVE LEARNING SYSTEM (ALS) COMMUNITY LEARNING CENTERS IN THE SCHOOLS DIVISION OFFICE

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
All Others Concerned

1. The Department of Education through the Curriculum and Instruction strand and the Bureau of Alternative Education (BAE) announces the conduct of an inventory of the ALS Community Learning Centers (CLCs) in the Schools Division Offices (SDOs)

2. The attached **Regional Memorandum No. NCR 384 s 2022** and **Joint Memorandum DM-CI-2022-231** indicate other details/guidelines of the said activity for information and guidance in the field.

4. Immediate and wide dissemination of this Memorandum is desired.

CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

Encl: As stated
Reference: Regional Memorandum No. NCR-384, s. 2022
To be indicated in the Perpetual Index
under the following subjects:

ALS PROGRAM

MMA/CONDUCT OF INVENTORY OF ALTERNATIVE LEARNING SYSTEM (ALS) COMMUNITY LEARNING CENTERS IN THE SCHOOLS DIVISION OFFICE
158 / July 18, 2022

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

DEPARTMENT OF EDUCATION - NCR
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JUL 05 2022
BY: DATE:
DNCR-ORD-033/R01112019

REGIONAL MEMORANDUM
No. NCR 384 s. 2022

SDO-CITY OF MUNTINLUPA
Received
Date 7-7-22
Time 10:10a

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **OFFICE OF THE REGIONAL DIRECTOR**

SUBJECT : **CONDUCT OF INVENTORY OF ALTERNATIVE LEARNING SYSTEM (ALS) COMMUNITY LEARNING CENTERS IN THE SCHOOLS DIVISION OFFICES**

DATE : July 4, 2022

1. The Department of Education through the Curriculum and Instruction strand and the Bureau of Alternative Education (BAE) announces the conduct of an Inventory of the ALS Community Learning Centers (CLCs) in the Schools Division Offices (SDOs).

2. Section 13 of the Republic Act 11510 – known as the ALS Act, on the provisions of an ALS CLC states that:

"The DepEd or the LGU or both shall provide at least one (1) Als CLC in every municipality and city throughout the country to facilitate a learning environment for the full implementation of the ALS K to 12 BEC and other ALS programs. Priority should be given to areas where there is limited access to formal basic education or higher concentration of out-of-school children in special cases, or adults lacking basic literacy skills or have dropped out of formal school or both.

To augment the number of existing ALS CLCs and those provided under this act, the facilities of all DepEd schools throughout the country shall likewise be used as learning centers during no class days and after regular class hours during class days. Guidelines shall be developed by the BAE in collaboration with the strands of operations and administration of the DepEd on the use of facilities of public schools for the delivery of ALS programs.

Each ALS CLC shall be constructed in accordance with the specifications, criteria, and other details provided and approved by the DepEd in consultation with municipal or city mayor or duly authorized

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LGU representative, to ensure the orderly implementation of ALS programs.

Further, to ensure that every learner has equitable access to ALS programs, every CLC shall be open and operational seven (7) days a week and be provided with adequate learning resources and facilities, including a space for childcare for parents attending ALS classes.

3. The Bureau of Alternative Education (BAE) is mandated to set the policies and standards governing ALS CLCs that shall allow the full implementation of the ALS K to 12 Basic Education Curriculum and provide safe, healthy, and secure learning environment for ALS learners.

4. In compliance with the ALS Act on the provision of ALS CLC, the need to conduct national inventory of learning centers located in both schools or communities in the schools division Offices of the country is necessary to generate baseline data of existing number of community - based and school -based learning centers used for the delivery of ALS programs. The inventory shall check the CLC's physical structure, and location to ensure DepEd's provision of safe, secure, inclusive and conducive learning environment for its ALS learners.

5. The result of the inventory of ALS CLC shall serve as baseline data on the status of existing CLCs nationwide to:

   a. Comply with the provisions of ALS Act and its IRR on the provisions of ALS Community Learning Centers;

   b. Generate profile typology and ownership of Community-based ALS CLC (CBLCs) including DepEd -owned, privately-owned and Local Government Unit-owned;

   c. Generate a profile of typology of ALS School-based learning Centers (SBLCs);

   d. Check whether a learning center's physical structure and location provide a safe, secure, inclusive and conducive learning environment for ALS learners;

   e. Identify priority areas and strategic locations for the possible planned construction of ALS CLCs;

   f. Provide data to inform future budgeting and investment plans and decisions related to future construction, refurbishment, and operation of CLCs in accordance with the minimum quality standards and provisions of the ALS Act and its IRR; and

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g. Propose for an Omnibus Policy on ALS CLCs.

6. The BAE shall provide the necessary fund to conduct the inventory of ALS CLCs through the ALS Program Support Fund (PSF) for Calendar Year 2022.

7. The conduct of the inventory of ALS CLCs in the SDOs is detailed in the attached guidelines.

8. For any clarification or inquiry, please contact the Bureau of Alternative Education – Policy and quality Assurance Division (BAE-PQAD) at telephone number (02) 8636-3603 or email at bae.pqad@deped.gov.ph

9. For widest information and guidance.

WILFREDO E. CABRAL
Regional Director, DepEd NCR and
Officer-in-Charge, Office of the Undersecretary
Human Resource and Organizational Development

Incl.: As stated
CLMD/CAVillanueva2022

Republic of the Philippines
Department of Education
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION

JOINT MEMORANDUM
DM-CI-2022-231

For : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
CONCERNED SCHOOL HEADS

From : **DIOSDADO M. SAN ANTONIO**
Undersecretary
Curriculum and Instruction

ISL7June2022
G.H. S. AMBAT
Assistant Secretary
Alternative Learning System

Subject : **CONDUCT OF INVENTORY OF ALTERNATIVE LEARNING SYSTEM COMMUNITY LEARNING CENTERS IN THE SCHOOLS DIVISION OFFICES**

Date : June 20, 2022

1. The Department of Education (DepEd), through the Curriculum and Instruction strand and the Bureau of Alternative Education (BAE), announces the conduct of an Inventory of the Alternative Learning System (ALS) Community Learning Centers (CLCs) in the Schools Division Offices (SDOs).

2. Section 13 of Republic Act 11510[1], also known as the Alternative Learning System Act, on the Provision of an ALS CLC states that:

> "The DepEd or the LGU or both shall provide at least one (1) ALS CLC in every municipality and city throughout the country to facilitate a learning environment for the full implementation of the ALS K to 12 BEC and other ALS programs. Priority should be given to areas where there is limited access to formal basic education or higher concentration of out-of-school children in special cases, or adults lacking basic literacy skills or have dropped out of formal school or both.
>
> To augment the number of existing ALS CLCs and those provided under this Act, the facilities of all DepEd schools throughout the country shall likewise be used as learning centers during no class days and after regular class hours during class days. Guidelines shall be developed by the BAE in collaboration with the strands

[1] An Act Institutionalizing the Alternative Learning System in the Basic Education for Out-of-School Children in Special Cases and Adults, and Appropriating Funds Therefor.

of operations and administration of the DepEd on the use of facilities of public schools for the delivery of ALS programs.

Each ALS CLC shall be constructed in accordance with the specifications, criteria, and other details provided and approved by the DepEd, in consultation with municipal or city mayor or duly authorized LGU representative, to ensure the orderly implementation of ALS programs.

Further, to ensure that every learner has equitable access to ALS programs, every CLC shall be open and operational seven (7) days a week and be provided with adequate learning resources and facilities, including a space for childcare for parents attending ALS classes."

The DepEd shall ensure that learners attending CLCs have access to water and sanitation facilities.[2]

3. The BAE is mandated to set the policies and standards governing ALS CLCs that shall allow the full implementation of the ALS K to 12 Basic Education Curriculum (BEC) and provide safe, healthy, and secure learning environments for ALS learners.[3]

4. In compliance with the provisions of the ALS Act and its Implementing Rules and Regulations (IRR) on the provision of ALS CLCs, there is a need to conduct a national inventory of learning centers located in both schools or communities in the different Schools Divisions of the country. This is in order to generate the necessary baseline data of the existing number of community-based and school-based learning centers used for the delivery of the ALS programs. The inventory shall likewise check each learning center's physical structure and location to ensure that DepEd is providing a safe, secure, inclusive, and conducive learning environment for its ALS learners.

5. The result of the inventory of Alternative Learning System (ALS) CLCs across all Schools Divisions shall provide the baseline data of the status of existing CLCs nationwide in order to:
    a. Comply with the provisions of the ALS Act and its Implementing Rules and Regulations (IRR) on the provision of ALS CLCs;
    b. Generate a profile of typology and ownership of Community-based ALS Learning Centers (CBLCs) including DepEd-owned, privately-owned and Local Government Unit-owned;
    c. Generate a profile of typology of ALS School-based Learning Centers (SBLCs);
    d. Check whether a learning center's physical structure and location provide a safe, secure, inclusive, and conducive learning environment for ALS learners;
    e. Identify priority areas, and strategic locations for the possible planned construction of new ALS CLCs;
    f. Provide data to inform future budgeting and investment plans and decisions related to future construction, refurbishment, and operation of CLCs in accordance with the minimum quality standards and provisions of the ALS Act and its Implementing Rules and Regulations (IRR); and
    g. Propose for an Omnibus Policy on ALS CLCs.

6. The BAE shall provide the necessary fund to conduct the inventory of ALS CLCs through the ALS Program Support Fund (PSF) for Calendar Year 2022.

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[2] *Philippines: Act No. 11510, An Act Institutionalizing the Alternative Learning System in the Basic Education for Out-of-School Children in Special Cases and Adults, and Appropriating Funds Therefor,* Rule V, Section 15.4 of the Implementing Rules and Regulations.

[3] Ibid, Section 15.

7. The conduct of the inventory of ALS CLCs in the SDOs is detailed in the attached guidelines.

8. For any clarification or inquiry, you may contact the Bureau of Alternative Education – Policy and Quality Assurance Division (BAE-PQAD) at telephone number (02) 8636-3603 or through email at bae.pqad@deped.gov.ph.

Attachment No. 1 to DM-CI-2022 -____

GUIDELINES ON THE CONDUCT OF INVENTORY OF ALTERNATIVE LEARNING SYSTEM COMMUNITY LEARNING CENTERS IN THE SCHOOLS DIVISION OFFICES

1. The *Community Learning Center (CLC)* refers to a physical space to house learning resources and facilities of a learning program for out-of-school children in special cases, out-of-school youth, 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.[4]

2. Available data indicate that there are currently 21,902 Community Learning Centers nationwide which are being used to deliver the ALS programs. These CLCs are owned by either the DepEd or various education stakeholders. The status and profile of these CLCs in terms of facilities, accessibility, typology, ownership status, and other key characteristics are not fully known. Hence, the need for a national inventory of CLCs covering all Schools Divisions to generate the baseline data to inform future ALS CLC planning, construction, operation, and rehabilitation and policy formulation.

3. The guidelines on the conduct of the Inventory of ALS CLCs by the Schools Division Offices (SDOs) shall include online encoding of gathered data; engaging the services of field enumerators; provision of funds (through the ALS Programs Support Fund for Calendar Year 2022); roles, responsibilities, and support of personnel involved in every governance level of the DepEd.

   The inventory shall be conducted within the jurisdiction of the SDO. This shall cover ALL Learning Centers within the school (public or private) and in the community.

   The guidelines shall also include the data gathering forms and the template of contract for engaging the services of Field Enumerators in the SDOs.

4. For the purposes of the conduct of the inventory and to ensure common understanding, the following terms shall be defined as:

   a. **Assistive Technology (AT)** refers to technology (either a product, equipment, or system) that enhance learning, working, and daily living for persons with disabilities (e.g., braille, hearing aid, assistive listening/reading software).

   b. ***Community Learning Center (CLC)*** refers 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. Historically, the term Community Learning Center (CLC) has been used to refer to both school and community-based learning centers. For the purposes of the inventory, it is important to distinguish ALS CLCs as being of two (2) types:

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[4] Republic Act 11510. An Act Institutionalizing the Alternative Learning System in the Basic Education for Out-of-School Children in Special Cases and Adults, and Appropriating Funds Therefor. Section 4 on the Definition of Terms, Letter J.

i. **Community-based Learning Center (CBLC)** located within the community.
ii. **School-based Learning Center (SBLC)** located within the school (public or private).

For the purposes of the inventory, CBLC or SBLC shall be classified into five (5) types:

Type 1: A simple, temporary meeting place with tables and chairs or any open multi-purpose area or any private property temporarily lent for learning purposes.
Sub-Type 1-A - Dedicated Learning Center for ALS use only
Sub-Type 1-B – Not Dedicated for ALS (i.e., used for other purposes, e.g., day care, barangay hall)

Type 2: A semi-permanent structure made mostly out of light materials (e.g., nipa, softwood) and equipped with basic furniture and learning equipment.
Sub-Type 2-A - Dedicated Learning Center for ALS use only
Sub-Type 2-B – Not Dedicated for ALS (i.e., used for other purposes, e.g., day care, barangay hall)

Type 3: A typical barangay learning center or school classroom, permanent and secured, mostly made of cement and other heavy building materials, and equipped with basic furniture and learning equipment.
Sub-Type 3-A - Dedicated Learning Center for ALS use only
Sub-Type 3-B – Not Dedicated for ALS (i.e., used for other purposes, e.g., day care, barangay hall)

Type 4: A single or multi-storey building fully equipped with basic furniture and advanced Information and Communication Technologies (ICT) for learning (e.g., computers) which is dedicated to ALS learning sessions and related activities.

Type 5: A permanent building equipped with ALS and other learning materials, Information and Communication Technologies (ICT), laboratory, WASH facilities (toilet, water and hand washing facilities), utilized by learners and other members of the community, and functions as resource centers where materials are either transported from house to house or borrowed by individual interested community members. It is also accessible to learners with limited mobility. It is a centralized learning, resource, and training center and serves multiple sub-CLCs in the area.

c. ***Field Enumerator*** refers to an individual whose services are contracted by the DepEd to gather data on ALS Community-Based Learning Centers and School-Based Learning Centers.

d. ***Inventory*** refers to the process that aims to gather data on the number, location, and profile of ALS Community-Based Learning Centers and School-Based Learning Centers.

e. ***Operationalization*** refers to the process by which plans, concepts, programs, provisions (in the law) are put into operation or use, for them to be easily measured, monitored, and/ or evaluated.

f. ***Program Support Fund (PSF)*** refers to the fund downloaded by the Central Office to the Regional Offices or Schools Division Offices classified as Maintenance and Other Operating Expenses (MOOE), specifically to support the implementation and delivery of various ALS programs for the corresponding Calendar Year (CY).

g. ***Sub-Allotment Release Order (Sub-ARO)*** refers to a specific authority issued by DepEd Central Office (CO) to Regional Offices (ROs) which allow them to incur obligations within a specified amount during a specified period.

Procedures and Standards

A. Terms of Reference of Field Enumerator

5. The Field Enumerator shall have the following Terms of Reference (TOR):
    a. Attend an orientation on the conduct of the ALS CLC Inventory to be organized by the SDO through the Division ALS Focal Person. The orientation shall include, but not limited to, the following:
        i. Roles, responsibilities, and expected outputs and deliverables;
        ii. Area of assignment;
        iii. Team assignment;
        iv. Use of ALS CLC Inventory Form;
        v. Encoding of ALS CLC inventoried;
        vi. Preparation and submission of reports;
        vii. Schedule of work;
        viii. Safety protocols and research ethics; and
        ix. Other pertinent matters.
    b. Conduct the ALS CLC Inventory within the jurisdiction of the SDO, based on the area of assignment, team assignment and schedule determined by the SDO;
    c. Encode the ALS CLC inventoried on a daily basis;
    d. Ensure data security and back-up on a daily basis;
    e. Conduct data cleaning on a regular basis to fix, remove incorrect, duplicate, incomplete, corrupted data within the dataset;
    f. Prepare all accomplished ALS CLC Inventory Form for validation of the ALS Teacher, endorsement of the Division ALS Focal Person, and approval of the SDS;
    g. Prepare accomplished and duly signed ALS CLC Inventory Form to be sent by courier to the Bureau of Alternative Education (BAE) – Central Office;
    h. Answer all questions or clarifications by the SDO/CO on the ALS CLC Inventory conducted;
    i. Work together and collaborate with other Field Enumerator/s (when there is more than one (1) hired Field Enumerator in the SDO) to ensure the efficient and timely conduct of the inventory;
    j. Regularly report to and coordinate with the EPS II for ALS or the Division ALS Focal Person;
    k. Perform other tasks and functions related to the conduct of the ALS CLC Inventory as may be deemed necessary or assigned by the EPS II for ALS or Division ALS Focal Person.

B. Selection and Hiring of Field Enumerators and Nature of Engagement

6. The Schools Division Office (SDO) shall hire Field Enumerators based on the following parameters:

Size of SDO	Number of Education Program Specialist II for ALS	EPS II for ALS to Field Enumerator/s Ratio	Number of Field Enumerator to be Hired
Small	1-2	1:1	1
Medium	2	1:2	2-4
Large	4 - 7	1:2	8-14
Very Large	9	1:2	18

The number of Field Enumerator/s to be hired by the SDO, following the above parameters is provided in Attachment No. 3.

7. Applicants for Field Enumerators must meet the following qualifications:

   a. At least Senior High School graduate; or at least two (2) years in college;
   b. Knowledgeable in using Microsoft Excel, Google Drive and Google Forms;
   c. Has a laptop/iPad/tablet with the latest Operating System (OS), processor, at least 8GB of Random Access Memory (RAM), and with virus protection software/application;
   d. Residing within the jurisdiction of the SDO;
   e. In good physical condition; and
   f. Willing to undergo orientation on the conduct of the ALS CLC Inventory and comply with the required research protocols.

8. The documentary requirements for application shall be determined by the SDO.

9. The Schools Division Superintendent (SDS) shall form a Selection/Screening Committee to effect the selection and hiring of Field Enumerators. Existing selection committees may be utilized.

10. The Division ALS Focal Person, with the assistance of the Education Program Specialist II for ALS (EPS II for ALS), shall coordinate with the SDS and the Division Personnel Unit to determine the schedule of the application process.

11. Vacancy announcement or job posting for Field Enumerators shall be in accordance with the existing rules and regulations of the Division Personnel Unit.

12. The SDO shall engage the services of Field Enumerator under Job Order, for three (3) months in consideration of the duration of the conduct of the ALS CLC Inventory, including encoding and preparing and submitting of reports. The engagement of services shall be 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 existing and applicable DepEd policies, issuances, rules and regulations.

13. The Field Enumerator shall receive remuneration or compensation for services rendered amounting to **Nineteen Thousand Pesos (19,000.00)** per month.

14. The work arrangement and schedule shall be determined by the SDO through the Division ALS Focal Person.

15. In order to focus on the intended deliverables, the Field Enumerator shall sign a **three-month output-based service contract** with the SDO (Attachment No. 4).

C. ALS CLC Inventory Team

16. For the conduct of the ALS CLC Inventory, the team in the SDO shall be composed of the following personnel:
    a. Division ALS Focal Person, as Supervisor;
    b. Education Program Specialist II for ALS, as Team Leader;
    c. ALS Teacher/s, as Member/s; and
    d. Field Enumerator/s, as Member/s.

17. The ALS CLC Inventory Team members shall have the following roles and responsibilities:

The Division ALS Focal Person as the Inventory Supervisor shall:

a. Supervise the overall conduct of the ALS CLC Inventory in the SDO to quality assure the data collection and submission process;
b. Coordinate with the SDS and the Division Personnel Unit to determine the schedule of the application process and hiring of Field Enumerators;
c. Come up with a **strategic Inventory Plan** to conduct all activities related to the ALS CLC Inventory in the SDO in consideration of the **COVID-19 Alert Levels System set by the national and local Inter-Agency Task Force for the Management of Emerging and Infectious Diseases (IATF)**, as well as the most recent DepEd rules and/or policies. The plan shall include the schedule, the partnering of Field Enumerator/s, and ALS Teacher/s depending on the area to be covered within the jurisdiction of the SDO;
d. Organize an orientation meeting with the involved ALS Teachers and Field Enumerator/s on the prescribed guidelines on the conduct of the ALS CLC Inventory;
e. Meet the ALS CLC Inventory Team every start of the week to give the area of assignment to be covered for the week;
f. Monitor the data collection, cleaning and submission process;
g. Provide technical assistance to the EPS II for ALS as may be necessary;
h. Endorse the accomplished ALS CLC Inventory Form to the SDS;
i. Ensure that the funding requirement for the conduct of the ALS CLC Inventory is efficiently, effectively and strategically managed and utilized;
j. Coordinate with the concerned offices in the Division to set up a temporary office for the ALS CLC Inventory Team; and
k. Coordinate with the Regional ALS Focal Person or with the Bureau of Alternative Education (BAE) to provide report and update on the conduct of the inventory.

The BAE, shall make available to all Division ALS Focal Persons, the PowerPoint (PPT) template and script for the orientation, through Google Drive.

The EPS II for ALS as the Team Leader shall:

a. Lead the members of the ALS CLC Inventory Team (ALS Teachers and Field Enumerator/s) in the conduct of the inventory within the jurisdiction of the SDO;

b. Assist the Division ALS Focal Person in coordinating with the SDS and Division Personnel unit to determine the schedule of the application process and hiring of Field Enumerators;
c. Assist the Division ALS Focal Person to organize an orientation meeting with the involved ALS Teachers and Field Enumerator/s on the prescribed guidelines on the conduct of the ALS CLC Inventory.
d. Inform and update the ALS Teachers and Field Enumerator/s of the weekly schedule and area coverage of inventory, as determined in the Inventory Plan;
e. Prepare all needed budgetary and administrative documents related to the conduct of the ALS CLC Inventory;
f. Provide technical assistance and guidance to the ALS Teachers and Field Enumerator/s as may be necessary;
g. Ensure that the Field Enumerator/s is/are provided with printed ALS CLC Inventory Forms;
h. Oversee and quality assure the encoding by the Field Enumerator/s of data in the ALS CLC Inventory Google Forms; and
i. Assist the Division ALS Focal Person in the preparation of reports and updates as may be required by the Regional ALS Focal Person or the BAE.

The Division ALS Focal Person or the Curriculum Implementation Division (CID) personnel assigned by the Schools Division Superintendent (SDS) may perform the above-mentioned roles and responsibilities in the absence of the EPS II for ALS.

The ALS Teacher as a Team Member shall:

a. Partner with the Field Enumerator/s to conduct the ALS CLC Inventory in his/her area of assignment;
b. Assist the Field Enumerator/s in the conduct of ALS CLC Inventory, such as but not limited to:
    i. Coordinate with the concerned Schoolheads of schools where an ALS CLC is based;
    ii. Coordinate with concerned local officials (sitio or barangay) where an ALS CLC is based;
    iii. Coordinate with the private owners of ALS CLCs;
    iv. Assist and guide in navigating within and around the area/s covered by the inventory; and
    v. Assist in providing the Field Enumerator the needed data for the inventory (particularly for questions related to the learning activities held in the CBLC or SBLC).
c. Validate all the information in the ALS CLC Inventory Form;
d. Attend the orientation meeting on the prescribed guidelines on the conduct of the ALS CLC Inventory;
e. Attend meetings related to the conduct of the ALS CLC Inventory, as may be scheduled by the Division ALS Focal Person;
f. Assist the EPS II for ALS in printing the ALS CLC Inventory form to be used in his/her area of assignment; and
g. Coordinate with the EPS II for ALS regarding financial or administrative requirements related to the conduct of the inventory (e.g., letter of request to the school head, inventory – related expenses).

The Field Enumerator as a Team Member shall:

a. Be primarily responsible in collecting the ALS CLC data within the jurisdiction of the SDO;

b. Attend the orientation organized by the SDO on the prescribed guidelines in the conduct of the ALS CLC Inventory;
c. Work, collaborate, and coordinate with other Field Enumerator/s (for Medium to Very Large SDOs);
d. Work with an ALS Teacher assigned by the Division ALS Focal Person in the conduct of ALS CLC Inventory in schools or communities;
e. Use the specified ALS CLC Inventory tools (printed and online forms) in the conduct of the inventory;
f. Create a specific Google Mail (Gmail) account which shall be used solely for the conduct of the ALS CLC Inventory – i.e., to encode in the Google Forms, and submit reports as may be required;
g. Encode on a daily basis the ALC CLC data collected using the prescribed Google form template;
h. Conduct on a regular basis, data cleaning to fix, remove incorrect, duplicate, incomplete, corrupted data within the dataset;
i. Ensure inventory number generated by the Google Form for each ALS CLC is entered on the print-based version of the completed ALS CLC inventory form;
j. Protect the integrity of the data collected including back-up of all data files on a daily basis;
k. Ensure that the prescribed data collection, submission and research protocols are strictly complied with;
l. Prepare and submit reports, all accomplished print-based ALS CLC forms to the EPS II for ALS or the Division ALS Focal Person; and
m. Regularly coordinate with and report to the EPS II for ALS or the Division ALS Focal Person in relation to the conduct of the inventory.

D. Conduct of ALS CLC Inventory in the SDO

Phase I – Orientation on the Inventory Guidelines and Inventory Tools, and Health and Safety Protocols

18. To ensure common understanding, uniformity and maintain the standards and quality of the conduct of the ALS CLC Inventory in the SDO, as well as, to comply with the required health and safety protocols **set by the national and local Inter-Agency Task Force for the Management of Emerging and Infectious Diseases (IATF)** and the most recent DepEd rules and/or policies, the SDO, through the Division ALS Focal Person shall organize and conduct an orientation of the members of ALS CLC Inventory Team on the following:
    a. Prescribed guidelines, set herein;
    b. Use of ALS CLC Inventory tools – printed and online inventory forms (Google Forms). The template and Google link specific to each Region/SDO shall be provided by the BAE;
    c. Health and safety and research ethics protocols e.g., wearing of face masks, requirement to bring/ present vaccination/booster cards, data accuracy and data privacy;
    d. ALS CLC Inventory Plan which shall include schedules, team assignment, area assignment, reporting system;
    e. Processing of gathered data, such as but not limited to, encoding of inventoried ALS CLCs, backing-up and cleaning of data, and preparation and submission of reports;
    f. Financial and administrative arrangements;
    g. To ensure accountability in the conduct of the ALS CLC Inventory, the Field Enumerator shall set up/create a **specific Google Mail (Gmail) account/s which shall be specifically used to encode in the Google Forms, as well**

as, to submit reports as may be required. The Gmail account shall be in the following format:

i. Schools Division Office. first and last name of Field Enumerator – number (if there is more than one (1) Field Enumerator hired by SDO) - @gmail.com (e.g., Antique.juandelacruz02@gmail.com);

h. Roles and responsibilities of each ALS CLC Inventory Team member; and

i. Other pertinent matters in relation to the conduct of the ALS CLC Inventory in the SDO.

19. The Division ALS Focal Person shall use the **prescribed PPT template and script** for the orientation.

20. The Division ALS Focal Person, with the assistance of the EPS II for ALS shall submit to the Bureau of Alternative Education (BAE) the following:
    a. Name/s of Field Enumerator/s hired by the SDO.
    b. Gmail account to be used by the Field Enumerator
       e.g., SDO - Complete name of Field Enumerator – Gmail account.

The list (template as Attachment No. 5) must be duly signed by the Division ALS Focal Person, and the SDS, and shall be submitted to the BAE through email at bae.pqad@deped.gov.ph.

Phase II – Field Inventory of ALS CLCs and Encoding of Gathered Data

ALS CLC Inventory Tools

21. A dedicated survey tool has been developed by the BAE for the purpose of the ALS CLC inventory. The tool will be available in both print and online versions.

22. Google Forms (online) shall be the main data collecting and transmission tool in the conduct of the ALS CLC Inventory. The BAE shall provide the Google link to the inventory tool specific to every Region. All data on inventoried ALS CLCs shall be encoded in the Google Forms.

23. Likewise, the BAE shall also provide a Portable Document Format (PDF) version of the Inventory Form, which shall be printed by the SDO for use by the Field Enumerator during the actual conduct of ALS CLC Inventory.

24. Field Enumerator shall use one (1) ALS CLC Inventory Form per one (1) ALS CLC. All fields are required to be filled out.

25. The ALS CLC Inventory Form shall contain four (4) sections:
    A. ALS CLC Profile which shall require the following information:
    a. Name of the ALS CLC;
    b. Address;
    c. CLC ID (if any);
    d. Type and Sub- type of Learning Center (e.g., School-Based Learning Center [SBLC] or Community-Based Learning Center [CBLC]; standalone or shared; dedicated or not dedicated for use of ALS); and
    e. Ownership of the ALS CLC (land and building/structure).

    B. Physical Profile which shall require the following information:
    a. Size of SBLC or CBLC;
    b. Topographical Location;
    c. Safety and Security;

d. Accessibility; and
e. Sanitation and Hygiene.

C. Learning and Instructional Profile which shall require the following information:

a. Number of ALS Teachers, Community ALS Implementors or Learning Facilitators using the Learning Center;
b. Other personnel of the CBLC or SBLC;
c. Number of Learners;
d. ALS and Enrichment Programs offered;
e. Learning Group Arrangement;
f. Space for childcare for parents attending ALS classes;
g. Other use of Learning Center;
h. CBLC/SBLC operation hours
i. Inclusivity and Equality practices;
j. Furniture and fixtures available in the Learning Center; and
k. Basic and Supplemental Learning and Teaching Equipment, Materials, and Device.

D. Linkages, Networking, and Sustainability which shall require the following information:

a. Support to the Learning Center from the Department of Education, local community, Local Government Units (LGUs), government and non-government agencies and institutions, Civil Society Organization, and private sectors;
b. Advocacy and Social Mobilization (AdSocMob) activities;
c. Funding Source;
d. Sustainability of ALS and Enrichment Programs offered (e.g., Accreditation and Equivalency (A&E Assessment, Certification and ALS program exits of ALS learners; and
e. Management of the ALS CLC.

The SDO shall print sufficient copies of the PDF version of the ALS CLC Inventory Form in a legal-sized (8.5 x 13 inches) paper (in color or in black and white).

Field Inventory

26. For efficient time management, prior to doing the actual field inventory of ALS Learning Centers in a school (SBLC) or in a community (CBLC), advance coordination shall be done by the ALS Teacher in charge as partner of the Field Enumerator.

    For SBLC, coordination shall be done with the Schoolhead of the concerned school, and the ALS Teacher/s using the SBLC.

    For CBLC, coordination shall be done with the local officials, the owner of the CBLC (if not DepEd-owned), ALS Teacher/ Community ALS Implementor, or Learning Facilitator using the CBLC.

27. During the actual field inventory, the ALS Teacher, Community ALS Implementor, or Learning Facilitator shall be the main source of information/ data needed in the ALS CLC Inventory Form. The Field Enumerator shall be the **ONLY ONE** to fill out the form.

28. For easier visibility of answers, the Field Enumerator shall use **BLUE** pen/marker in ticking the boxes or writing the answers on the ALS CLC Inventory Form. **ALL fields must be filled out.**

29. The ALS Teacher shall assist the Field Enumerator in getting the needed data for the inventory (e.g., contextualize the inventory questions to fit the practices/situation in the CBLC/SBLC).

30. After the conduct of the inventory in every CBLC/SBLC, the Field Enumerator shall sign the print-based ALS CLC Inventory Form and shall certify that all information provided in the inventory form is complete, true, and correct to the best of his/her knowledge.

31. The ALS Teacher, shall likewise, affix his/her signature to certify that all information provided in the inventory form is validated and found to be complete, true and correct to the best of his/her knowledge.

32. The Field Enumerator shall ensure that all ALS CLC Inventory Forms (filled and unfilled) are stored in weather-proof and safe folders.

33. The Field Enumerator, using his/her Gmail account (specific for this inventory), shall encode in the Google Forms all ALS CLC Inventory Forms on a daily basis.

34. Upon submission of every ALS CLC Inventory Form in the Google Forms, an **Inventory Number** shall be assigned to the ALS CLC (SBLC/CBLC) inventoried, with the following format:
    - Regional Office – Sequential Unique Number **(e.g., ROX – 0042).**

    This shall be sent to the Gmail account used by the Field Enumerator to encode. Specifically, the email shall be:

    "The ALS CLC Inventory Number assigned to (SBLC or CBLC) (CLC Name), located in SDO (Name of SDO), is: (Inventory Number)."

    The Field Enumerator shall ensure that the Inventory Number shall likewise be written in the provided field on the printed ALS CLC Inventory Form.

35. **The Field Enumerator shall keep track of his/her inventoried ALS CLC. The ALS CLC Inventory Tracker shall be in Excel format** (Attachment No. 6). He/she shall also ensure that all gathered data are regularly backed-up. He/she shall likewise do a regular cleaning of data – i.e., fix, remove incorrect, duplicate, incomplete, or corrupted data within the dataset. The tracker shall be part of the report to be submitted by the Field Enumerator.

36. The BAE, as the owner of the ALS CLC Inventory Google Forms, shall monitor the ALS CLC inventoried daily. Any incorrect, incomplete, or duplicate data shall be brought to the attention of the Field Enumerator/s for appropriate action.

Phase III - Finalization, Preparation, and Submission of Reports and Supporting Documents in Relation to the Conduct of the ALS CLC Inventory

37. After all ALS SBLC/CBLC in the SDO have been inventoried by the Field Enumerator/s, he/she shall finalize and prepare all gathered data and the supporting documents for submission.

38. The Field Enumerator/s shall ensure the following:

ALS CLC Inventory Form

a. All accomplished ALS CLC Inventory Forms have the assigned Inventory Number and duly signed by the Field Enumerator and the ALS Teacher; and
b. Endorsed by the EPS II for ALS or the Division ALS Focal Person.

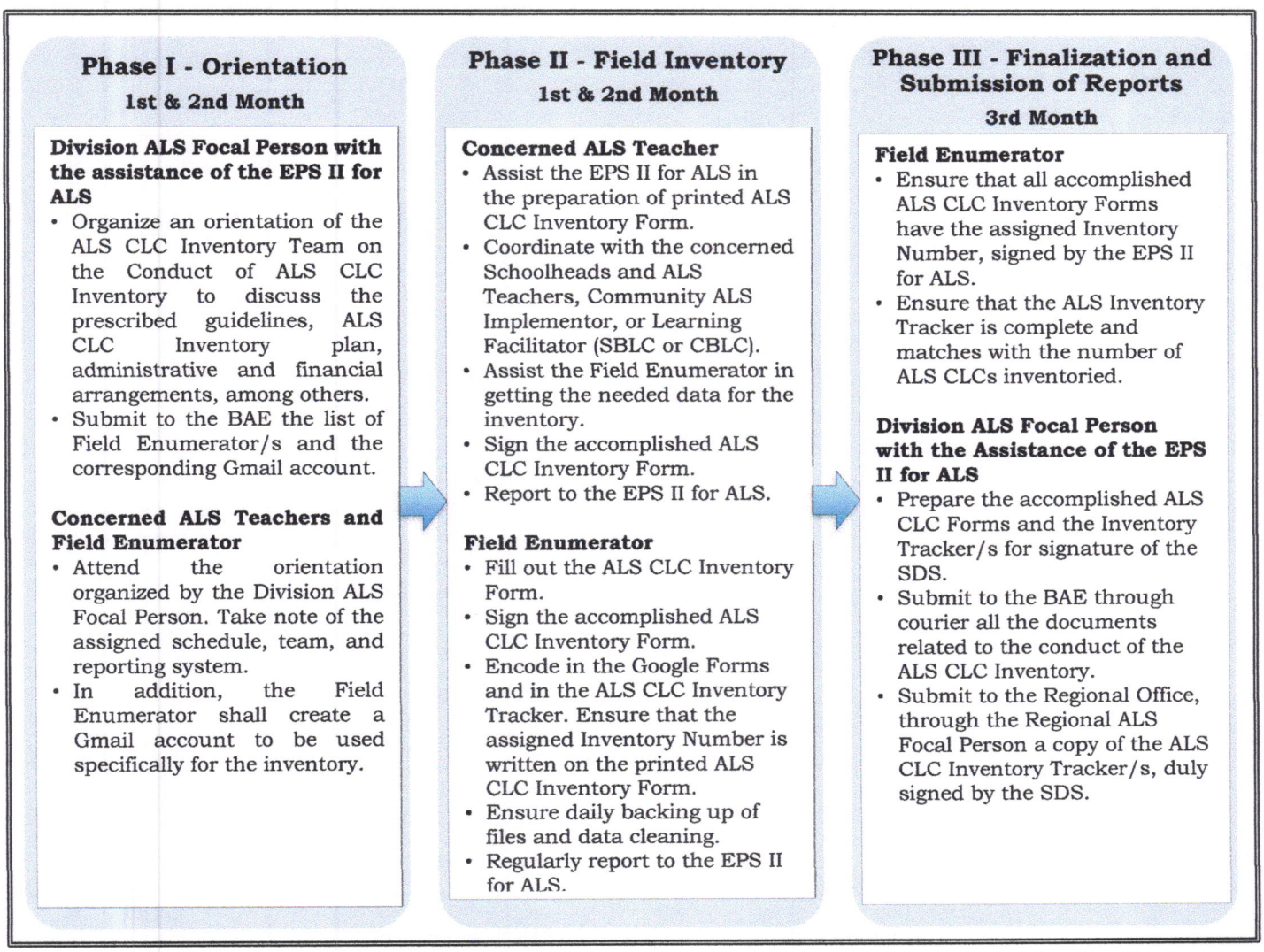
ALS CLC Inventory Tracker

a. The ALS CLC Inventory Tracker is complete and matches the number of ALS CLC inventoried; and
b. Signed by the Field Enumerator, the EPS II for ALS or the Division ALS Focal Person, and approved by the SDS.

39. The Division ALS Focal Person, with the assistance of the EPS II for ALS shall prepare all accomplished ALS CLC Inventory Forms and Tracker/s, duly signed by the SDS, for submission by courier to the BAE.

40. A copy of the ALS CLC Inventory Tracker/s shall also be forwarded to the Regional ALS Focal Person.

41. To Illustrate the ALS CLC Inventory process:



E. Fund Support to Conduct the ALS CLC Inventory in the SDO

42. All Schools Division Offices, except those in BARMM shall receive the additional Program Support Funds (PSF) as indicated in Attachment No. 7. Said additional PSF allocated for the conduct of CLC Inventory in the SDOs is reflected in the approved Work and Financial Plan (WFP) by the Bureau of Alternative Education (BAE), and shall be based on the approved AR /ATC chargeable against the current Fiscal Year (FY) Flexible Learning Options – ALS Fund.

    Further, the additional PSF budget breakdown allocated per SDO shall be based on the size of the SDO (small, medium, large, and very large); ratio of the number of Education Program Specialist II for ALS (EPS II for ALS) and the Field Enumerator/s to be hired, payment for the three (3) – month of services rendered by the Field Enumerator/s, and estimated cost of supplies and materials, printing and reproduction of survey forms, payment of courier service for the submission of final reports to the BAE and the Regional Office, communication expenses, and other allowable expenses related to the conduct of the ALS CLC Inventory.

43. The **eligible expenses** may include, such as, but not limited to, the following:
    a. Payment of salaries of Field Enumerator/s who shall conduct the inventory of ALS CLCs;
    b. Supplies and materials;
    c. Printing and reproduction of ALS CLC Inventory form;
    d. Communication expenses, subject to the existing policies, rules and regulations on the provision of such;
    e. Gasoline for DepEd vehicles;
    f. Purchase of supplemental health and hygiene kits which contains face masks, alcohol/hand sanitizer, wet wipes, etc.;
    g. Payment for antigen test for SARS-CoV-2 or for the Real Time Reverse Transcription–Polymerase Chain Reaction (RT-PCR), if needed;
    h. First Aid medical supplies and materials;
    i. Payment of courier service for the submission of reports to the BAE and the Regional Office;
    j. Transportation expenses of the inventory team, subject to accounting and auditing rules and regulations; and
    k. Miscellaneous expenses specific to the conduct of the ALS CLC inventory.

44. The **ineligible expenses** are:
    a. Purchase of items which are classified as capital outlay expenses (e.g., equipment); and
    b. Operational expenses such as payment of utilities (water, electricity, janitorial, clerical, and security services).

45. Section 23[5] of Republic Act No. 11639, or the FY 2022 GAA, provides for the increase in capitalization threshold for semi-expandable property from Php 15,000.00 to Php 50,000.00.

    However, pending the release of the appropriate accounting and auditing rules guidelines by the Commission on Audit (COA), the threshold shall remain at Php 15,000 (COA Circular No. 2015-007 "Prescribing the Adoption of the FY 2016

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[5] Rep*ublic Act No 11639, General Appropriations Act Fiscal Year 2022* ***Section 23. Semi-Expendable Property.*** *Tangible items below Fifty Thousand Pesos (P50,000.00) shall be accounted as semi-expendable property." (General Provision, Volume I-B, page 790).*

Government Accounting Manual for Budgetary Documents and Transactions) until the release of such guidelines from the COA.

46. All expenses shall be subject to existing budgeting, accounting, auditing and procurement rules and regulations. Procurement shall be based on DepEd Order No. 38, s. 2018 – Procurement Guidelines on the Implementation of Cash-Based Budgeting for Fiscal Year 2019 and/or applicable issuances/resolutions on procurement by the Government Procurement Policy Board (GPPB) and other oversight agencies.

47. All other provisions on the release, utilization, liquidation, reporting and disbursement, (Section V – Letter C of **DepEd Order No. 28, s. 2022**) shall apply.

Reporting and Monitoring

48. To ensure that proper implementation of this Guidelines and to maintain the standards on the conduct of the ALS CLC Inventory, reporting and monitoring shall be done at every governance level.

Schools Division Office

49. The **Curriculum and Implementation Division (CID), through the Division ALS Focal Person, with the assistance of the EPS II for ALS**, shall lead and oversee the conduct of the ALS CLC Inventory in the SDO and shall be responsible for the following:
    a. Supervise the overall conduct of the ALS CLC Inventory in the SDO to quality assure data collection and submission process;
    b. Coordinate with the Schools Division Superintendent and the Division Personnel Unit in the application and hiring process of Field Enumerators;
    c. Coordinate with other concerned offices (e.g., Budget and Accounting Unit) in the Division Office in relation to the conduct of the ALS CLC Inventory;
    d. Come up with a strategic Inventory Plan to conduct all activities related to the ALS CLC Inventory in the SDO (e.g., schedule and work arrangement, partnering of Field Enumerator/s and ALS Teacher/s, coordination with concerned Schoolheads, LGU officials, CBLC owners, ALS Teachers, Community ALS Implementors and Learning Facilitators);
    e. Set up the ALS CLC Inventory Team in the SDO;
    f. Conduct progress monitoring to ensure strategic conduct of the ALS CLC Inventory, as well as, the efficient fund utilization and timely submission of reports of the Field Enumerator/s;
    g. Oversee and quality assure the encoding by the Field Enumerator/s of data in the ALS CLC Inventory Google Forms;
    h. Consolidate reports submitted by the Field Enumerator/s for onward submission to the BAE and the RO;
    i. Conduct orientation, provide coaching and technical assistance to the members of the ALS CLC Inventory Team; and
    j. Ensure funding for the conduct of the ALS CLC Inventory in the SDO.

The **Schools Division Superintendent (SDS)** shall be accountable for the overall conduct of the ALS CLC Inventory at the Division Level.

Regional Office

50. The **Curriculum and Learning Management Division (CLMD), through the Regional ALS Focal Person,** as part of his/her mandated functions and responsibilities, shall ensure the following:

a. Conduct progress monitoring of the ALS CLC Inventory conducted by the SDOs in the Region;
b. Provide technical assistance to the Division ALS Focal Person, when necessary; and
c. Provide the Regional Director with the final list of ALS CLCs inventoried by the SDOs.

Central Office

51. The **Executive Committee member in charge of ALS** through the **Bureau of Alternative Education (BAE)**, shall be in charge of the overall conduct of the ALS CLC Inventory, in close coordination with other offices at the Central Office, shall be responsible for the following:
    a. Lead in the management of the ALS CLC Inventory in the SDOs;
    b. Ensure the supplemental PSF for the conduct of the ALS CLC Inventory in the SDO and monitor its utilization;
    c. Regularly conduct progress monitoring of the ALS CLC Inventory in the SDOs;
    d. Provide coaching and technical assistance to the SDOs, when necessary;
    e. Manage, maintain, and monitor the Google Forms used in the ALS CLC Inventory on a daily basis;
    f. Coordinate with the Field Enumerator/s for any incorrect, incomplete, or duplicate data shall be brought to the attention of the Field Enumerator/s for appropriate action;
    g. Consolidate the ALS CLC inventory reports submitted by the SDOs to prepare a final consolidated report which will: i) provide baseline data of the status of existing CLCs nationwide in order to comply with the provisions of the ALS Act and its Implementing Rules and Regulations (IRR) on the provision of ALS CLCs; ii) generate a profile of typology and ownership of ALS Community-based and School-based Learning Centers (CBLCs and SBLCs); iii) document whether a learning center's physical structure and location provide a safe, secure, inclusive, and conducive learning environment for ALS learners; iv) identify priority areas, and strategic locations for the possible planned construction of new ALS CLCs; v) provide data as basis for future budgeting and investment plans and decisions related to future construction, refurbishment, and operation of CLCs in accordance with the minimum quality standards and provisions of the ALS Act and its Implementing Rules and Regulations (IRR); and vi) propose for an Omnibus Policy on ALS CLCs; and
    h. Disseminate copies of the final consolidated ALS CLC Inventory Report to DepEd decision-makers and other key stakeholders as deemed necessary.

Attachment No. 3 **to DM-CI-2022 -_____**

NUMBER OF FIELD ENUMERATOR/S TO BE HIRED BY THE SCHOOLS DIVISION OFFICES TO CONDUCT THE ALS CLC INVENTORY

Republic of the Philippines
Department of Education

LIFELONG LEARNING

NUMBER OF FIELD ENUMERATOR/S TO BE HIRED BY THE SCHOOLS DIVISION OFFICES TO CONDUCT THE ALS CLC INVENTORY

REGION	SCHOOLS DIVISION OFFICE	SIZE	NUMBER OF EPS II FOR ALS	NUMBER OF FIELD ENUMERATOR TO BE HIRED
Region I	Alaminos City	Small	1	1
	Batac City	Small	1	1
	Candon Ccity	Small	1	1
	Dagupan City	Medium	2	4
	Ilocos Norte	Medium	2	4
	Ilocos Sur	Medium	2	4
	La Union	Medium	2	4
	Laoag City	Small	1	1
	Pangasinan I	Large	5	10
	Pangasinan II	Large	5	10
	San Carlos City	Medium	2	4
	San Fernando City (La Union)	Small	1	1
	Urdaneta City	Medium	2	4
	Vigan City	Small	1	1
Region II	Batanes	Small	1	1
	Cagayan	Large	5	10
	Cauayan City	Small	1	1
	City of Ilagan	Small	1	1
	Isabela	Large	5 (1 slot reassigned as HT)	10
	Nueva Vizcaya	Medium	2	4
	Quirino	Medium	2	4
	Santiago City	Small	1 (retired waiting for replacement)	1
	Tuguegarao City	Medium	2	4
Region III	Angeles City	Medium	2	4
	Aurora	Medium	2	4
	Balanga City	Small	1	1
	Bataan	Medium	2	4
	Bulacan	Large	5	10
	Cabanatuan City	Medium	2	4

	City of San Jose Del Monte	Medium	1	1
	Gapan City	Small	1	1
	Mabalacat City	Small	1	1
	Malolos City	Medium	2	4
	Meycauayan City	Small	1	1
	Muñoz Science City	Small	1	1
	Nueva Ecija	Large	5	10
	Olongapo City	Medium	2	4
	Pampanga	Large	5	10
	San Fernando City (Pampanga)	Medium	2	4
	San Jose City	Small	1	1
	Tarlac City	Medium	2	4
	Tarlac	Large	5	10
	Zambales	Medium	1	1
Region IVA CALABARZON	Antipolo City	Medium	2	4
	Bacoor City	Small	1	1
	Batangas City	Medium	2	4
	Batangas	Large	5	10
	Biñan City	Medium	2	4
	Cabuyao City	Medium	2	4
	Calamba City	Medium	2	4
	Cavite City	Small	1	1
	Cavite	Large	5	10
	Dasmariñas City	Medium	2	4
	General Trias City	Medium	2	4
	Imus City	Small	1	1
	Laguna	Large	5	10
	Lipa City	Medium	2	4
	Lucena City	Medium	2	4
	Quezon	Very Large	9	18
	Rizal	Large	5	10
	San Pablo City	Medium	2	4
	San Pedro City	Medium	1	1
	Sta. Rosa City	Medium	2	4
	Tanauan City	Medium	2	4
	Tayabas City	Medium	1	1
Region IVB MIMAROPA	Calapan City	Medium	2	4
	Marinduque	Medium	2	4
	Occidental Mindoro	Medium	2	4
	Oriental Mindoro	Medium	2	4
	Palawan	Large	5	10
	Puerto Princesa City	Medium	2	4
	Romblon	Medium	2	4
	Albay	Large	5	10
	Camarines Norte	Medium	2	4

Region V	Camarines Sur	Very Large	9	18
	Catanduanes	Medium	2	4
	Iriga City	Small	1	1
	Legaspi City	Medium	2	4
	Ligao City	Medium	2	4
	Masbate City	Medium	2	4
	Masbate	Large	5	10
	Naga City	Medium	2	4
	Sorsogon City	Medium	2	4
	Sorsogon	Medium	2	4
	Tabaco City	Medium	2	4
Region VI	Aklan	Medium	2	4
	Antique	Medium	2	4
	Bacolod City	Medium	2	4
	Bago City	Medium	2	4
	Cadiz City	Medium	2	4
	Capiz	Medium	2	4
	Escalante City	Small	1	1
	Guimaras	Medium	2	4
	Himamaylan City	Medium	2	4
	Iloilo City	Medium	1	1
	Iloilo	Very Large	9	18
	Kabankalan City	Medium	2	4
	La Carlota City	Small	1	1
	Negros Occidental	Large	5	10
	Passi City	Small	1	1
	Roxas City	Medium	2	4
	Sagay City	Medium	2	4
	San Carlos City	Medium	2	4
	Silay City	Medium	2	4
	Sipalay City	Medium	2	4
	Victorias City	Small	1	1
Region VII	Bais City	Small	1	1
	Bayawan City	Medium	2	4
	Bogo City	Small	2	4
	Bohol	Large	5	10
	Carcar City	Medium	2	4
	Cebu City	Medium	2	4
	Cebu	Very Large	9 (1 retired)	18
	City of Naga, Cebu	Small	1	1
	Danao City	Medium	2	4
	Dumaguete City	Small	1	1
	Guihulngan City	Small	1	1
	Lapu-Lapu City	Medium	2	4
	Mandaue City	Medium	2	4
	Negros Oriental	Large	5	10
	Siquijor	Medium	2	4
	Tagbilaran City	Small	1	1

	Talisay City	Medium	2	4
	Tanjay City	Small	1	1
	Toledo City	Medium	2	4
Region VIII	Baybay City	Small	1	1
	Biliran	Medium	2	4
	Borongan City	Small	1	1
	Calbayog City	Medium	2	4
	Eastern Samar	Medium	2	4
	Leyte	Large	7	14
	Maasin City	Small	1	1
	Northern Samar	Medium	2	4
	Ormoc City	Medium	2	4
	Samar (Western Samar)	Medium	2	4
	Southern Leyte	Medium	2	4
	Tacloban City	Medium	2	4
Region IX	Dapitan City	Small	1	1
	Dipolog City	Medium	2	4
	Isabela City	Medium	2	4
	Pagadian City	Medium	2	4
	Zamboanga City	Medium	2	4
	Zamboanga del Norte	Large	5	10
	Zamboanga del Sur	Large	5	10
	Zamboanga Sibugay	Medium	2	4
Region X	Bukidnon	Large	5	10
	Cagayan de Oro City	Medium	3	6
	Camiguin	Small	1	1
	El Salvador	Small	1	1
	Gingoog City	Medium	2	4
	Iligan City	Medium	2	4
	Lanao del Norte	Medium	2	4
	Malaybalay City	Medium	2	4
	Misamis Occidental	Medium	2	4
	Misamis Oriental	Medium	2	4
	Oroquieta City	Small	1	1
	Ozamis City	Medium	2	4
	Tangub City	Small	1	1
	Valencia City	Medium	2	4
Region XI	Davao City	Large	4	8
	Davao de Oro	Medium	2	4
	Davao del Norte	Medium	2	4
	Davao del Sur	Medium	2	4
	Davao Occidental	Medium	2	4
	Davao Oriental	Medium	2	4
	Digos City	Medium	2	4
	Island Garden City of Samal	Small	2	2
	Mati City	Medium	2	4

	Panabo City	Medium	2	4
	Tagum City	Medium	2	4
Region XII SOCCSKARGEN	General Santos City	Medium	2	4
	Kidapawan City	Medium	2	4
	Koronadal City	Medium	2	4
	North Cotabato City	Large	6	12
	Sarangani	Medium	2	4
	South Cotabato	Medium	2	4
	Sultan Kudarat	Medium	2	4
	Tacurong City	Small	1	1
CARAGA	Agusan del Norte	Medium	2	4
	Agusan del Sur	Medium	2	4
	Bayugan City	Small	1	1
	Bislig City	Medium	2	4
	Butuan City	Medium	2	4
	Cabadbaran City	Small	1	1
	Dinagat Island	Medium	2	4
	Siargao	Medium	2	4
	Surigao City	Medium	2	4
	Surigao del Norte	Medium	2	4
	Surigao del Sur	Medium	2	4
	Tandag City	Small	1	1
CAR	Abra	Medium	2	4
	Apayao	Medium	2	4
	Baguio City	Medium	1	2
	Benguet	Medium	2	4
	Ifugao	Medium	2	4
	Kalinga	Medium	2	4
	Mt. Province	Medium	2	4
	Tabuk City	Medium	2	4
NCR	Caloocan City	Large	5	10
	City of San Juan	Small	1	1
	Las Piñas City	Medium	2	4
	Makati City	Medium	2	4
	Malabon City	Medium	2	4
	Mandaluyong City	Medium	2	4
	Manila	Large	5	10
	Marikina City	Medium	2	4
	Muntinlupa City	Medium	2	4
	Navotas	Medium	2	4
	Parañaque City	Medium	2	4
	Pasay City	Medium	2	4
	Pasig City	Medium	2	4
	Quezon City	Large	5	10
	Taguig	Medium	1	2
	Valenzuela City	Medium	2	4

Attachment No. 4 **to DM-CI-2022 -_____**

Template of Contract of Service for Field Enumerator

Republic of the Philippines
Department of Education
Region_____
Division_____

LIFELONG LEARNING

CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:

The Department of Education, a government agency 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 _____, hereinafter referred to as the "Second Party".

- **WITNESSETH** -

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 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, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in his/her Personal Data Sheet, Curriculum Vitae, interview, and other qualification documents submitted to the First Party;

4. That the Second Party hereby attests that he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; that he/she has not been previously dismissed from government service by reason of an administrative offense; and that he/she has not already reached the compulsory retirement age of sixty-five (65);

5. That in view hereof, the Second Party is hereby contracted to render **an output-based service** as a **Field Enumerator** for the period _____ to _____, in consideration of the monthly rate of **NINETEEN THOUSAND PESOS (Php 19,000)**; subject to existing DepEd guidelines;

6. That the Second Party is expected to perform the following functions as **Field Enumerator to conduct the Alternative Learning System (ALS) Community Learning Center (CLC) Inventory in the SDO:**

    i. Attend an orientation on the conduct of the ALS CLC Inventory to be organized by the SDO through the Division ALS Focal Person;
    ii. Conduct the ALS CLC Inventory within the jurisdiction of the SDO, based on the area of assignment, team assignment and schedule determined by the SDO;
    iii. Encode the ALS CLC inventoried on a daily basis;
    iv. Ensure data security and back-up on a daily basis;
    v. Conduct data cleaning on a regular basis to fix, remove incorrect, duplicate, incomplete, corrupted data within the dataset;
    vi. Prepare all accomplished ALS CLC Inventory Forms for validation of the ALS Teacher, endorsement of the Division ALS Focal Person, and approval of the SDS.
    vii. Prepare accomplished and duly signed ALS CLC Inventory Forms to be sent by courier to the Bureau of Alternative Education (BAE) – Central Office;
    viii. Answer all questions or clarifications by the SDO/CO on the ALS CLC Inventory conducted.
    ix. Work together and collaborate with other Field Enumerator/s (when there is more than one (1) hired Field Enumerator in the SDO) to ensure the efficient and timely conduct of the inventory;
    x. Regularly report to and coordinate with the EPS II for ALS or the Division ALS Focal Person; and
    xi. Perform other tasks and functions related to the conduct of the ALS CLC Inventory as may be deemed necessary or assigned by the EPS II for ALS or Division ALS Focal Person.

7. That the Second Party shall render an output-based service to the First Party and observe a work schedule to be agreed 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 shall not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;

9. That the Second Party shall observe the standards of 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 adhere to DepEd guidelines pertaining to Field Enumerators;

10. That the Second Party shall hold and maintain the Confidential Information in strict confidence; and shall carefully restrict access by third parties without clearance from the authorized First Party office; and shall bind him/herself to comply with RA 10173 or the "Data Privacy Act of 2012" and relevant rules and regulations;

11. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies); and

12. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, 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 _____, 2022 at _____, Philippines.

_____	_____
First Party	*Second Party*

Signed in the presence of:

_____	_____
Division ALS Focal Person	*Administrative/ Personnel Division Officer*

ACKNOWLEDDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	**Gov't. Issued ID No.**	**Date/Place Issued**
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of _____ pages including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 2022 at _____, Philippines.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of _____

Attachment No. 5 **to DM-CI-2022 -_____**

Consolidated List of Field Enumerator/s Hired by the SDO to Conduct the ALS CLC Inventory

Republic of the Philippines
Department of Education
Region_____
Division_____

Consolidated List of Field Enumerator Hired by the SDO to Conduct the ALS CLC Inventory

No.	First Name	Middle Name	Last Name	Gmail account
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Prepared by:

_____
Division ALS Focal Person

Approved by:

_____
Schools Division Superintendent

Attachment No. 6 **to DM-CI-2022 -_____**

ALS CLC Inventory Tracker

Republic of the Philippines
Department of Education
Region_____
Division_____

LIFELONG LEARNING

ALS CLC INVENTORY TRACKER

Consolidated ALS CLC (SBLC/CBLC) Inventoried by Each Field Enumerator in the Schools Division Office

No.	Name of Learning Center	CBLC or SBLC	Inventory Number	Date of Inventory

Note: Use additional sheet if necessary

Prepared by:

_____
Field Enumerator

Validated by:

_____
Division ALS Focal Person

Approved by:

_____
Schools Division Superintendent

Attachment No. 7 **to DM-CI-2022 -_____**

Supplemental Program Support Fund to Schools Division Office for the Conduct of ALS CLC Inventory

Republic of the Philippines
Department of Education

LIFELONG LEARNING

Supplemental Program Support Fund (PSF) to Schools Division Offices for the Conduct of ALS CLC Inventory

REGION	SCHOOLS DIVISION OFFICE	NUMBER OF FIELD ENUMERATOR TO BE HIRED	Payment to Field Enumerator (19,000 per month) x 3 months	Other Expenses in relation to the Conduct of ALS CLC Inventory (Allowable expenses as stated herein)	TOTAL Supplemental PSF to be Downloaded
Region I	Alaminos City	1	57,000.00	11,500.00	**68,500.00**
	Batac City	1	57,000.00	11,500.00	**68,500.00**
	Candon Ccity	1	57,000.00	11,500.00	**68,500.00**
	Dagupan City	4	228,000.00	43,000.00	**271,000.00**
	Ilocos Norte	4	228,000.00	43,000.00	**271,000.00**
	Ilocos Sur	4	228,000.00	43,000.00	**271,000.00**
	La Union	4	228,000.00	43,000.00	**271,000.00**
	Laoag City	1	57,000.00	11,500.00	**68,500.00**
	Pangasinan I	10	570,000.00	106,000.00	**676,000.00**
	Pangasinan II	10	570,000.00	106,000.00	**676,000.00**
	San Carlos City	4	228,000.00	43,000.00	**271,000.00**
	San Fernando City	1	57,000.00	11,500.00	**68,500.00**
	Urdaneta City	4	228,000.00	43,000.00	**271,000.00**
	Vigan City	1	57,000.00	11,500.00	**68,500.00**

	Batanes	1	57,000.00	11,500.00	**68,500.00**
	Cagayan	10	570,000.00	106,000.00	**676,000.00**
	Cauayan City	1	57,000.00	11,500.00	**68,500.00**
	City of Ilagan	1	57,000.00	11,500.00	**68,500.00**
Region II	Isabela	10	570,000.00	106,000.00	**676,000.00**
	Nueva Vizcaya	4	228,000.00	43,000.00	**271,000.00**
	Quirino	4	228,000.00	43,000.00	**271,000.00**
	Santiago City	1	57,000.00	11,500.00	**68,500.00**
	Tuguegarao City	4	228,000.00	43,000.00	**271,000.00**
	Angeles City	4	228,000.00	43,000.00	**271,000.00**
	Aurora	4	228,000.00	43,000.00	**271,000.00**
	Balanga City	1	57,000.00	11,500.00	**68,500.00**
	Bataan	4	228,000.00	43,000.00	**271,000.00**
Region III	Bulacan	10	570,000.00	106,000.00	**676,000.00**
	Cabanatuan City	4	228,000.00	43,000.00	**271,000.00**
	City of San Jose Del Monte	1	57,000.00	11,500.00	**68,500.00**
	Gapan City	1	57,000.00	11,500.00	**68,500.00**
	Mabalacat City	1	57,000.00	11,500.00	**68,500.00**
	Malolos City	4	228,000.00	43,000.00	**271,000.00**
	Meycauayan City	1	57,000.00	11,500.00	**68,500.00**
	Muñoz Science City	1	57,000.00	11,500.00	**68,500.00**
	Nueva Ecija	10	570,000.00	106,000.00	**676,000.00**
	Olongapo City	4	228,000.00	43,000.00	**271,000.00**
	Pampanga	10	570,000.00	106,000.00	**676,000.00**
	San Fernando City	4	228,000.00	43,000.00	**271,000.00**
	San Jose City	1	57,000.00	11,500.00	**68,500.00**
	Tarlac City	4	228,000.00	43,000.00	**271,000.00**
	Tarlac	10	570,000.00	106,000.00	**676,000.00**
	Zambales	1	57,000.00	11,500.00	**68,500.00**
	Antipolo City	4	228,000.00	43,000.00	**271,000.00**

Region IVA CALABARZON	Bacoor City	1	57,000.00	11,500.00	**68,500.00**
	Batangas City	4	228,000.00	43,000.00	**271,000.00**
	Batangas	10	570,000.00	106,000.00	**676,000.00**
	Biñan City	4	228,000.00	43,000.00	**271,000.00**
	Cabuyao City	4	228,000.00	43,000.00	**271,000.00**
	Calamba City	4	228,000.00	43,000.00	**271,000.00**
	Cavite City	1	57,000.00	11,500.00	**68,500.00**
	Cavite	10	570,000.00	106,000.00	**676,000.00**
	Dasmariñas City	4	228,000.00	43,000.00	**271,000.00**
	General Trias City	4	228,000.00	43,000.00	**271,000.00**
	Imus City	1	57,000.00	11,500.00	**68,500.00**
	Laguna	10	570,000.00	106,000.00	**676,000.00**
	Lipa City	4	228,000.00	43,000.00	**271,000.00**
	Lucena City	4	228,000.00	43,000.00	**271,000.00**
	Quezon	18	1,026,000.00	190,000.00	**1,216,000.00**
	Rizal	10	570,000.00	106,000.00	**676,000.00**
	San Pablo City	4	228,000.00	43,000.00	**271,000.00**
	San Pedro City	1	57,000.00	11,500.00	**68,500.00**
	Sta. Rosa City	4	228,000.00	43,000.00	**271,000.00**
	Tanauan City	4	228,000.00	43,000.00	**271,000.00**
	Tayabas City	1	57,000.00	11,500.00	**68,500.00**
Region IVB MIMAROPA	Calapan City	4	228,000.00	43,000.00	**271,000.00**
	Marinduque	4	228,000.00	43,000.00	**271,000.00**
	Occidental Mindoro	4	228,000.00	43,000.00	**271,000.00**
	Oriental Mindoro	4	228,000.00	43,000.00	**271,000.00**
	Palawan	10	570,000.00	106,000.00	**676,000.00**
	Puerto Princesa City	4	228,000.00	43,000.00	**271,000.00**
	Romblon	4	228,000.00	43,000.00	**271,000.00**
	Albay	10	570,000.00	106,000.00	**676,000.00**
	Camarines Norte	4	228,000.00	43,000.00	**271,000.00**
	Camarines Sur	18	1,026,000.00	190,000.00	**1,216,000.00**
	Catanduanes	4	228,000.00	43,000.00	**271,000.00**

Region V	Iriga City	1	57,000.00	11,500.00	**68,500.00**
	Legaspi City	4	228,000.00	43,000.00	**271,000.00**
	Ligao City	4	228,000.00	43,000.00	**271,000.00**
	Masbate City	4	228,000.00	43,000.00	**271,000.00**
	Masbate	10	570,000.00	106,000.00	**676,000.00**
	Naga City	4	228,000.00	43,000.00	**271,000.00**
	Sorsogon City	4	228,000.00	43,000.00	**271,000.00**
	Sorsogon	4	228,000.00	43,000.00	**271,000.00**
	Tabaco City	4	228,000.00	43,000.00	**271,000.00**
Region VI	Aklan	4	228,000.00	43,000.00	**271,000.00**
	Antique	4	228,000.00	43,000.00	**271,000.00**
	Bacolod City	4	228,000.00	43,000.00	**271,000.00**
	Bago City	4	228,000.00	43,000.00	**271,000.00**
	Cadiz City	4	228,000.00	43,000.00	**271,000.00**
	Capiz	4	228,000.00	43,000.00	**271,000.00**
	Escalante City	1	57,000.00	11,500.00	**68,500.00**
	Guimaras	4	228,000.00	43,000.00	**271,000.00**
	Himamaylan City	4	228,000.00	43,000.00	**271,000.00**
	Iloilo City	1	57,000.00	11,500.00	**68,500.00**
	Iloilo	18	1,026,000.00	190,000.00	**1,216,000.00**
	Kabankalan City	4	228,000.00	43,000.00	**271,000.00**
	La Carlota City	1	57,000.00	11,500.00	**68,500.00**
	Negros Occidental	10	570,000.00	106,000.00	**676,000.00**
	Passi City	1	57,000.00	11,500.00	**68,500.00**
	Roxas City	4	228,000.00	43,000.00	**271,000.00**
	Sagay City	4	228,000.00	43,000.00	**271,000.00**
	San Carlos City	4	228,000.00	43,000.00	**271,000.00**
	Silay City	4	228,000.00	43,000.00	**271,000.00**
	Sipalay City	4	228,000.00	43,000.00	**271,000.00**
	Victorias City	1	57,000.00	11,500.00	**68,500.00**
	Bais City	1	57,000.00	11,500.00	**68,500.00**
	Bayawan City	4	228,000.00	43,000.00	**271,000.00**

Region VII	Bogo City	4	228,000.00	43,000.00	**271,000.00**
	Bohol	10	570,000.00	106,000.00	**676,000.00**
	Carcar City	4	228,000.00	43,000.00	**271,000.00**
	Cebu City	4	228,000.00	43,000.00	**271,000.00**
	Cebu	18	1,026,000.00	190,000.00	**1,216,000.00**
	City of Naga, Cebu	1	57,000.00	11,500.00	**68,500.00**
	Danao City	4	228,000.00	43,000.00	**271,000.00**
	Dumaguete City	1	57,000.00	11,500.00	**68,500.00**
	Guihulngan City	1	57,000.00	11,500.00	**68,500.00**
	Lapu-Lapu City	4	228,000.00	43,000.00	**271,000.00**
	Mandaue City	4	228,000.00	43,000.00	**271,000.00**
	Negros Oriental	10	570,000.00	106,000.00	**676,000.00**
	Siquijor	4	228,000.00	43,000.00	**271,000.00**
	Tagbilaran City	1	57,000.00	11,500.00	**68,500.00**
	Talisay City	4	228,000.00	43,000.00	**271,000.00**
	Tanjay City	1	57,000.00	11,500.00	**68,500.00**
	Toledo City	4	228,000.00	43,000.00	**271,000.00**
Region VIII	Baybay City	1	57,000.00	68,500.00	**68,500.00**
	Biliran	4	228,000.00	271,000.00	**271,000.00**
	Borongan City	1	57,000.00	68,500.00	**68,500.00**
	Calbayog City	4	228,000.00	271,000.00	**271,000.00**
	Eastern Samar	4	228,000.00	271,000.00	**271,000.00**
	Leyte	14	798,000.00	946,000.00	**946,000.00**
	Maasin City	1	57,000.00	68,500.00	**68,500.00**
	Northern Samar	4	228,000.00	271,000.00	**271,000.00**
	Ormoc City	4	228,000.00	271,000.00	**271,000.00**
	Samar (Western Samar)	4	228,000.00	271,000.00	**271,000.00**
	Southern Leyte	4	228,000.00	271,000.00	**271,000.00**
	Tacloban City	4	228,000.00	271,000.00	**271,000.00**
	Dapitan City	1	57,000.00	11,500.00	**68,500.00**
	Dipolog City	4	228,000.00	43,000.00	**271,000.00**

Region IX	Isabela City	4	228,000.00	43,000.00	**271,000.00**
	Pagadian City	4	228,000.00	43,000.00	**271,000.00**
	Zamboanga City	4	228,000.00	43,000.00	**271,000.00**
	Zamboanga del Norte	10	570,000.00	106,000.00	**676,000.00**
	Zamboanga del Sur	10	570,000.00	106,000.00	**676,000.00**
	Zamboanga Sibugay	4	228,000.00	43,000.00	**271,000.00**
Region X	Bukidnon	10	570,000.00	106,000.00	**676,000.00**
	Cagayan de Oro City	6	342,000.00	64,000.00	**406,000.00**
	Camiguin	1	57,000.00	11,500.00	**68,500.00**
	El Salvador	1	57,000.00	11,500.00	**68,500.00**
	Gingoog City	4	228,000.00	43,000.00	**271,000.00**
	Iligan City	4	228,000.00	43,000.00	**271,000.00**
	Lanao del Norte	4	228,000.00	43,000.00	**271,000.00**
	Malaybalay City	4	228,000.00	43,000.00	**271,000.00**
	Misamis Occidental	4	228,000.00	43,000.00	**271,000.00**
	Misamis Oriental	4	228,000.00	43,000.00	**271,000.00**
	Oroquieta City	1	57,000.00	11,500.00	**68,500.00**
	Ozamis City	4	228,000.00	43,000.00	**271,000.00**
	Tangub City	1	57,000.00	11,500.00	**68,500.00**
	Valencia City	4	228,000.00	43,000.00	**271,000.00**
Region XI	Davao City	8	456,000.00	85,000.00	**541,000.00**
	Davao de Oro	4	228,000.00	43,000.00	**271,000.00**
	Davao del Norte	4	228,000.00	43,000.00	**271,000.00**
	Davao del Sur	4	228,000.00	43,000.00	**271,000.00**
	Davao Occidental	4	228,000.00	43,000.00	**271,000.00**
	Davao Oriental	4	228,000.00	43,000.00	**271,000.00**
	Digos City	4	228,000.00	43,000.00	**271,000.00**
	Island Garden City of Samal	2	114,000.00	22,000.00	**136,000.00**
	Mati City	4	228,000.00	43,000.00	**271,000.00**
	Panabo City	4	228,000.00	43,000.00	**271,000.00**
	Tagum City	4	228,000.00	43,000.00	**271,000.00**

Region XII SOCCSKARGEN	General Santos City	4	228,000.00	43,000.00	**271,000.00**
	Kidapawan City	4	228,000.00	43,000.00	**271,000.00**
	Koronadal City	4	228,000.00	43,000.00	**271,000.00**
	North Cotabato City	12	684,000.00	127,000.00	**811,000.00**
	Sarangani	4	228,000.00	43,000.00	**271,000.00**
	South Cotabato	4	228,000.00	43,000.00	**271,000.00**
	Sultan Kudarat	4	228,000.00	43,000.00	**271,000.00**
	Tacurong City	1	57,000.00	11,500.00	**68,500.00**
CARAGA	Agusan del Norte	4	228,000.00	43,000.00	**271,000.00**
	Agusan del Sur	4	228,000.00	43,000.00	**271,000.00**
	Bayugan City	1	57,000.00	11,500.00	**68,500.00**
	Bislig City	4	228,000.00	43,000.00	**271,000.00**
	Butuan City	4	228,000.00	43,000.00	**271,000.00**
	Cabadbaran City	1	57,000.00	11,500.00	**68,500.00**
	Dinagat Island	4	228,000.00	43,000.00	**271,000.00**
	Siargao	4	228,000.00	43,000.00	**271,000.00**
	Surigao City	4	228,000.00	43,000.00	**271,000.00**
	Surigao del Norte	4	228,000.00	43,000.00	**271,000.00**
	Surigao del Sur	4	228,000.00	43,000.00	**271,000.00**
	Tandag City	1	57,000.00	11,500.00	**68,500.00**
CAR	Abra	4	228,000.00	43,000.00	**271,000.00**
	Apayao	4	228,000.00	43,000.00	**271,000.00**
	Baguio City	2	114,000.00	22,000.00	**136,000.00**
	Benguet	4	228,000.00	43,000.00	**271,000.00**
	Ifugao	4	228,000.00	43,000.00	**271,000.00**
	Kalinga	4	228,000.00	43,000.00	**271,000.00**
	Mt. Province	4	228,000.00	43,000.00	**271,000.00**
	Tabuk City	4	228,000.00	43,000.00	**271,000.00**
	Caloocan City	10	570,000.00	106,000.00	**676,000.00**
	City of San Juan	1	57,000.00	11,500.00	**68,500.00**

NCR	Las Piñas City	4	228,000.00	43,000.00	**271,000.00**
	Makati City	4	228,000.00	43,000.00	**271,000.00**
	Malabon City	4	228,000.00	43,000.00	**271,000.00**
	Mandaluyong City	4	228,000.00	43,000.00	**271,000.00**
	Manila	10	570,000.00	106,000.00	**676,000.00**
	Marikina City	4	228,000.00	43,000.00	**271,000.00**
	Muntinlupa City	4	228,000.00	43,000.00	**271,000.00**
	Navotas	4	228,000.00	43,000.00	**271,000.00**
	Parañaque City	4	228,000.00	43,000.00	**271,000.00**
	Pasay City	4	228,000.00	43,000.00	**271,000.00**
	Pasig City	4	228,000.00	43,000.00	**271,000.00**
	Quezon City	10	570,000.00	106,000.00	**676,000.00**
	Taguig	2	114,000.00	22,000.00	**136,000.00**
	Valenzuela City	4	228,000.00	43,000.00	**271,000.00**
GRAND TOTAL		**930 Field Enumerators**			**Php 62, 989,000.00**