



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

AUG 10 2023

No. 792, s. 2023

To: Schools Division Superintendents

**SUBMISSION OF THE COMPLETE LIST OF ALTERNATIVE LEARNING SYSTEM
TEACHERS ELIGIBLE TO RECEIVE TRANSPORTATION AND TEACHING AID
ALLOWANCES FOR FISCAL YEAR 2023**

1. The Bureau of Alternative Education (BAE), in coordination with the Finance Service and Planning Service is preparing for Special Budget Request (SBR) to the Department of Budget and Management (DBM) to release the funds intended for the provision of the Transportation and Teaching Aid (TTA) Allowances.
2. In this connection, the Division ALS Focal Person with the assistance of the Education Program Specialist for ALS (EPSA) are hereby directed to submit to the BAE the list of all ALS Teachers signed by the Schools Division Superintendent in their respective division using the template on the link [https://bit.ly/TTA list of teachers](https://bit.ly/TTA_list_of_teachers). (To reiterate, ALS Teachers refer to ALS Mobile Teachers and Full-time District ALS Coordinators (DALCs).
3. For further instruction in accomplishing the template:
 - a. Access the provided link. Only submissions following the template shall be considered official.
 - b. Once the template opens, click "File" in the top-left corner of the screen and select "Make a Copy" from the dropdown menu. Rename the copied sheet to your SDO name and click "Make a Copy".
 - c. Fill the template with the necessary information. If encoding is done, print a copy for the signatures of Division ALS Focal Person , CID Chief and Schools Division Superintendent.
 - d. After the list is signed, scan the copy to create a digital version.
4. The Division ALS Focal Persons are instructed to submit the duly signed list which include the link to the Google Sheet documents with the scanned copy to BAE through the email, bae.pqad@deped.gov.ph on or before August 14, 2023, copy furnished to the Regional ALS Focal Person.
5. Should you have queries or concerns please contact Mr. Jonathan B. Caracas, Supervising Education Program Specialist of BAE- Policy and Quality Assurance Division (PQAD) through email jonathan.caracas@deped.gov.ph. or through telephone number (02) 8636-3603.



Address: Flores Street, Brgy. Catbangan, City of San Fernando, La Union
Telephone Nos.: (072) 607-8137/682-2324
Email Address: region1@deped.gov.ph
Website: www.depedro1.com

6. For immediate dissemination and compliance.



TOLENTINO G. AQUINO
Director IV 

Reference:
To be included in the Perpetual Index
Under the following subjects:

ALS TRANSPORTATION AND TEACHING ALLOWANCE

CLMD/av1/RMCLMD
August 8, 2023






Republic of the Philippines
Department of Education
BUREAU OF ALTERNATIVE EDUCATION

Office of the Director
OM-BAE-OD-2023-00421

MEMORANDUM

FOR : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

THROUGH : **REGIONAL AND DIVISION ALS FOCAL PERSONS**

FROM : 
MARILETTE R. ALMAYDA
Director-IV
Bureau of Alternative Education

SUBJECT : **Submission of the Complete list of Alternative Learning System Teachers Eligible to Receive Transportation and Teaching Aid Allowances for Fiscal Year 2023**

DATE : 4 August 2023

The Bureau of Alternative Education (BAE), in coordination with the Finance Service and Planning Service, is preparing the Special Budget Request (SBR) to the Department of Budget and Management (DBM) to release the funds intended for the provision of the Transportation and Teaching Aid (TTA) allowances.

Part of the supporting document of the SBR is the **complete** list of ALS Teacher-recipients per Schools Division Office (SDO).

In relation to this, the Division ALS Focal Persons or the Education Program Specialists II for ALS (EPS II for ALS) are hereby directed to submit to the BAE the list of **ALL** ALS Teachers in their respective division, using the template in the link http://bit.ly/TTA_list_of_teachers. The list must be duly signed by the Schools Division Superintendent (SDS).

To reiterate, **ALS Teachers** refer to Mobile Teachers and Full-time District ALS Coordinators (DALSCs).

Notes and instructions for accomplishing the template:

1. Access the Google Sheets template through the provided link, http://bit.ly/TTA_list_of_teachers. **Only those submissions following the template shall be considered official submissions;**

2. Once the template opens, click on "File" in the top-left corner of the screen and select "Make a Copy" from the dropdown menu. Rename the copied sheet to your S Schools Division Office (SDO) name and then click "Make a Copy".
3. Accomplish the template by filling in the necessary information. If the encoding is done, you can print the sheet to have a physical copy for further processing and signatures.
4. After completing the list, have it signed by the respective Division ALS Focal Person, CID Chief, and Schools Division Superintendent. They will review and approve the document.
5. Once the list is signed and ready, scan the signed copy to create a digital version.

In the interest of time, the Division ALS Focal Persons are instructed to submit the final list, duly signed by their respective SDSs, which include the link to the Google Sheets documents as well as attach the scanned copy of the signed list to BAE through email at bae.pqad@deped.gov.ph **on or before August 14, 2023**, copy furnished to the Regional Office through the Regional ALS Focal Person.

For questions or clarifications, kindly contact **Mr. Jonathan B. Caracas**, Supervising Education Program Specialist (SVEPS) of BAE-Policy and Quality Assurance Division (PQAD), through email at jonathan.caracas@deped.gov.ph or through telephone number (02) 8636-3603.

Immediate dissemination of and strict compliance is directed.