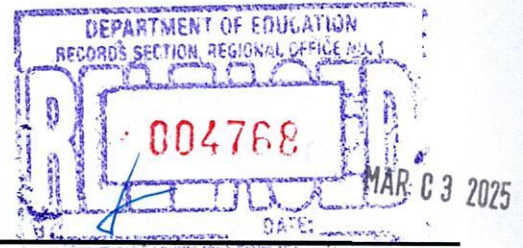




Republic of the Philippines
Department of Education
 REGION I



REGIONAL MEMORANDUM

No. 1727, s. 2025

REQUEST FOR DATA ON ALTERNATIVE LEARNING SYSTEM (ALS) TEACHER LOCATION ASSIGNMENT

To: Schools Division Superintendents

1. The Bureau of Alternative Education (BAE) requests the Division ALS Focal Persons to submit the required information following attached template and observing the Data Collection Procedures that can be accessed from <https://bit.ly/CLCSHADB2025>.
2. The deadline for submission shall be on March 7, 2025 via bae.pqad@deped.gov.ph and <https://bit.ly/CLCSHADB2025Submit> for data storage.
3. For inquiries or clarifications, please contact Mr. Mark Timothy O. Manaois, Education Program Specialist at Policy and Quality Assurance Division (PQAD) at mark.manaois@deped.gov.ph or call at telephone no. (02) 8636-3603.
4. For information and compliance.

TOLENTINO G. AQUINO
 Director IV

Encl: DM-CT-2025-046

Reference:

To be included in the Perpetual Index
 Under the subject:

ALS TEACHER LOCATION ASSIGNMENT

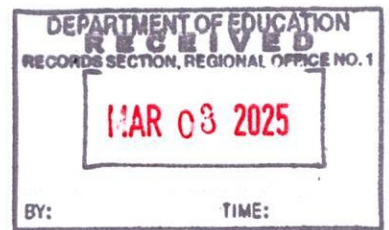
CLMD/av1/RM_ALSTEACHERLOCATIONASSIGNMENT
 March 3, 2025



Flores St., Catbangan, City of San Fernando, La Union
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Effectivity	11.18.2024	Page	1 of 1






Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2025- 046

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALS FOCAL PERSONS

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : REQUEST FOR DATA ON ALTERNATIVE LEARNING SYSTEM
(ALS) TEACHER LOCATION ASSIGNMENT

DATE : February 21, 2025

This is in reference to DepEd Memorandum No. DM-OUHROD-2025-0320, issued by the Bureau of Human Resource and Organization Development (BHROD) on February 6, 2025, requesting data on ALS Teacher Location Assignments. This data will serve as one of the key references in BHROD's review of the existing guidelines for the Special Hardship Allowance (SHA).

In line with this, the Bureau of Alternative Education (BAE) respectfully requests Regional ALS Focal Persons, through the Division ALS Focal Persons, to submit the required information following using the attached template and the attached Data Collection Procedures (Enclosures A and B) that can be accessed from <https://bit.ly/CLCSHADB2025>.

To facilitate timely processing, kindly submit the data on or before **March 7, 2025**, via email to bae.pqad@deped.gov.ph and <https://bit.ly/CLCSHADB2025Submit> for data storage.

For any inquiries or clarifications, please contact Mr. Mark Timothy O. Manaois of the Policy and Quality Assurance Division (PQAD) at mark.manaois@deped.gov.ph or via telephone at (02) 8636 3603.

For strict compliance.

Copy furnished:

MALCOLM S. GARMA


Assistant Secretary

Officer-in-Charge

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Enclosure A. Data Collection Procedures

Data Collection Instructions:

1. **Download the Template:** Please download the data template from this link: <https://bit.ly/CLCSHADDB2025> .
2. **Complete the Template:** Provide the following information for each CLC and ALS Teacher. *Please ensure accuracy and completeness.*

Data	Additional Guide
a. Community Learning Center (CLC) ID	*from the DepEd Learner Information System
b. Community Learning Center (CLC) Name	*Please do not abbreviate. Spell out.
c. Community Learning Center Type	*Please indicate the Type from 1 to 5. Ex. 1
d. Community Learning Center (CLC) Location	*Choose between Community-based LC or School-based LC by writing CBLC or SBLC, respectively.
e. School ID	*If SBLC, write the school id, else, write N/A
f. School Name	*If SBLC, write the full school name else, write N/A.
g. Region	
h. Division	
i. Province	
j. City/Municipality	
k. Barangay	
l. Address	*include building no. and street. This is the specific address of the CLC beyond the other data from g. to k.
m. Latitude	*Please refer to Enclosure B.
n. Longitude	
o. Modes of Transportation going to the CLC	*place all possible modes (tricycle, van, jeep, boat, RORO, bus, & other transportation or process). Minimum would be walking.
p. Employee ID	*Employee ID refers to the number found in your DepEd ID card.
q. Employee No	*Employee No refers to the number found in your payslip.
r. Plantilla Code	If not available, write N/A.
s. Lastname (ALS Teacher)	<ul style="list-style-type: none"> • Please leave blank, if not applicable.
t. Firstname (ALS Teacher)	
u. Middlename (ALS Teacher)	
v. Extension (ALS Teacher)	
w. Remarks/Status	*include other related hazards such as jail, civil war, tsunami prone area, landslide prone area, need to pass a river.

- **Important Note:** A single teacher may be assigned to multiple CLCs, and a single CLC may have multiple teachers. Please record each teacher-CLC association separately. For assistance with obtaining Latitude and Longitude coordinates from Google Maps, please see the detailed instructions included in the Enclosure B of this memo or refer to the information available online.

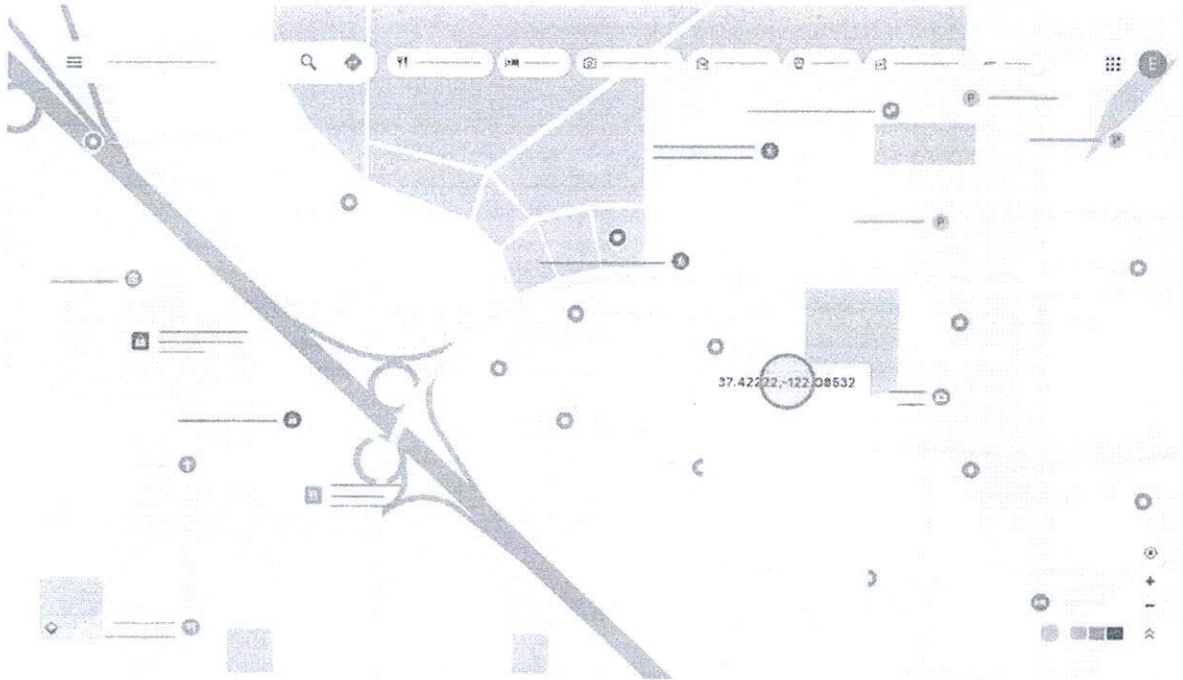
3. **Submit the Data:**

- **Spreadsheet:** Upload the completed spreadsheet to the link provided below.
- **Signed PDF:** Submit a signed PDF copy of the completed form to the link provided below. Please refer to Enclosure C for a sample PDF form.
- **Submission Link:** <https://bit.ly/CLCSHADB2025Submit>
- **Please submit on or before March 7, 2025.**

Enclosure B. Determining the Latitude and Longitude of the CLC or School.

Get the coordinates of a place in Google Maps

1. On your computer, open [Google Maps](#).
2. On the map, right-click the place or area.
 - A pop-up window appears. At the top, you can find your latitude and longitude in decimal format.
3. To copy the coordinates, click on the latitude and longitude.



Check your coordinates from the Google Maps:

- Use decimal degrees in the following format:
 - Latitude: 37.42222
 - Longitude: -122.08532
- Enter the latitude coordinate first before the longitude coordinate.
- Check that the first number in your latitude coordinate is between -90 and 90.
- Check that the first number in your longitude coordinate is between -180 and 180.

Enclosure C. Sample Signed PDF.

No.	Community Center Code	C.C. Name	C.C. Type	C.C. Location	School ID	School Name	Payee	Division	Province	City/Municipality	Region	C.C. Address	C.C. Latitude	C.C. Longitude	Mode of Transportation	Employee ID	Employee Name	Employee Address	Employee City/Municipality	Employee Region	Remarks/Status
1	20244	EMERD AGUINALDO COMMUNITY LEARNING CENTER	2	CB.C	TA	TA	TA	OUTDOOR	AUTIQUE	SAN JOSE	CALAMBT	287 ROME ST	14.0202	101.8292	KEEP	445002	JOSE TORIL TORIL	MARICA	MARICA	OUTDOOR	LAJUNDO PROJE AREA
2	20244	EMERD AGUINALDO COMMUNITY LEARNING CENTER	2	CB.C	TA	TA	TA	OUTDOOR	AUTIQUE	SAN JOSE	CALAMBT	287 ROME ST	14.0202	101.8292	KEEP	445002	JOSE TORIL TORIL	MARICA	MARICA	OUTDOOR	LAJUNDO PROJE AREA
3	49603	BAVABAS ELEMENTAR 9 CENTRAL SCHOOL COMMUNITY LEARNING CENTER	3	SB.C	TA	BAVABAS ELEMENTARY CENTRAL SCHOOL	TA	OUTDOOR	AUTIQUE	SAN JOSE	CALAMBT	82215 NEW YORK ST	10.0002	100.0002	HABA	445002	JOSE TORIL TORIL	BAVABAS	BAVABAS	OUTDOOR	LAJUNDO PROJE AREA
4	39248	TALUPATI HIGH SCHOOL COMMUNITY LEARNING CENTER	3	SB.C	TA	TALUPATI HIGH SCHOOL	TA	OUTDOOR	AUTIQUE	SAN JOSE	CALAMBT	48 JOHNS CORPUS	13.9992	101.9992	HABA	445002	JOSE TORIL TORIL	BAVABAS	BAVABAS	OUTDOOR	LAJUNDO PROJE AREA
5	42094	ROMAS COMMUNITY LEARNING CENTER	1	CB.C	TA	TA	TA	OUTDOOR	AUTIQUE	SAN JOSE	CALAMBT	67 CALIFORNIA ST	8.555	102.6002	KEEP	445002	JOSE TORIL TORIL	MARICA	MARICA	OUTDOOR	LAJUNDO PROJE AREA

for
 Request by ALEXANDER F. DELA CRUZ
 EPS-12-AS

Reviewed by JUAN CARLOS F. BALAGUAS
 AS STAFF
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 jcbalaguas@psd.edu.ph

for
 Request by ALEXANDER F. BALAGUAS
 AS STAFF

Reviewed by JUAN CARLOS F. BALAGUAS
 AS STAFF
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 jcbalaguas@psd.edu.ph

for
 Request by ALFA JOAQUA GARCIA
 School Division Superintendent

Approved by ALFA JOAQUA GARCIA
 School Division Superintendent
 943883910
 alfgarcia@psd.edu.ph