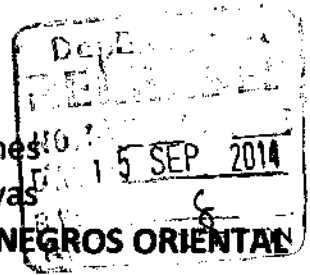




Republic of the Philippines
Region VII, Central Visayas
SCHOOLS DIVISION OF NEGROS ORIENTAL
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September 12, 2014

MEMORANDUM TO :

DR. DONRE B. MIRA
Nurse, Division ALS Coordinator

This Office

Please be informed of your attendance to the "2014 ALS Inter-Regional Monitoring and Evaluation", which is self-explanatory.

For details, enclosed is an Unnumbered Regional Memorandum dated September 11, 2014.

For your information, guidance and compliance.

GOD BLESS!

SALUSTIANO T. JIMENEZ, LI. B., CESO VI
Schools Division Superintendent

STJ/bing

"EFA 2015: Karapatan ng Lahat, Pananagutan ng Lahat"



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



SEP 11 2014


REGIONAL MEMORANDUM

No. 548, s. 2014

2014 ALS INTER-REGIONAL MONITORING AND EVALUATION

To: Schools Division/City Superintendents
Officer-in-Charge of Regular Divisions
ALS Division Supervisors/Focal Person
All Others Concerned

1. For the information and guidance of all concerned, attached is a letter from Edel B. Carag, Chief Education Program Specialist, Officer-in-Charge, Office of the Director IV, Bureau of Alternative Learning System(BALS) entitled, "2014 ALS Inter-Regional Monitoring and Evaluation", which is self-explanatory.
2. For details, see attached communication and enclosures.
3. This Memorandum also serves as Travel Order.
4. Wide dissemination of this Memorandum is desired.


CARMELITA T. DULANGON, Ed. D.
Director III
OIC, Regional Director

CTD/LCJ
CLMD '14

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Office of the Director

September 8, 2014

DR. CARMELITA T. DULANGON

Director IV
DepED RO VII
Lahug, Cebu City

Attention: **ALS Focal Person**
Subject: **2014 ALS INTER-REGIONAL MONITORING AND EVALUATION**

Dear DR. DULANGON:

This has reference to the letter dated August 13, 2014 regarding the ALS Inter-regional Monitoring and Evaluation exercise. Your region is included in Luzon I, which is scheduled to conduct the M&E activities from September 29-October 4, 2014. Specifically, the schedule for the Inter-regional M&E for your cluster is:

- September 28, 2014: Check in at ECOTECH Center, Cebu City. Dinner will be provided.
- September 29, 2014: M&E orientation, coordination with assigned division and filling up of relevant M&E forms
- September 30- October 3, 2014: M&E proper at assigned divisions
- October 4, 2014: M&E debriefing, submission of survey forms, liquidation of incidental expenses and reimbursement of travel allowances
- October 5, 2014: Check out from ECOTECH Center, Cebu City. Breakfast will be the last meal to be provided.

In this regard, we are inviting the following ALS Division Supervisors from your region to serve as monitors in other regions included in your cluster. Unfortunately, the World Bank study requires certain qualifications of the monitors, so replacement of the persons listed below would not be possible at this stage. The study team has processed the information you provided as response to the August 13 letter and BALS management may need to decline proposed individuals not included in this list:

Monitoring Division	Name of Monitor	Region/Division (to be monitored)
Bogo	Bernarda M. Andales	Region VI- Aklan
Carcar City	Mario R. Daclan	Region VIII- Tacloban City
Naga	Marilyn M. Miranda	Region VI- Antique
Guihuligan City	Estrella B. Icalina	Region VI- Escalante City
Bohol	Bonifacio N. Fostanes	Region VII- Ormoc City
Cebu	Corazon Pumar	Region VI- Negros Occidental
Dumaguete City	Jose C. Mirafior Jr.	Region VI- Iloilo
Lapu-lapu City	Isoldie Gasta	Region VI- Cadiz City
Mandauje City	Ismaelita N. Desabille	Region VIII- Southern Leyte
Negros Oriental	Donre B. Mira	Region VI- Bacolod City
Siquijor	Randy T. Argote	Region VI- Bago City
Toledo City	Hermelina M. Bendoy	Region VI- Iloilo City
Bayawan City	Valeria P. Rivera	Region VI- Guimaras
Danao City	Narciso B. Gian	Region VIII- Maasin City
Tagbilaran City	Alberto A. Lacang	Region VI- La Carlota City

Talisay City	Elvira N. Vergara	Region VI- Silay City
Tanjan City	Milagros Mananquil	Region VI- Kabankalan City
Bals City	Nestor C. Catacutan	Region VIII-Samar (Western)
Cebu City	Roy Guarin	Region VIII- Northern Samar

Attached is an Indicative program for the entire M&E activity. The orientation is particularly important, as it will show that this activity is significantly different from past M&E activities and it will also be the time when the Division Supervisors can coordinate with the supervisors of the divisions they will be assigned to. Most importantly, it will be the time when all the Division Supervisors will accomplish the relevant forms needed for the activity. Related to this, please remind the identified monitors from your region of the following:

- a. Avail of the cheapest means of transportation and cheapest fare, if they should need to travel by airplane. Budget for the activity is tight and some Central Office accountants will join the orientation to explain the details of the finances for the activity.
- b. Bring a camera or a mobile phone with a camera of sufficient quality. Part of the data collection includes verifying the identity of the survey respondents, as well as referring back to official documents at a later date. Images captured during the M&E activity will be submitted to the BALS secretariat during debriefing.
- c. Bring the reference documents to be able to accurately respond to certain survey forms. It is understood that some of these documents may be bulky, but since the monitors will return to the orientation venue for debriefing, these documents can be left with the BALS secretariat while the monitors perform their duties in the field. Some of the possible documents (only for calendar year 2013) needed are:
 - a. Liquidation reports (all ALS activities) for DepEd and non-DepEd implementers
 - b. Payroll of transportation and teaching aid for DALSCs and MTs
 - c. Contracts of service providers
 - d. NCAs released
 - e. Liquidation of downloaded funds
 - f. Complete MIS 2010-2013 (all MIS forms for all districts per division, especially MIS Form 001)
 - g. Report on trainings attended by the ALS implementers (CO, RO, DO and District levels, as well as external training, if any)

Lastly, since the Division ALS Supervisors will be travelling to other divisions, the host divisions are requested to provide the following support to visiting monitors:

- a. Provide a designated District ALS Coordinator per division to serve as officer-in-charge of the visiting monitors. He or she is expected to coordinate with the visiting monitors as early as possible to arrange the details of the visit. This includes advance invitations for all ALS implementers in the division and logistical support in locating and going to identified individual respondents (learners and non-learners)
- b. Assign division accounting staff to accompany the visiting monitors for the processing of transportation and food allowances of the survey respondents. Visiting monitors may be able to bring a modest amount for snacks and transportation of survey respondents but they may not have enough time to deal with all the documentary requirements of disbursing government funds.
- c. Since there are time constraints for the M&E activity, it would be ideal *if the host divisions can help minimize the other non-essential activities of the visiting monitors*. It is understood that Filipinos are very welcoming of visitors, but hours spent on unnecessary speeches, feasts and visits will take away from the quality of the information gathered during this activity.

Expenses relative to the said activity such as transportation expenses and per diem are chargeable against BALS Funds, subject to the usual accounting and auditing rules and regulations. However, only transportation and per diem from Day 1-5 will be reimbursed upon the completion of the requirements. Transportation and per diem for Day 6 will be downloaded to the divisions.

Thank you for your continued support to the ALS programs and projects in your Region.

Very truly yours,

EDEL B. CARAG
Chief Education Program Specialist
OIC, Office of the Director IV

Annex 1. Prescribed Schedule for National Monitors

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
	ORIENTATION	MONITORING				DEBRIEFING
7:00-8:00				Travel Time to District 1	Travel Time to District 3	
8:00-9:00	Opening	Courtesy call, Briefing and Scheduling	Group Interview with Learning Facilitators (Form 3)	One-on-one Interview with Learner 1	One-on-one Interview with Learner 5	Submission of Forms
9:00-10:00	Overview of the study	One-on-one Interview with Accountant (Form 1)		One-on-one Interview with Learner 2	One-on-one Interview with Learner 6	Open Forum on Field Experience
10:00-11:00	Overview of New M&E Tools and Learner Survey	Group Interview with DALSCs and BPOSA Principals (Form 2)	Checking of Forms	One-on-one Interview with Non-Learner 1	One-on-one Interview with Non-Learner 3	
11:00-12:00			Group Interview with Learning Facilitators (Form 4)	Group Interview with Stakeholders (Form 4)	Group Interview with Stakeholders (Form 4)	
12:00-1:00	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break	Lunch Break
1:00-2:00	Tips for Field Survey	Group Interview with DALSCs and BPOSA Principals (Form 4)	Group Interview with non-contracted ALS implementers (Form 3)	Travel Time to District 2	Travel Time to District 4	
2:00-3:00		Group Interview with DALSCs handling learning sessions (Form 3)		One-on-one Interview with Learner 3	One-on-one Interview with Learner 7	
3:00-4:00	Accomplish Form 1	Checking of Forms	One-on-one Interview with Learner 4	One-on-one Interview with Learner 8		
4:00-5:00	Accomplish Form 2	Checking of Questionnaires	One-on-one Interview with Non-Learner 2	One-on-one Interview with Non-Learner 4		
5:00-6:00			Group Interview with Stakeholders (Form 4)	Group Interview with Stakeholders (Form 4)		

Travel Time and Coordination

Checking of Forms and Travel Time