



DepEd - Division of Catanduanes  
RECORDS SECTION

**RELEASED**

BY: S No: 638

DATE: 12 DEC 2024 TIME: 2:41

Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V - BICOL  
TANGGAPANG PANSANGAY NG CATANDUANES

11 December 2024

**DIVISION MEMORANDUM**  
No. 638 s. 2024

**SUBMISSION OF 2024 TRANSPORTATION AND TEACHING AID (TTA) ALLOWANCES  
DOCUMENTS OF ALTERNATIVE LEARNING SYSTEM (ALS) TEACHERS**

**To :** Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Public Schools District Supervisor/In-Charge of the District  
Elementary and Secondary School Heads  
ALS Teachers  
All Concerned

1. In preparation for the release of the SubARO and cash for 2024 Transportation and Teaching Aid (TTA) Allowances, and in reference to DepEd Memorandum No. 070, s. 2023, regarding the Provision of Transportation and Teaching Aid Allowances to Alternative Learning System (ALS) Teachers & DepEd-Engaged Community ALS Implementors starting Fiscal Year 2022 and subsequent years as well as Division Memorandum No. 544 s. 2024 outlining the Documentary Requirements for Claiming Transportation Allowances, this office hereby requests all ALS Teachers to submit the following required documents to Administrative Officers of Central School on or before December 20, 2024.

2. The following documents must be submitted as required attachments.

Name of Document	Month/s covered
1 original copy of Summary of Expenses ( <i>Enclosure No. 6 of DepEd Memorandum No. 070, s. 2023</i> )	January 2024 to May 2024
1 original copy of Accomplished Daily Time Record ( <i>DTR</i> )	January 2024 to May 2024
1 original copy of Certificate of Appearance ( <i>prepared monthly</i> )	January 2024 to May 2024
1 original copy of Monthly Accomplishment Report ( <i>old template</i> )	January 2024 to May 2024
1 original copy of Learners Attendance Sheet ( <i>old template</i> )	January 2024 to May 2024

3. As outlined in DepEd Memorandum No. 70, s. 2023, the transportation allowances and teaching aid allowances are intended to:

- Transportation Allowance: Cover the transportation expenses incurred by ALS teachers when reaching learners in underserved and unserved communities.
- Teaching Aid Allowance: Cover the costs associated with printing and reproduction of learning materials (e.g., modules, answer sheets, manipulative devices, and consumable learning supplies).

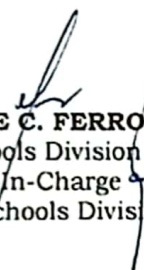
4. Please be guided of the signatories in the Summary of Expenses for the following districts:



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

District	Name of Signatory (EPSA)
Virac North	MARIA RITA SR. TABLATE Education Program Specialist II - ALS
Virac South	
San Andres East	
San Andres West	
Caramoran North	
Caramoran South	
Pandan East	
Pandan West	
Bato East	
Bato West	
San Miguel North	JANEGRACE T. TESORERO Education Program Specialist II - ALS
San Miguel South	
Baras North	
Baras South	
Gigmoto	
Panganiban	
Viga East	
Viga West	
Bagamanoc North	
Bagamanoc South	

- Please refer to Enclosure No. 1 for the process flow and take note of the specified dates. Kindly ensure that all required documents are complete, as incomplete submissions will not be processed.
- Immediate dissemination, guidance and compliance with this memorandum are highly appreciated.

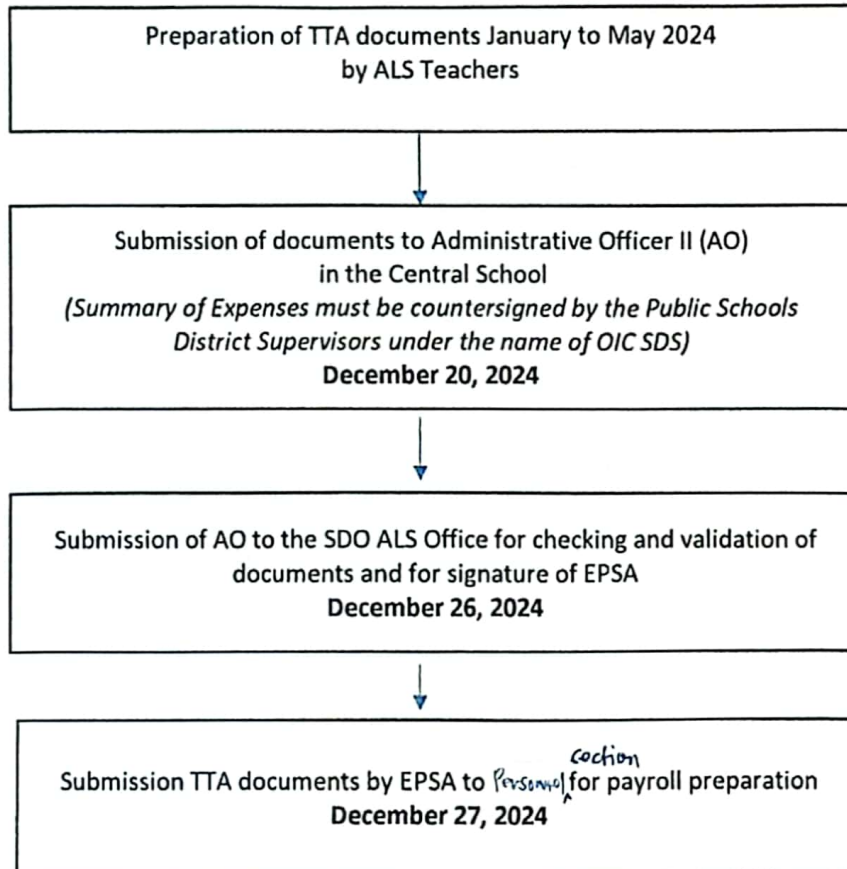
  
**CECILE C. FERRO**  
Assistant Schools Division Superintendent  
Officer-in-Charge  
Office of the Schools Division Superintendent



Republika ng Pilipinas  
Kagawaran ng Edukasyon  
REHIYON V - BICOL  
**TANGGAPANG PANSANGAY NG CATANDUANES**

Enclosure No. 1

**Process flow**



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www.depedrocatanduanes.com / www.catanduanes.deped.gov.ph