



Republika ng Pilipinas
Kagawaran ng Edukasyon

REHIYON V - BICOL

TANGGAPANG PANSANGAY NG CATANDUANES

October 27, 2024

DIVISION MEMORANDUM

No. 544 s. 2024

DOCUMENTARY REQUIREMENTS FOR CLAIMING TRANSPORTATION AND TEACHING AID ALLOWANCE (TTA) OF ALTERNATIVE LEARNING SYSTEM (ALS) TEACHERS

To: Assistant Schools Division Superintendent
Chiefs, CID & SGOD
Education Program Supervisors
Division ALS Focal Person, EPSA II
Public Schools District Supervisors
Elementary and School Heads
All Others Concerned

1. In December 2020, through the passage of Republic Act No. 115101 also known as the Alternative Learning System Act, the ALS in basic education was institutionalized. In recognition of the nature of the work of ALS teachers (mobile teachers and district ALS coordinators, or DALSCs), a specific provision for the grant of transportation and teaching aid allowances was included. In particular, Section 22 of the said Act states that: Notwithstanding the receipt of special hardship and cash allowances, ALS Teachers and Community ALS Implementors shall be entitled to their corresponding transportation and teaching aid allowances subject to guidelines that may be issued by the DepEd.

2. To ensure smooth processing of Transportation and Teaching Aid Allowance (TTA) claims for Alternative Learning System (ALS) teachers, here are the key instructions on documentary requirements:

a. Accomplished DTR (Daily Time Record)

Ensure that DTRs are completely and accurately filled out.

Have them signed by the concerned supervising authority to validate attendance and teaching hours.

b. Monthly Accomplishment Report (pls see attached template)

Include a detailed report on activities conducted, classes held, and other relevant engagements.

Make sure it reflects the actual classes conducted and includes any special events or ALS-related functions.

c. Learner Attendance Sheet (Pls see attached template)

Include signed attendance records for the learners, ideally with details for each session.

These records should match the claimed teaching hours.



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DepEd Virac - Region V - Catanduanes



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d. Certificate of Appearance (for Transportation Claims)

Provide a signed certificate that details travel distances, destinations, and purpose using the existing template for ALS.

For travels outside of regular areas, secure Locator Slip verified & approved by PSDS/In-charge of the District.

g. Summary of Expenses

Submit a summary sheet (Monthly and Yearly) listing transportation costs incurred using the prescribed template in Enclosure No. 6 to DepEd No. 70, s. 2023. Noted by the Division ALS Focal Person.

3. Ensure all documents are complete and submitted in an organized manner to avoid delays in processing. Keep copies of all submissions for your records.
4. For information, guidance and compliance.

CECILE C. FERRO

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

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Learner Attendance Sheet
for the Month of October, 2024

	Name of Learners	ALS Program	Actual Record of Learner's Attendance per Session												TOTAL no. of hrs	
			M	signature	T	signature	W	signature	TH	signature	F	signature	S	signature		S
1	Juana	BLP	4:00-5:30 PM		4:00-5:30 PM								4:00-5:30 PM			
2	Maria	BLP														
3		BLP														
12		BLP														
13		A & E (Elem)														
23		A & E (Elem)														
24		A & E (Elem)														
25		A & E (Elem)														
26		A & E (Sec.)														
27		A & E (Sec.)	1:20-1:40													
72		A & E (Sec.)														
73		A & E (Sec.)														
74		A & E (Sec.)														
75		A & E (Sec.)														

Prepared by:

ALS Teacher

NOTED:

PSDS

APPROVED:

Chief CID

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CLASS PROGRAM
for the Month of October , 2024

	Name of Learners	ALS Program	Schedule of Classes per ILA						TOTAL no. of hrs
			M	T	W	TH	F	S	
1	Juana	BLP	4:00-5:30 PM	4:00-5:30 PM				4:00-5:30 PM	
2	Maria	BLP							
3		BLP							
12		BLP							
13		A & E (Elem)							
22		A & E (Elem)							
23		A & E (Elem)							
24		A & E (Elem)							
25		A & E (Elem)							
26		A & E (Sec.)						8:00 - 10:00 AM	
73		A & E (Sec.)							
74		A & E (Sec.)							
75		A & E (Sec.)							

Prepared by:

ALS Teacher

NOTED:

PSDS

APPROVED:

Chief CID



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**ACCOMPLISHMENT REPORT
FOR THE MONTH OF _____**

DATE	KRA	OBJECTIVES	ACCOMPLISHMENT	RESULT

Prepared by:

ALS Teacher

Checked and reviewed by:

PSDS



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