




Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

MEMORANDUM

TO: **Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
PSDSs/OIC-PSDSs
Education Program Specialist II ALS
School Heads
ALS Teachers
Community ALS Implementors
All Others Concerned**

FROM:  **JOSE L. DONCILLO, CESO V
Schools Division Superintendent**

SUBJECT: **CONDUCT AN INVENTORY OF ALS COMMUNITY LEARNING
CENTERS (CLCs) IN SDO SORSOGON**

DATE: **August 2, 2022**

1. In reference to Joint Memorandum DM-CI-2022-231 entitled 'Conduct of Inventory of Alternative Learning System Community Learning Centers (CLCs) in the Schools Division of Sorsogon Offices', the Schools Division of Sorsogon through Curriculum Implementation Division – Alternative Learning System (CID-ALS) will conduct an inventory of CLCs in the 14 municipalities of SDO Sorsogon from September to November 2022.
2. The inventory shall check the learning centers' physical structure and location to ensure that DepEd is providing a safe, inclusive, and conducive learning environment for its learners.
3. The process consists of the following phases: Phase I is the orientation, Phase II is the Field Inventory and Phase III is the Finalization and submission of reports.
4. Attached are the procedures and standards, Field Enumerator's Contract of Service template, ALS Inventory Form, and ALS Inventory Tracker form.
5. Division orientation for the ALS Teachers and the Field Enumerators will be announced later.
6. For information and immediate dissemination of all concerned.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .

Email: sorsogon@deped.gov.ph

Website: depedsorsogon.com.ph



CIP 5461/21/05/1163

PROCEDURES AND STANDARDS

A. Terms of Reference of Field Enumerator

The Field Enumerator shall have the following Terms of Reference (TOR):

- a. Attend an orientation on the conduct of the ALS CLC Inventory to be organized by the SDO through the Division ALS Focal Person. The orientation shall include, but not limited to, the following:
 - i. Roles, responsibilities, and expected outputs and deliverables;
 - ii. Area of assignment;
 - iii. Team assignment;
 - iv. Use of ALS CLC Inventory Form;
 - v. Encoding of ALS CLC inventoried;
 - vi. Preparation and submission of reports;
 - vii. Schedule of work;
 - viii. Safety protocols and research ethics; and
 - ix. Other pertinent matters.
- b. Conduct the ALS CLC Inventory within the jurisdiction of the SDO, based on the area of assignment, team assignment and schedule determined by the SDO;
- c. Encode the ALS CLC inventoried on a daily basis;
- d. Ensure data security and back-up on a daily basis;
- e. Conduct data cleaning on a regular basis to fix, remove incorrect, duplicate, incomplete, corrupted data within the dataset;
- f. Prepare all accomplished ALS CLC Inventory Form for validation of the ALS Teacher, endorsement of the Division ALS Focal Person, and approval of the SDS;
- g. Prepare accomplished and duly signed ALS CLC Inventory Form to be sent by courier to the Bureau of Alternative Education (BAE) – Central Office;
- h. Answer all questions or clarifications by the SDO/CO on the ALS CLC Inventory conducted;
- i. Work together and collaborate with other Field Enumerator/s (when there is more than one (1) hired Field Enumerator in the SDO) to ensure the efficient and timely conduct of the inventory;
- j. Regularly report to and coordinate with the EPS II for ALS or the Division ALS Focal Person;
- k. Perform other tasks and functions related to the conduct of the ALS CLC Inventory as may be deemed necessary or assigned by the EPS II for ALS or Division ALS Focal Person.

B. Selection and Hiring of Field Enumerators and Nature of Engagement

- The Schools Division Office (SDO) shall hire Field Enumerators based on the following parameters:

Size of SDO	Number of Education Program Specialist II for ALS	EPS II for ALS to Field Enumerator/s Ratio	Number of Field Enumerator to be Hired
Small	1-2	1:1	1
Medium	2	1:2	2-4
Large	4 - 7	1:2	8-14
Very Large	9	1:2	18

The number of Field Enumerator/s to be hired by the SDO, following the above parameters.

- Applicants for Field Enumerators must meet the following qualifications:

- a. At least Senior High School graduate; or at least two (2) years in college;
 - b. Knowledgeable in using Microsoft Excel, Google Drive and Google Forms;
 - c. Has a laptop/iPad/tablet with the latest Operating System (OS), processor, at least 8GB of Random Access Memory (RAM), and with virus protection software/application;
 - d. Residing within the jurisdiction of the SDO;
 - e. In good physical condition; and
 - f. Willing to undergo orientation on the conduct of the ALS CLC Inventory and comply with the required research protocols.
- The Schools Division Superintendent (SDS) shall form a Selection/Screening Committee to effect the selection and hiring of Field Enumerators. Existing selection committees may be utilized.
 - The Division ALS Focal Person, with the assistance of the Education Program Specialist II for ALS (EPS II for ALS), shall coordinate with the SDS and the Division Personnel Unit to determine the schedule of the application process.
 - The SDO shall engage the services of Field Enumerator under Job Order, for three (3) months in consideration of the duration of the conduct of the ALS CLC Inventory, including encoding and preparing and submitting of reports. The engagement of services shall be subject to Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM) Joint Circular No. 1, s. 2017 (Rules and Regulations Governing Contract of Service and Job Order Workers in the Government), as amended by Joint Circular No. 1, s. 2018, and other existing and applicable DepEd policies, issuances, rules and regulations.
 - The Field Enumerator shall receive remuneration or compensation for services rendered amounting to Nineteen Thousand Pesos (19,000.00) per month. The work arrangement and schedule shall be determined by the SDO through the Division ALS Focal Person. In order to focus on the intended deliverables, the Field Enumerator shall sign a three-month output-based service contract with the SDO.

C. ALS CLC Inventory Team

- For the conduct of the ALS CLC Inventory, the team in the SDO shall be composed of the following personnel:
 - a. Division ALS Focal Person, as Supervisor;
 - b. Education Program Specialist II for ALS, as Team Leader;
 - c. ALS Teacher/s, as Member/s; and
 - d. Field Enumerator/s, as Member/s.
- The ALS CLC Inventory Team members shall have the following roles and responsibilities:

The **Division ALS Focal Person** as the Inventory Supervisor shall:

- a. Supervise the overall conduct of the ALS CLC Inventory in the SDO to quality assure the data collection and submission process;
- b. Coordinate with the SDS and the Division Personnel Unit to determine the schedule of the application process and hiring of Field Enumerators;
- c. Come up with a strategic Inventory Plan to conduct all activities related to the ALS CLC Inventory in the SDO in consideration of the COVID-19 Alert Levels System set by the national and local Inter-Agency Task Force for the Management of Emerging and Infectious Diseases (IATF), as well as the most recent DepEd rules

- and/or policies. The plan shall include the schedule, the partnering of Field Enumerator/s, and ALS Teacher/s depending on the area to be covered within the jurisdiction of the SDO;
- d. Organize an orientation meeting with the involved ALS Teachers and Field Enumerator/s on the prescribed guidelines on the conduct of the ALS CLC Inventory;
 - e. Meet the ALS CLC Inventory Team every start of the week to give the area of assignment to be covered for the week;
 - f. Monitor the data collection, cleaning and submission process;
 - g. Provide technical assistance to the EPS II for ALS as may be necessary;
 - h. Endorse the accomplished ALS CLC Inventory Form to the SDS;
 - i. Ensure that the funding requirement for the conduct of the ALS CLC Inventory is efficiently, effectively and strategically managed and utilized;
 - j. Coordinate with the concerned offices in the Division to set up a temporary office for the ALS CLC Inventory Team; and
 - k. Coordinate with the Regional ALS Focal Person or with the Bureau of Alternative Education (BAE) to provide report and update on the conduct of the inventory.

The BAE, shall make available to all Division ALS Focal Persons, the PowerPoint (PPT) template and script for the orientation, through Google Drive.

The **EPS II for ALS** as the Team Leader shall:

- a. Lead the members of the ALS CLC Inventory Team (ALS Teachers and Field Enumerator/s) in the conduct of the inventory within the jurisdiction of the SDO;
- b. Assist the Division ALS Focal Person in coordinating with the SDS and Division Personnel unit to determine the schedule of the application process and hiring of Field Enumerators;
- c. Assist the Division ALS Focal Person to organize an orientation meeting with the involved ALS Teachers and Field Enumerator/s on the prescribed guidelines on the conduct of the ALS CLC Inventory.
- d. Inform and update the ALS Teachers and Field Enumerator/s of the weekly schedule and area coverage of inventory, as determined in the Inventory Plan;
- e. Prepare all needed budgetary and administrative documents related to the conduct of the ALS CLC Inventory;
- f. Provide technical assistance and guidance to the ALS Teachers and Field Enumerator/s as may be necessary;
- g. Ensure that the Field Enumerator/s is/are provided with printed ALS CLC Inventory Forms;
- h. Oversee and quality assure the encoding by the Field Enumerator/s of data in the ALS CLC Inventory Google Forms; and
- i. Assist the Division ALS Focal Person in the preparation of reports and updates as may be required by the Regional ALS Focal Person or the BAE.

The Division ALS Focal Person or the Curriculum Implementation Division (CID) personnel assigned by the Schools Division Superintendent (SDS) may perform the above-mentioned roles and responsibilities in the absence of the EPS II for ALS.

The **ALS Teacher** as a Team Member shall:

- a. Partner with the Field Enumerator/s to conduct the ALS CLC Inventory in his/her area of assignment;
- b. Assist the Field Enumerator/s in the conduct of ALS CLC Inventory, such as but not limited to:
 - i. Coordinate with the concerned Schoolheads of schools where an ALS CLC is based;

- ii. Coordinate with concerned local officials (sitio or barangay) where an ALS CLC is based;
 - iii. Coordinate with the private owners of ALS CLCs;
 - iv. Assist and guide in navigating within and around the area/s covered by the inventory;
 - v. Assist in providing the Field Enumerator the needed data for the inventory (particularly for questions related to the learning activities held in the CBLC or SBLC).
- c. Validate all the information in the ALS CLC Inventory Form;
 - d. Attend the orientation meeting on the prescribed guidelines on the conduct of the ALS CLC Inventory;
 - e. Attend meetings related to the conduct of the ALS CLC Inventory, as may be scheduled by the Division ALS Focal Person;
 - f. Assist the EPS II for ALS in printing the ALS CLC Inventory form to be used in his/her area of assignment; and g. Coordinate with the EPS II for ALS regarding financial or administrative requirements related to the conduct of the inventory (e.g., letter of request to the school head, inventory – related expenses).

- The **Field Enumerator** as a Team Member shall:
- a. Be primarily responsible in collecting the ALS CLC data within the jurisdiction of the SDO;
 - b. Attend the orientation organized by the SDO on the prescribed guidelines in the conduct of the ALS CLC Inventory;
 - c. Work, collaborate, and coordinate with other Field Enumerator/s (for Medium to Very Large SDOs);
 - d. Work with an ALS Teacher assigned by the Division ALS Focal Person in the conduct of ALS CLC Inventory in schools or communities;
 - e. Use the specified ALS CLC Inventory tools (printed and online forms) in the conduct of the inventory; f. Create a specific Google Mail (Gmail) account which shall be used solely for the conduct of the ALS CLC Inventory – i.e., to encode in the Google Forms, and submit reports as may be required;
 - g. Encode on a daily basis the ALS CLC data collected using the prescribed Google form template;
 - h. Conduct on a regular basis, data cleaning to fix, remove incorrect, duplicate, incomplete, corrupted data within the dataset;
 - i. Ensure inventory number generated by the Google Form for each ALS CLC is entered on the print-based version of the completed ALS CLC inventory form;
 - j. Protect the integrity of the data collected including back-up of all data files on a daily basis;
 - k. Ensure that the prescribed data collection, submission and research protocols are strictly complied with;
 - l. Prepare and submit reports, all accomplished print-based ALS CLC forms to the EPS II for ALS or the Division ALS Focal Person; and
 - m. Regularly coordinate with and report to the EPS II for ALS or the Division ALS Focal Person in relation to the conduct of the inventory.

Conduct of ALS CLC Inventory in the SDO

Phase I – Orientation on the Inventory Guidelines and Inventory Tools, and Health and Safety Protocols

To ensure common understanding, uniformity and maintain the standards and quality of the conduct of the ALS CLC Inventory in the SDO, as well as, to comply with the required health and safety protocols set by the national and local Inter-Agency Task Force for the Management of Emerging and Infectious Diseases (IATF) and the most recent DepEd rules and/or policies, the SDO, through the Division

ALS Focal Person shall organize and conduct an orientation of the members of ALS CLC Inventory Team on the following:

- a. Prescribed guidelines, set herein;
- b. Use of ALS CLC Inventory tools – printed and online inventory forms (Google Forms). The template and Google link specific to each Region/SDO shall be provided by the BAE;
- c. Health and safety and research ethics protocols e.g., wearing of face masks, requirement to bring/ present vaccination/booster cards, data accuracy and data privacy;
- d. ALS CLC Inventory Plan which shall include schedules, team assignment, area assignment, reporting system;
- e. Processing of gathered data, such as but not limited to, encoding of inventoried ALS CLCs, backing-up and cleaning of data, and preparation and submission of reports;
- f. Financial and administrative arrangements;
- g. To ensure accountability in the conduct of the ALS CLC Inventory, the Field Enumerator **shall set up/create a specific Google Mail (Gmail) account/s which shall be specifically used to encode in the Google Forms, as well as, to submit reports as may be required.** The Gmail account shall be in the following format:
 - i. Schools Division Office. first and last name of Field Enumerator – number (if there is more than one (1) Field Enumerator hired by SDO) - @gmail.com (e.g., sorsogon.juandelacruz02@gmail.com);
- h. Roles and responsibilities of each ALS CLC Inventory Team member; and
- i. Other pertinent matters in relation to the conduct of the ALS CLC Inventory in the SDO.

The Division ALS Focal Person shall use the prescribed PPT template and script for the orientation. The Division ALS Focal Person, with the assistance of the EPS II for ALS shall submit to the Bureau of Alternative Education (BAE) the following:

- a. Name/s of Field Enumerator/s hired by the SDO.
- b. Gmail account to be used by the Field Enumerator e.g., SDO - Complete name of Field Enumerator – Gmail account.

The list must be duly signed by the Division ALS Focal Person, and the SDS, and shall be submitted to the BAE through email at bae.pqad@deped.gov.ph.

Phase II – Field Inventory of ALS CLCs and Encoding of Gathered Data

ALS CLC Inventory Tools

- A dedicated survey tool has been developed by the BAE for the purpose of the ALS CLC inventory. The tool will be available in both print and online versions.
- Google Forms (online) shall be the main data collecting and transmission tool in the conduct of the ALS CLC Inventory. The BAE shall provide the Google link to the inventory tool specific to every Region. All data on inventoried ALS CLCs shall be encoded in the Google Forms.
- Likewise, the BAE shall also provide a Portable Document Format (PDF) version of the Inventory Form, which shall be printed by the SDO for use by the Field Enumerator during the actual conduct of ALS CLC Inventory
- Field Enumerator shall use one (1) ALS CLC Inventory Form per one (1) ALS CLC. All fields are required to be filled out.
- The ALS CLC Inventory Form shall contain four (4) sections:
 - A. ALS CLC Profile which shall require the following information:**
 - a. Name of the ALS CLC;
 - b. Address;

- c. CLC ID (if any);
- d. Type and Sub- type of Learning Center (e.g., School-Based Learning Center [SBLC] or Community-Based Learning Center [CBLC]; standalone or shared; dedicated or not dedicated for use of ALS); and
- e. Ownership of the ALS CLC (land and building/structure).

B. Physical Profile which shall require the following information:-

- a. Size of SBLC or CBLC;
- b. Topographical Location;
- c. Safety and Security;
- d. Accessibility; and
- e. Sanitation and Hygiene.

C. Learning and Instructional Profile which shall require the following information:

- a. Number of ALS Teachers, Community ALS Implementors or Learning Facilitators using the Learning Center;
- b. Other personnel of the CBLC or SBLC;
- c. Number of Learners;
- d. ALS and Enrichment Programs offered;
- e. Learning Group Arrangement;
- f. Space for childcare for parents attending ALS classes;
- g. Other use of Learning Center;
- h. CBLC/SBLC operation hours
- i. Inclusivity and Equality practices;
- j. Furniture and fixtures available in the Learning Center; and
- k. Basic and Supplemental Learning and Teaching Equipment, Materials, and Device.

D. Linkages, Networking, and Sustainability which shall require the following information:

- a. Support to the Learning Center from the Department of Education, local community, Local Government Units (LGUs), government and non government agencies and institutions, Civil Society Organization, and private sectors;
- b. Advocacy and Social Mobilization (AdSocMob) activities;
- c. Funding Source;
- d. Sustainability of ALS and Enrichment Programs offered (e.g., Accreditation and Equivalency (A&E Assessment, Certification and ALS program exits of ALS learners; and
- e. Management of the ALS CLC.

The SDO shall print sufficient copies of the PDF version of the ALS CLC Inventory Form in a legal-sized (8.5 x 13 inches) paper (in color or in black and white).

Field Inventory

- For efficient time management, prior to doing the actual field inventory of ALS Learning Centers in a school (SBLC) or in a community (CBLC), advance coordination shall be done by the ALS Teacher in charge as partner of the Field Enumerator.
- For SBLC, coordination shall be done with the Schoolhead of the concerned school, and the ALS Teacher/s using the SBLC.
- For CBLC, coordination shall be done with the local officials, the owner of the CBLC (if not DepEd-owned), ALS Teacher/ Community ALS Implementor, or Learning Facilitator using the CBLC. 27.

- During the actual field inventory, the ALS Teacher, Community ALS Implementor, or Learning Facilitator shall be the main source of information/data needed in the ALS CLC Inventory Form. The Field Enumerator shall be the **ONLY ONE** to fill out the form
- For easier visibility of answers, the Field Enumerator shall use **BLUE pen/marker** in ticking the boxes or writing the answers on the ALS CLC Inventory Form. **ALL fields must be filled out.**
- The ALS Teacher shall assist the Field Enumerator in getting the needed data for the inventory (e.g., contextualize the inventory questions to fit the practices/situation in the CBLC/SBLC).
- After the conduct of the inventory in every CBLC/SBLC, the Field Enumerator shall sign the print-based ALS CLC Inventory Form and shall certify that all information provided in the inventory form is complete, true, and correct to the best of his/her knowledge.
- The ALS Teacher, shall likewise, affix his/her signature to certify that all information provided in the inventory form is validated and found to be complete, true and correct to the best of his/her knowledge.
- The Field Enumerator shall ensure that all ALS CLC Inventory Forms (filled and unfilled) are stored in weather-proof and safe folders.
- The Field Enumerator, using his/her Gmail account (specific for this inventory), shall encode in the Google Forms all ALS CLC Inventory Forms on a daily basis.
- Upon submission of every ALS CLC Inventory Form in the Google Forms, **an Inventory Number** shall be assigned to the ALS CLC (SBLC/CBLC) inventoried, with the following format:
 - Regional Office – Sequential Unique Number (e.g., ROX – 0042).

This shall be sent to the Gmail account used by the Field Enumerator to encode. Specifically, the email shall be: "The ALS CLC Inventory Number assigned to (SBLC or CBLC) (CLC Name), located in SDO (Name of SDO), is: (Inventory Number)."

The Field Enumerator shall ensure that the Inventory Number shall likewise be written in the provided field on the printed ALS CLC Inventory Form.

- **The Field Enumerator shall keep track of his/her inventoried ALS CLC. The ALS CLC Inventory Tracker shall be in Excel format (Attachment No. 6).** He/she shall also ensure that all gathered data are regularly backed-up. He/she shall likewise do a regular cleaning of data – i.e., fix, remove incorrect, duplicate, incomplete, or corrupted data within the dataset. The tracker shall be part of the report to be submitted by the Field Enumerator.
- The BAE, as the owner of the ALS CLC Inventory Google Forms, shall monitor the ALS CLC inventoried daily. Any incorrect, incomplete, or duplicate data shall be brought to the attention of the Field Enumerator/s for appropriate action.

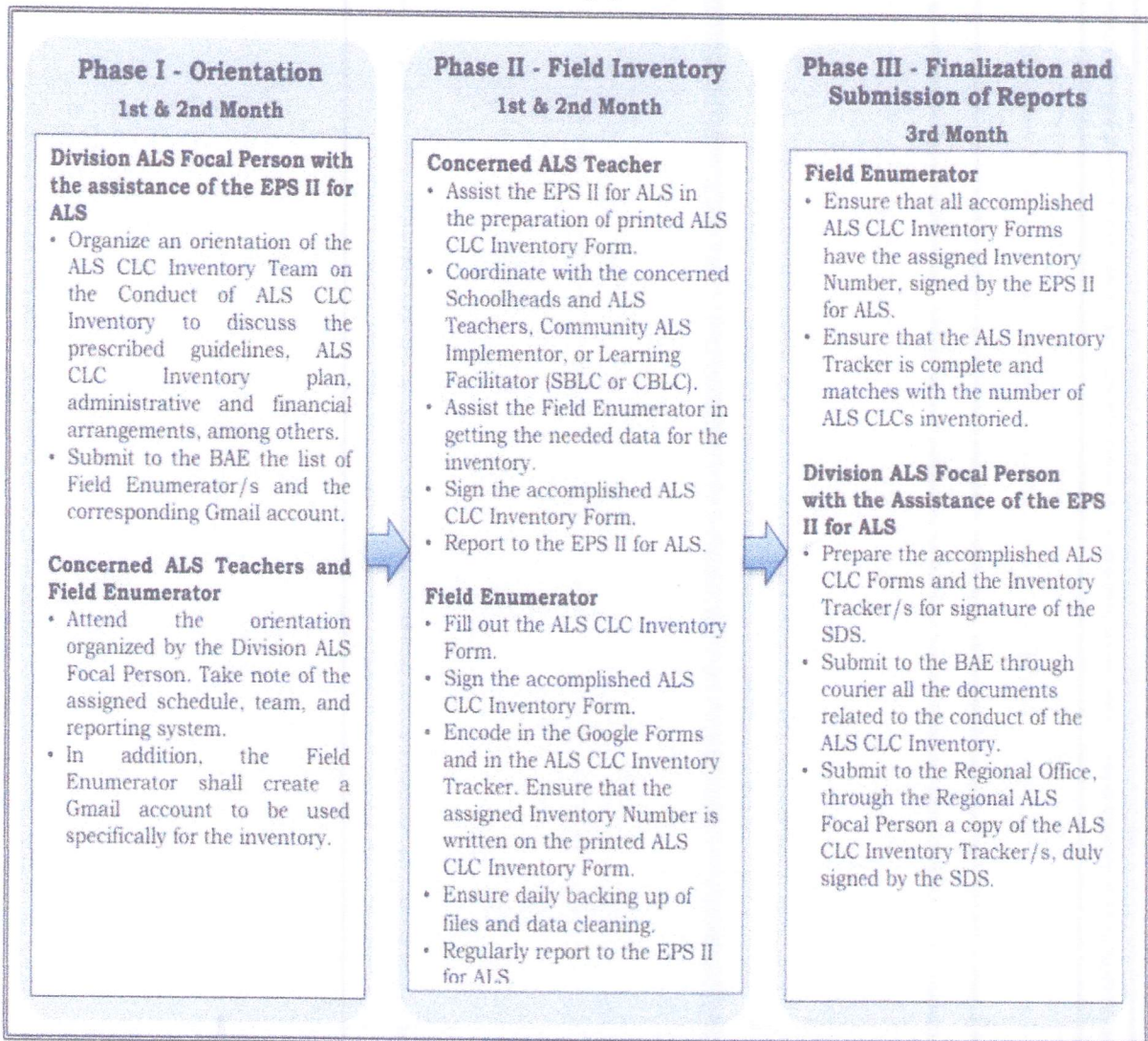
Phase III - Finalization, Preparation, and Submission of Reports and Supporting Documents in Relation to the Conduct of the ALS CLC Inventory

- After all ALS SBLC/CBLC in the SDO have been inventoried by the Field Enumerator/s, he/she shall finalize and prepare all gathered data and the supporting documents for submission.
- The Field Enumerator/s shall ensure the following:
 - ALS CLC Inventory Form**
 - a. All accomplished ALS CLC Inventory Forms have the assigned Inventory Number and duly signed by the Field Enumerator and the ALS Teacher; and

- b. Endorsed by the EPS II for ALS or the Division ALS Focal Person.

ALS CLC Inventory Tracker

- a. The ALS CLC Inventory Tracker is complete and matches the number of ALS CLC inventoried; and
 - b. Signed by the Field Enumerator, the EPS II for ALS or the Division ALS Focal Person, and approved by the SDS.
- The Division ALS Focal Person, with the assistance of the EPS II for ALS shall prepare all accomplished ALS CLC Inventory Forms and Tracker/s, duly signed by the SDS, for submission by courier to the BAE.
 - A copy of the ALS CLC Inventory Tracker/s shall also be forwarded to the Regional ALS Focal Person.
 - To illustrate the ALS CLC Inventory process:



Reporting and Monitoring

To ensure that proper implementation of this Guidelines and to maintain the standards on the conduct of the ALS CLC Inventory, reporting and monitoring shall be done at every governance level. The Schools Division Superintendent (SDS) shall be accountable for the overall conduct of the ALS CLC Inventory at the Division Level.

Schools Division Office

- The Curriculum and Implementation Division (CID), through the Division ALS Focal Person, with the assistance of the EPS II for ALS, shall lead and oversee the conduct of the ALS CLC Inventory in the SDO and shall be responsible for the following:
 - a. Supervise the overall conduct of the ALS CLC Inventory in the SDO to quality assure data collection and submission process;
 - b. Coordinate with the Schools Division Superintendent and the Division Personnel Unit in the application and hiring process of Field Enumerators;
 - c. Coordinate with other concerned offices (e.g., Budget and Accounting Unit) in the Division Office in relation to the conduct of the ALS CLC Inventory;
 - d. Come up with a strategic Inventory Plan to conduct all activities related to the ALS CLC Inventory in the SDO (e.g., schedule and work arrangement, partnering of Field Enumerator/s and ALS Teacher/s, coordination with concerned School heads, LGU officials, CBLC owners, ALS Teachers, Community ALS Implementors and Learning Facilitators);
 - e. Set up the ALS CLC Inventory Team in the SDO;
 - f. Conduct progress monitoring to ensure strategic conduct of the ALS CLC Inventory, as well as, the efficient fund utilization and timely submission of reports of the Field Enumerator/s;
 - g. Oversee and quality assure the encoding by the Field Enumerator/s of data in the ALS CLC Inventory Google Forms;
 - h. Consolidate reports submitted by the Field Enumerator/s for onward submission to the BAE and the RO;
 - i. Conduct orientation, provide coaching and technical assistance to the members of the ALS CLC Inventory Team; and
 - j. Ensure funding for the conduct of the ALS CLC Inventory in the SDO.

Contract of Service for Field Enumerator



Republic of the Philippines
Department of Education
Region _____
Division _____



CONTRACT OF SERVICE

KNOW ALL MEN BY THESE PRESENTS:

This Contract, made and entered into by and between:

The Department of Education, a government agency with office address at _____, herein represented by _____, Schools Division Superintendent, Division of _____ herein referred to as the "First Party",

-and-

Mr./Ms. _____, of legal age, Filipino and with residence address at _____, hereinafter referred to as the "Second Party".

- WITNESSETH -

1. That the First Party, in the exigency of the service, engages the services of the Second Party who shall perform work that cannot be performed by regular personnel of the First Party;
2. That the Second Party has signified his/her intention, to which the First Party has accepted, to provide the services needed by the latter;
3. That the Second Party hereby possesses the education, experience, training, skills and other qualifications and/or skills required to perform the job as described herein, as represented by the Second Party in his/her Personal Data Sheet, Curriculum Vitae, interview, and other qualification documents submitted to the First Party;
4. That the Second Party hereby attests that he/she is not related within the third degree of consanguinity or affinity to the appointing authority, recommending official, head of office, or any person exercising immediate supervision and/or representative of the First Party; that he/she has not been previously dismissed from government service by reason of an administrative offense; and that he/she has not already reached the compulsory retirement age of sixty-five (65);

5. That in view hereof, the Second Party is hereby contracted to render an **output-based service** as a **Field Enumerator** for the period _____ to _____, in consideration of the monthly rate of **NINETEEN THOUSAND PESOS (Php 19,000)**; subject to existing DepEd guidelines;
6. That the Second Party is expected to perform the following functions as **Field Enumerator to conduct the Alternative Learning System (ALS) Community Learning Center (CLC) Inventory in the SDO**:
 - i. Attend an orientation on the conduct of the ALS CLC Inventory to be organized by the SDO through the Division ALS Focal Person;
 - ii. Conduct the ALS CLC Inventory within the jurisdiction of the SDO, based on the area of assignment, team assignment and schedule determined by the SDO;
 - iii. Encode the ALS CLC inventoried on a daily basis;
 - iv. Ensure data security and back-up on a daily basis;
 - v. Conduct data cleaning on a regular basis to fix, remove incorrect, duplicate, incomplete, corrupted data within the dataset;
 - vi. Prepare all accomplished ALS CLC Inventory Forms for validation of the ALS Teacher, endorsement of the Division ALS Focal Person, and approval of the SDS.
 - vii. Prepare accomplished and duly signed ALS CLC Inventory Forms to be sent by courier to the Bureau of Alternative Education (BAE) – Central Office;
 - viii. Answer all questions or clarifications by the SDO/CO on the ALS CLC Inventory conducted.
 - ix. Work together and collaborate with other Field Enumerator/s (when there is more than one (1) hired Field Enumerator in the SDO) to ensure the efficient and timely conduct of the inventory;
 - x. Regularly report to and coordinate with the EPS II for ALS or the Division ALS Focal Person; and
 - xi. Perform other tasks and functions related to the conduct of the ALS CLC Inventory as may be deemed necessary or assigned by the EPS II for ALS or Division ALS Focal Person.
7. That the Second Party shall render an output-based service to the First Party and observe a work schedule to be agreed by both parties;
8. That it is understood that this contract does not create an employer-employee relationship between the First Party and the Second Party, that the services rendered hereunder are not considered and shall not be accredited as government service; and that the Second Party is not entitled to benefits enjoyed by the regular personnel of the First Party, unless otherwise provided by law;
9. That the Second Party shall observe the standards of personal conduct in the discharge and execution of functions/services in accordance with the Code of Conduct and Ethical Standards for Public Officials and Employees under RA 6713 adhere to DepEd guidelines pertaining to Field Enumerators;
10. That the Second Party shall hold and maintain the Confidential Information in strict confidence; and shall carefully restrict access by third parties without clearance from the authorized First Party office; and shall bind him/herself to comply with RA 10173 or the "Data Privacy Act of 2012" and relevant rules and regulations;

11. That the Second Party acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created and/or designed; and that the Second Party shall turn-over to the First Party any and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies); and

12. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, to be submitted fifteen (15) days prior to the termination of this contract.

IN WITNESS WHEREOF, both parties have hereunto set their hands this ___ day of _____, 2022 at _____, Philippines.

First Party

Second Party

Signed in the presence of:

Division ALS Focal Person

Administrative/Personnel Division Officer

ACKNOWLEDDGEEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF) S.S.

BEFORE ME, a Notary Public, for and in the above jurisdiction, personally appeared the following:

Name	Gov't. Issued ID No.	Date/Place Issued
_____	_____	_____
_____	_____	_____

are known to me as the same persons who executed the foregoing instrument and acknowledged to me that the same are their own free will and voluntary act and deed.

This instrument consists of _____ pages including this page wherein this acknowledgment is written, and is signed by the parties and their instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL, this _____ day of _____, 2022 at _____, Philippines.

Doc. No. : _____
Page No. : _____
Book No. : _____
Series of _____

Consolidated List of Field Enumerator/s Hired by the SDO to Conduct the ALS CLC Inventory



Republic of the Philippines
Department of Education
 Region _____
 Division _____



Consolidated List of Field Enumerator Hired by the SDO to Conduct the ALS CLC Inventory

No.	First Name	Middle Name	Last Name	Gmail account
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

Prepared by:

Approved by:

JOHNY J. SO
Division ALS Focal Person

JOSE L. DONCILLO, CESO V
Schools Division Superintendent

