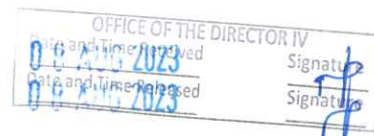


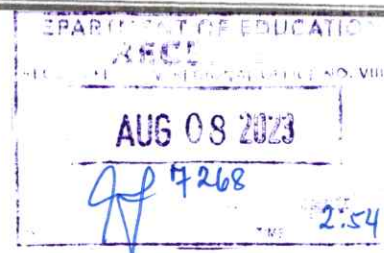


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Republic of the Philippines  
**Department of Education**  
 BUREAU OF ALTERNATIVE EDUCATION


Office of the Director  
 OM-BAE-OD-2023-00 421



**MEMORANDUM**

FOR : **REGIONAL DIRECTORS  
 SCHOOLS DIVISION SUPERINTENDENTS**

THROUGH : **REGIONAL AND DIVISION ALS FOCAL PERSONS**

FROM :   
**MARILETTE R. ALMAYDA**  
 Director IV  
 Bureau of Alternative Education

SUBJECT : **Submission of the Complete list of Alternative Learning System Teachers Eligible to Receive Transportation and Teaching Aid Allowances for Fiscal Year 2023**

DATE : 4 August 2023

The Bureau of Alternative Education (BAE), in coordination with the Finance Service and Planning Service, is preparing the Special Budget Request (SBR) to the Department of Budget and Management (DBM) to release the funds intended for the provision of the Transportation and Teaching Aid (TTA) allowances.

Part of the supporting document of the SBR is the **complete** list of ALS Teacher- recipients per Schools Division Office (SDO).

In relation to this, the Division ALS Focal Persons or the Education Program Specialists II for ALS (EPS II for ALS) are hereby directed to submit to the BAE the list of **ALL** ALS Teachers in their respective division, using the template in the link [http://bit.ly/TTA\\_list\\_of\\_teachers](http://bit.ly/TTA_list_of_teachers). The list must be duly signed by the Schools Division Superintendent (SDS).

To reiterate, **ALS Teachers** refer to Mobile Teachers and Full-time District ALS Coordinators (DALSCs).

Notes and instructions for accomplishing the template:

1. Access the Google Sheets template through the provided link, [http://bit.ly/TTA\\_list\\_of\\_teachers](http://bit.ly/TTA_list_of_teachers). **Only those submissions following the template shall be considered official submissions;**

2. Once the template opens, click on "File" in the top-left corner of the screen and select "Make a Copy" from the dropdown menu. Rename the copied sheet to your S Schools Division Office (SDO) name and then click "Make a Copy".
3. Accomplish the template by filling in the necessary information. If the encoding is done, you can print the sheet to have a physical copy for further processing and signatures.
4. After completing the list, have it signed by the respective Division ALS Focal Person, CID Chief, and Schools Division Superintendent. They will review and approve the document.
5. Once the list is signed and ready, scan the signed copy to create a digital version.

In the interest of time, the Division ALS Focal Persons are instructed to submit the final list, duly signed by their respective SDSs, which include the link to the Google Sheets documents as well as attach the scanned copy of the signed list to BAE through email at [bae.pqad@deped.gov.ph](mailto:bae.pqad@deped.gov.ph) **on or before August 14, 2023**, copy furnished to the Regional Office through the Regional ALS Focal Person.

For questions or clarifications, kindly contact **Mr. Jonathan B. Caracas**, Supervising Education Program Specialist (SVEPS) of BAE-Policy and Quality Assurance Division (PQAD), through email at [jonathan.caracas@deped.gov.ph](mailto:jonathan.caracas@deped.gov.ph) or through telephone number (02) 8636-3603.

Immediate dissemination of and strict compliance is directed.