



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

SPECIAL ORDER
 No. **012**, s. 2025

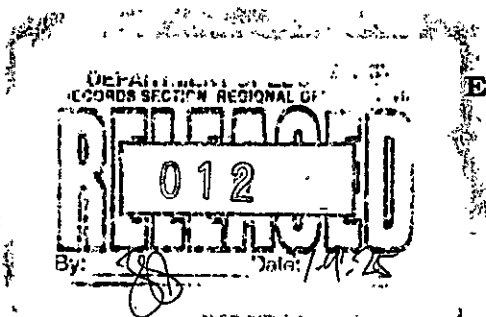
TO: Mr. JOSE R. PALLONES
 Contract of Service Employee
 CLMD-GEC

**SUBJECT: DESIGNATION AS ALTERNATIVE LEARNING SYSTEM (ALS)
 DATA CONSOLIDATOR**

DATE: July 7, 2025

1. In the exigency of the service, you are hereby designated as ALS Data Consolidator.
2. You are expected to perform the following duties and functions:
 - a. Gather and compile data from various sources;
 - b. Organize and standardize data formats;
 - c. Consolidate data into master reports;
 - d. Coordinate with field offices for data clarification;
 - e. Work with the Data Reviewer to validate accuracy and ensure data responsiveness;
 - f. Maintain an organized archive of raw and consolidated data;
 - g. Prepare preliminary data summaries and graphs;
 - h. Assist in the enhancement of data collection templates;
 - i. Uphold data privacy and security protocols; and
 - j. Does other related tasks.
3. This designation does not entail additional compensation and shall continue to be effective until further advice from this Office.
4. Please be guided accordingly.

Copy furnished:
 201 File



[Signature]
EVELYN R. FETALVERO, CESO III
 Regional Director

AD-PS-EDR



Address: Government Center, Candahug, Palo, Leyte
 Telephone No.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: region8.deped.gov.ph

Doc. Ref. Code	RO-AD-F085	Rev	00
Effectivity	01.09.25	Page	1 of 1

