



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.

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**EVELYN R. FETALVERO, CESO III**  
 Regional Director

AD-PS-EDR



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