



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **0230**, s. 2025

To: Schools Division Superintendents
All Other Concerned

REQUEST FOR DATA ON ALTERNATIVE LEARNING SYSTEM (ALS) TEACHER
LOCATION ASSIGNMENT

1. In line with Memorandum DM-CT-2025-046, *Request for Data on Alternative Learning System (ALS) Teacher Location Assignment*, this Office requests the submission of ALS Teacher Location Assignment data. This information will serve as a key reference for BHROD's review of the existing guidelines on Special Hardship Allowances.
2. Division ALS Focal Persons are requested to download the form and provide the required information via the following link: <https://bit.ly/CLCSHADB2025>
3. To ensure timely processing, please submit the required data on or before March 7, 2025, via email to bae.pgad@deped.gov.ph and upload it to <https://bit.ly/CLCSHADB2025Submit> for data storage. Additionally, kindly furnish a copy to the CLMD Office through the ALS Focal Person and enter the data at <https://tinyurl.com/CARAGA-CLC-AND-TA> for consolidation and endorsement by the Regional Director before final submission to BAE.
4. The uploaded PDF must be duly signed by the Schools Division Superintendent.
5. Please refer to the attached Memorandum for further details.
6. For inquiries, please contact Josephine Chonie M. Obseñares, Regional ALS Focal Person, at josephinechonie.obsenares@deped.gov.ph.
7. Immediate dissemination of this Memorandum is highly encouraged.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encls.: As stated
Reference: DM-CT-(2025-046)
To be indicated in the Perpetual Index
under the following subjects:

ALTERNATIVE LEARNING SYSTEM DATA REQUESTS

CLMD/jcmo
3/03/2025



Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (082) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



2025-03-03912

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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM

DM-CT-2025- 046

TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALS FOCAL PERSONS

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : REQUEST FOR DATA ON ALTERNATIVE LEARNING SYSTEM
(ALS) TEACHER LOCATION ASSIGNMENT

DATE : February 21, 2025

This is in reference to DepEd Memorandum No. DM-OUHROD-2025-0320, issued by the Bureau of Human Resource and Organization Development (BHROD) on February 6, 2025, requesting data on ALS Teacher Location Assignments. This data will serve as one of the key references in BHROD's review of the existing guidelines for the Special Hardship Allowance (SHA).

In line with this, the Bureau of Alternative Education (BAE) respectfully requests Regional ALS Focal Persons, through the Division ALS Focal Persons, to submit the required information following using the attached template and the attached Data Collection Procedures (Enclosures A and B) that can be accessed from <https://bit.ly/CLCSHADB2025>.

To facilitate timely processing, kindly submit the data on or before **March 7, 2025**, via email to bae.pqad@deped.gov.ph and <https://bit.ly/CLCSHADB2025Submit> for data storage.

For any inquiries or clarifications, please contact Mr. Mark Timothy O. Manaois of the Policy and Quality Assurance Division (PQAD) at mark.manaois@deped.gov.ph or via telephone at (02) 8636 3603.

For strict compliance.

Copy furnished:

MALCOLM S. GARMA

Assistant Secretary
Officer-in-Charge
Office of the Undersecretary for Operations



1/F Rizal Building, DepED Complex, Meralco Avenue, Pasig City, Philippines
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www.deped.gov.ph

- **Important Note:** A single teacher may be assigned to multiple CLCs, and a single CLC may have multiple teachers. Please record each teacher-CLC association separately. For assistance with obtaining Latitude and Longitude coordinates from Google Maps, please see the detailed instructions included in the Enclosure B of this memo or refer to the information available online.
3. **Submit the Data:**
- **Spreadsheet:** Upload the completed spreadsheet to the link provided below.
 - **Signed PDF:** Submit a signed PDF copy of the completed form to the link provided below. Please refer to Enclosure C for a sample PDF form.
 - **Submission Link:** <https://bit.ly/CLCSHADB2025Submit>
 - **Please submit on or before March 7, 2025.**

Enclosure A. Data Collection Procedures

Data Collection Instructions:

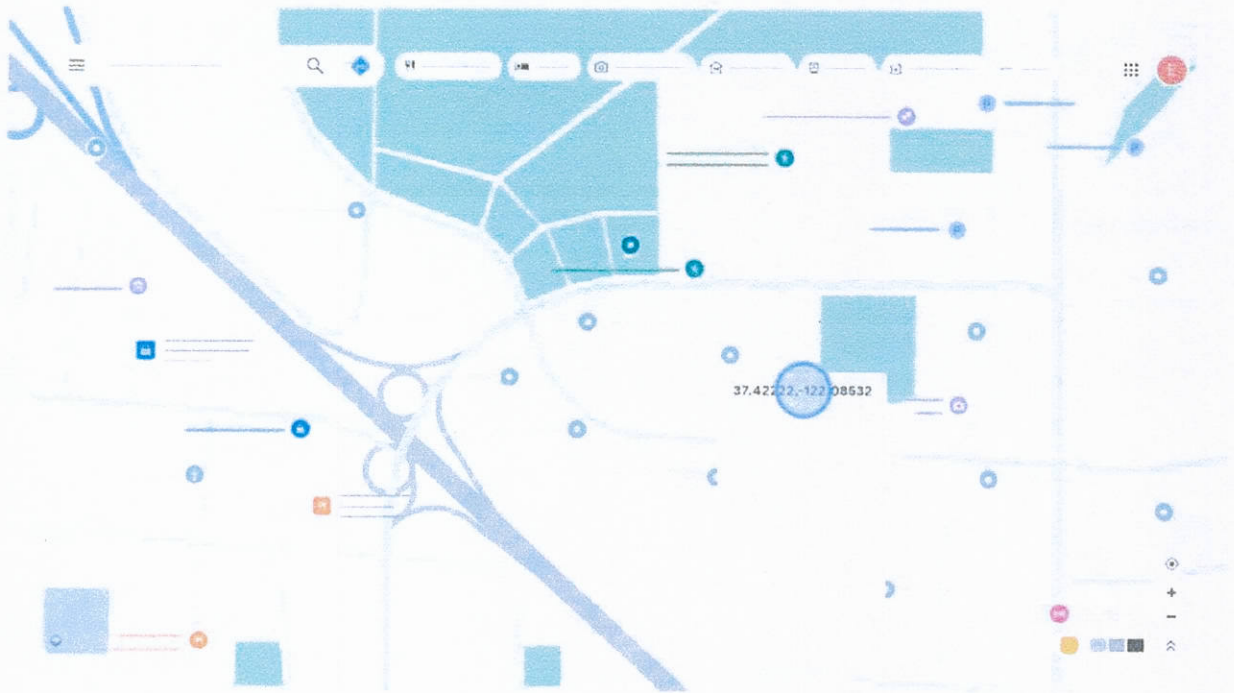
1. **Download the Template:** Please download the data template from this link: <https://bit.ly/CLCSHADB2025>.
2. **Complete the Template:** Provide the following information for each CLC and ALS Teacher. *Please ensure accuracy and completeness.*

Data	Additional Guide
a. Community Learning Center (CLC) ID	*from the DepEd Learner Information System
b. Community Learning Center (CLC) Name	*Please do not abbreviate. Spell out.
c. Community Learning Center Type	*Please indicate the Type from 1 to 5. Ex. 1
d. Community Learning Center (CLC) Location	*Choose between Community-based LC or School-based LC by writing CBLC or SBLC, respectively.
e. School ID	*If SBLC, write the school id, else, write N/A
f. School Name	*If SBLC, write the full school name else, write N/A.
g. Region	
h. Division	
i. Province	
j. City/Municipality	
k. Barangay	
l. Address	*include building no. and street. This is the specific address of the CLC beyond the other data from g. to k.
m. Latitude	*Please refer to Enclosure B.
n. Longitude	
o. Modes of Transportation going to the CLC	*place all possible modes (tricycle, van, jeep, boat, RORO, bus, & other transportation or process). Minimum would be walking.
p. Employee ID	*Employee ID refers to the number found in your DepEd ID card.
q. Employee No	*Employee No refers to the number found in your payslip.
r. Plantilla Code	If not available, write N/A.
s. Lastname (ALS Teacher)	Please leave blank, if not applicable.
t. Firstname (ALS Teacher)	
u. Middlename (ALS Teacher)	
v. Extension (ALS Teacher)	
w. Remarks/Status	*include other related hazards such as jail, civil war, tsunami prone area, landslide prone area, need to pass a river.

Enclosure B. Determining the Latitude and Longitude of the CLC or School.

Get the coordinates of a place in Google Maps

1. On your computer, open [Google Maps](#).
2. On the map, right-click the place or area.
 - A pop-up window appears. At the top, you can find your latitude and longitude in decimal format.
3. To copy the coordinates, click on the latitude and longitude.



Check your coordinates from the Google Maps:

- Use decimal degrees in the following format:
 - Latitude: 37.42222
 - Longitude: -122.08532
- Enter the latitude coordinate first before the longitude coordinate.
- Check that the first number in your latitude coordinate is between -90 and 90.
- Check that the first number in your longitude coordinate is between -180 and 180.

Id	Community Learning Center ID	CLC Type	CLC Location	School ID	School Name	Region	Division	Province	City/Municipality	Barangay	CLC Address	CLC Latitude	CLC Longitude	Mode of Transportation	Employee ID	Employee Name	Employee Address	Employee Phone	Employee Email	Employee Photo	Remarks
1	202411	CLC Type	CLC Location	School ID	School Name	Region	Division	Province	City/Municipality	Barangay	CLC Address	CLC Latitude	CLC Longitude	Mode of Transportation	Employee ID	Employee Name	Employee Address	Employee Phone	Employee Email	Employee Photo	Remarks
		CLC Type	CLC Location	School ID	School Name	Region	Division	Province	City/Municipality	Barangay	CLC Address	CLC Latitude	CLC Longitude	Mode of Transportation	Employee ID	Employee Name	Employee Address	Employee Phone	Employee Email	Employee Photo	Remarks
1	202411	CLC Type	CLC Location	School ID	School Name	Region	Division	Province	City/Municipality	Barangay	CLC Address	CLC Latitude	CLC Longitude	Mode of Transportation	Employee ID	Employee Name	Employee Address	Employee Phone	Employee Email	Employee Photo	Remarks
2	202411	CLC Type	CLC Location	School ID	School Name	Region	Division	Province	City/Municipality	Barangay	CLC Address	CLC Latitude	CLC Longitude	Mode of Transportation	Employee ID	Employee Name	Employee Address	Employee Phone	Employee Email	Employee Photo	Remarks
3	470333	CLC Type	CLC Location	School ID	School Name	Region	Division	Province	City/Municipality	Barangay	CLC Address	CLC Latitude	CLC Longitude	Mode of Transportation	Employee ID	Employee Name	Employee Address	Employee Phone	Employee Email	Employee Photo	Remarks
4	334045	CLC Type	CLC Location	School ID	School Name	Region	Division	Province	City/Municipality	Barangay	CLC Address	CLC Latitude	CLC Longitude	Mode of Transportation	Employee ID	Employee Name	Employee Address	Employee Phone	Employee Email	Employee Photo	Remarks
5	406036	CLC Type	CLC Location	School ID	School Name	Region	Division	Province	City/Municipality	Barangay	CLC Address	CLC Latitude	CLC Longitude	Mode of Transportation	Employee ID	Employee Name	Employee Address	Employee Phone	Employee Email	Employee Photo	Remarks

[Signature]

Proponent: ALEXANDER DELA CRUZ
EPS: 13415

Contact: 94383470
Email: alexanderdelacruz@epa.gov.ph

[Signature]

Reviewer: JOHANNES F. BALAGAS
ALS: 13415

Contact: 94383470
Email: johannesf.balagas@epa.gov.ph

[Signature]

Approver: ALBA JUANITA GARCIA
School Design Superintendent

Contact: 94383470
Email: alba.juanita.garcia@epa.gov.ph

Community Learning Center and Teacher Assignment Data Collection

[illegible]