



Republic of the Philippines  
**Department of Education**  
REGION XI  
SCHOOLS DIVISION OF DAVAO DEL NORTE

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**  
CID-2025-0294

To: Janette G. Veloso, CESO VI - Assistant Schools Division Superintendent  
Eduard C. Amoguis, EdD. Chief, Curriculum Implementation Division  
All Public Schools District Supervisors

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

Date: March 5, 2025

1. Relative to Regional Memorandum CLMD – 2025-127 dated March 3, 2025 regarding the Request for Data on Alternative Learning System (ALS) Teacher Location Assignments. This data will serve as one of the key references in Bureau of Human Resource and Organization Development (BHROD's) review of the existing guidelines for the Special Hardship allowance (SHA).
2. In line to this, the Division Office requests all ALS Teachers to submit the required information using the attached template that can be accessed through <https://bit.ly/CLCSHADB2025> on or before March 7, 2025.
3. All other details in this Memorandum are in the enclosure.
4. All are encouraged to continuously support and value equality and diversity in all activities related to their endeavor.
5. Immediate dissemination of this memorandum is desired.

**REYNALDO B. MELLORIDA, CESO V**  
Schools Division Superintendent

3-6-25  
f

CID/nbg

for Request for Data on Alternative Learning System (ALS) Teacher Location Assignment



Address: Mankilam, Tagum City, Davao del Norte  
Telephone Number: (084) 216 0188  
Email Address: [depeddavnor.sdo@deped.gov.ph](mailto:depeddavnor.sdo@deped.gov.ph)  
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Republic of the Philippines  
**Department of Education**  
DAVAO REGION

46523

March 3, 2025

REGIONAL MEMORANDUM  
CLMD-2025-127

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

To: Schools Division Superintendents

1. This is in pursuance to DepEd Memorandum DM-CT-2025-046, regarding the request for data on ALS Teacher Location Assignments. This data will serve as one of the key reference in BBHROD's review of the existing guidelines for the Special Hardship Allowance (SHA).
2. Relative to this, the Bureau of Alternative Education (BAE) requests the Regional ALS Focal Person through the Division ALS Focal Persons to submit the required information using the attached template that can be accessed through <https://bit.ly/CLCSHADB2025> on or before **March 7, 2025** via email to [bae.pqad@deped.gov.ph](mailto:bae.pqad@deped.gov.ph) and <https://bit.ly/CLCSHADB2025Submit>.
3. For further queries and clarifications, contact Dr. Maricel S. Langahid, EPS/ Regional ALS Focal Person through [maricel.langahid@deped.gov.ph](mailto:maricel.langahid@deped.gov.ph).
4. All other details in this Memorandum are in the enclosure.
5. Immediate dissemination and strict compliance of this Memorandum is directed.

**ALLAN G. FARNAZO**  
Director IV

DEPARTMENT OF EDUCATION - DAVAO  
RECORDS SECTION  
**RELEASED**

Enclosed: As Stated  
ROC6/msl

By: 

March 04, 2025  
46523

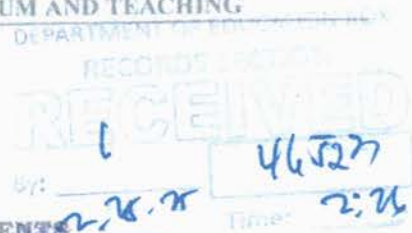


Republic of the Philippines  
**Department of Education**


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](mailto: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](mailto: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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**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)	<ul style="list-style-type: none"> <li>• Please leave blank, if not applicable.</li> </ul>
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.

- **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.**

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.

