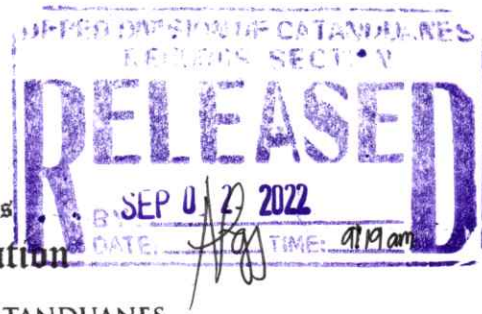




Republic of the Philippines  
Department of Education  
REGION V

SCHOOLS DIVISION OFFICE OF CATANDUANES



**MEMORANDUM**

CID-UM-08-30-22/ABC

**TO :** Asst. Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary & Secondary School Heads/OIC's  
All Others Concerned

**FROM :** **SUSAN S. COLLANO**   
Schools Division Superintendent

**SUBJECT :** **HIRING OF ALTERNATIVE LEARNING SYSTEM COMMUNITY  
LEARNING CENTER FIELD ENUMERATORS**

**DATE :** August 30, 2022

1. Pursuant to Joint Memorandum DM-CI-2022-231, the DepEd through the Curriculum and Instruction Strand and the Bureau of Alternative Education (BAE), announces the conduct of an Inventory of the Alternative Learning System (ALS) Community Learning Centers (CLCs) in the Schools Division Offices (SDOs).
2. Anent to this, SDO Catanduanes is allotted **four (4) field enumerators** to be hired under Job Order for three (3) months in consideration of the duration of the conduct of the ALS CLC Inventory, including encoding and preparing and submitting of reports with a monthly rate of nineteen thousand pesos only (Php19,000.00)
3. The Field Enumerator shall have the following Terms of Reference (TOR):
  - a. Attend an orientation on the conduct of the ALS CLC Inventory to be organized by the SDO through the Division ALS Focal Person. The orientation shall include, but not limited to, the following:
    - i. Roles, responsibilities, and expected outputs and deliverables;
    - ii. Area of assignment
    - iii. Team assignment
    - iv. Use of ALS CLC Inventory Form
    - v. Encoding of ALS CLC inventoried
    - vi. Preparation and submission of reports
    - vii. Schedule of work





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- viii. Safety protocols and research ethics and other pertinent matters.
  - b. Conduct the ALS CLC Inventory within the jurisdiction of the SDO, based on the area of assignment, team assignment and schedule determined by the SDO,
  - c. Encode the ALS CLC inventoried on a daily basis.
  - d. Ensure data security and back-up on a daily basis;
  - e. Conduct data cleaning on a regular basis fix, remove incorrect, duplicate, incomplete, corrupted data within the data set.
  - f. Prepare all accomplished and duly signed ALS CLC Inventory Form for validation of the ALS Teacher, endorsement of the Division ALS Focal Person, and approval of the SDS;
  - g. Prepare accomplished and duly signed ALS CLC Inventory Form to be sent by the courier to the Bureau of Alternative Education (BAE) Central Office;
  - h. Answer all questions or clarifications by the SDO/ CO on the ALS CLC Inventory conducted:
  - i. Work together and collaborate with other Field Enumerator/s when there is more than on (1) hired Field Enumerator in the SDO to ensure the efficient and timely conduct of the inventory;
  - j. Regularly report to and coordinate with the EPS II for ALS or the Division ALS Focal Person;
  - k. Perform other tasks and functions related to the conduct of the ALS CLC Inventory as may be deemed necessary or assigned by the EPS II for ALS or Division ALS Focal Person.
4. Applicants for Field Enumerators must meet the following qualifications:
- a. At least Senior High School graduate, or at least two (2) years in college;
  - b. Knowledgeable in using Microsoft Excel, Google Drive and Google Forms;
  - c. Has a laptop/ iPad/ tablet with the latest Operating System (OS), processor, software/ application;
  - d. Residing within the jurisdiction of the SDO;
  - e. In good physical condition; and
  - f. Willing to undergo orientation on the conduct of the ALS CLC Inventory and comply with required research protocols.
5. Interested applicants shall submit documents in one (1) folder (with tabbing, following the arrangement of the requirements as listed below) and should be stamped "received" at the Records Section and submit to Personnel Section **on or before 5PM of September 9, 2022.**



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1. Letter of Intent
  2. Omnibus Certification of Authenticity & Veracity of Documents duly notarized ( can be downloaded thru [bit.ly/OmnibusCOAV](http://bit.ly/OmnibusCOAV))
  3. Personal Data Sheet (CS Form 212, Revised 2017) together with the Work Experience Sheet
  4. Transcript of Records/Diploma
  5. Certificate of Training attended related to the position
  6. Certificate of Residency/Voter's ID
  7. Medical Certificate
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6. Applicants should bring their original documents on the day of evaluation.
  7. Schedule of Assessment/evaluation will be announced in a separate memorandum.
  8. Please be advised accordingly.

