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Department of Education


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2015 GUIDELINES ON THE ABOT-ALAM PROGRAM

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Regional Directors
Schools Division Superintendents
Heads, Public Elementary and Secondary Schools
All Others Concerned

1. In line with the objective of achieving the Education for All (EFA) targets and Millennium Development Goals (MDG), the Department of Education (DepEd) announces the implementation of the *Abot-Alam* Program. *Abot-Alam* is a convergence program that is being undertaken by a consortium of various national government agencies, and non-government organizations (NGOs) and institutions under the leadership of DepEd and the National Youth Commission (NYC). It is a national strategy to locate the out-of-school youth (OSY) nationwide who are 15 to 30 years old and who have not completed basic/higher education or who are unemployed, and to mobilize and harmonize programs which will address these OSYs' needs and aspirations.
2. *Abot-Alam* Program aims to reach one million OSYs in 2014 and one million in 2015 and to provide them with appropriate interventions on education, entrepreneurship, or employment.
3. In support to this commitment, the enclosed **2015 Implementing Guidelines on the *Abot-Alam* Program** is hereby issued as enclosure to this DepEd Order. An annual budget shall be provided to all regions and divisions for effective program implementation subject to the guidelines on the availment, release, utilization and liquidation thereof.
4. For more information, all concerned may contact the **Office of the Undersecretary for Partnerships and External Linkages- Abot-Alam Secretariat**, 5th Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City at telephone no.: (02) 638 8639.
5. Immediate dissemination of and strict compliance with this Order is directed. All other guidelines/issuances related to Abot-Alam are hereby rescinded.


BR. ARMIN A. LUSTRO FSC
Secretary

Encl.: As stated
Reference: DepEd Order: No. 17, s. 2014
To be indicated in the Perpetual Index under the following subjects:

FUNDS
POLICY

PROGRAMS
STUDENTS

(Enclosure to DepEd Order No. 17, s. 2015)

IMPLEMENTING GUIDELINES ON THE ABOT-ALAM PROGRAM

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IMPLEMENTING GUIDELINES ON THE ABOT-ALAM PROGRAM

1.0 Background and Purpose

- 1.1 Abot-Alam is a nationwide convergence program of various national government agencies and non-government organizations and institutions under the leadership of the Department of Education (DepEd) and the National Youth Commission (NYC) with the vision of helping our out-of-school youth (OSY) through opportunities for education, entrepreneurship, and employment. It is a national strategy to organize efforts in integrating programs for the OSYs who are 15 to 30 years old and who have not yet completed basic or higher education and are currently not in school, whether employed or unemployed.
- 1.2 The Abot-Alam consortium is also composed of other agencies and organizations which expressed commitment to achieve the goals of the Program such as the Department of Agriculture (DA), Department of Agrarian Reform (DAR), Department of Environment and Natural Resources (DENR), Department of Health (DOH), Department of Interior and Local Government (DILG), Department of Labor and Employment (DOLE), Department of Science and Technology (DOST), Department of Social Welfare and Development (DSWD), Armed Forces of The Philippines (AFP), Commission on Higher Education (CHED), National Anti-Poverty Commission (NAPC), National Economic and Development Authority (NEDA), Presidential Commission for the Urban Poor (PCUP), Technical Education and Skills Development Authority (TESDA), Arnold Janssen Catholic Mission Foundation, Inc. (AJCMFI), Catholic Media Network (CMN), De La Salle Philippines (DLSP), Philippine Center for Entrepreneurship – Go Negosyo, RockED Philippines, Sandiwaan Center for Learning (SCL), SEAMEO INNOTECH, SMART Communications, Inc., Union of Local Authorities of the Philippines (ULAP), League of Provinces of the Philippines (LPP), League of Cities of the Philippines (LCP), League of Municipalities of the Philippines (LMP), Liga ng mga Barangay sa Pilipinas (LnB), Philippine Councilors' League (PCL), and National Movement of Young Legislators (NMYL), among others.
- 1.3 More specifically, the Program aims to: a) create a comprehensive database of OSYs in the country by organizing a barangay OSY targeting system; b) unify the efforts and resources of all agencies and organizations directed to solving the problem of OSY in the country; and c) ensure that all OSYs have access to programs and services of different agencies and organizations.
- 1.4 Abot-Alam has two major components: a) Data Gathering; and b) Program Intervention. Through data gathering, all barangays in the country shall be surveyed and pertinent data of OSYs shall be documented. The output of this component is an OSY database at the barangay, municipal, city, provincial and national levels. Based on the database, OSYs shall be provided with relevant programs of intervention through the Alternative Learning System (ALS) programs or Alternative Delivery Modes (ADM) of

DepEd, OSY programs of LGUs and NGOs, livelihood and skills training of TESDA and DTI, higher education scholarships of colleges and universities through CHED, and employment through DOLE, among others. The endpoints of these interventions are education, employment, and entrepreneurship. With the tagline “No Filipino youth is left behind,” this program aims to reach at least 1 million OSYs from 2014 to 2015 and provide them with appropriate interventions in education, entrepreneurship, or employment.

- 1.5 In order to strengthen and sustain the gains of the Program particularly in responding to the needs of the out-of-school youth in terms of basic education, the Abot-Alam Program Fund shall be provided by DepEd to 17 Regions nationwide.
- 1.6 These guidelines shall detail the implementation of Abot-Alam Program under the education track, specifically through ALS. For OSYs who will opt to avail of ADM such as Modified In-School/Off-School Approach, Open High School Program and other locally initiated ADMs, existing policies and standards on ADM shall prevail.

2.0 Definition of Terms

For purposes of these guidelines, the following terms shall be construed to mean as follows:

- 2.1 Out-of-School Youth (OSY)- refers to individuals aged 15 to 30 years old who:
 - a. Have not yet finished basic education and are currently not in school, whether employed or unemployed;
 - b. Have not yet finished higher education and are currently not in school, whether employed or unemployed.
- 2.2 OSYs Mapped - refers to OSYs who have been mapped and registered in the Abot-Alam database either through the household targeting done by the local DepEd or barangay, or online through the Abot-Alam website.
- 2.3 OSY-Turned-Learners- are those who were registered in Abot-Alam and have been officially enrolled in ALS or in schools under ADM. This term may also be used to refer to those who have already been actually enrolled or registered in other programs offered under the entrepreneurship and employment tracks.
- 2.4 Accreditation and Equivalency (A&E) Program – is a nonformal education certification program for the out-of-school children, youth and adults that recognizes prior learning. It offers elementary and secondary education equivalent to that of the formal basic education.

- 2.5 ALS Partner – refers to an individual or group, organization and agency (e.g. LGUs, NGOs, private institutions/companies, religious groups, etc.) that implements ALS programs in different areas using their own resources and/or that provides technical assistance or other resources in support of ALS programs at any level.
- 2.6 Alternative Delivery Modes (ADM) – refers to the nontraditional education program which applies a flexible learning philosophy and a curricular delivery program. ADMs may be utilized in both public elementary and secondary schools to address the learning needs of the marginalized students who are at risk of dropping out.
- 2.7 Alternative Learning System (ALS) – is a parallel learning system to provide a viable alternative to the existing formal education instruction. It encompasses both the nonformal and informal sources of knowledge and skills.
- 2.8 Basic Literacy Program (BLP) – is a community-based program for non-literate out-of-school children, youth, and adults to acquire basic reading, writing and numeracy skills or the ability to read with comprehension, write simple messages and solve simple numeracy problems.
- 2.9 Community Learning Center (CLC) – is also called “Punlaan ng Karunungan” which is similar to a school. It serves as a learning hub in the community, a center for skills development and a community facility for local events.
- 2.10 Informal Education (InfEd) Program – is an informal education program of ALS for the out-of-school children, youth, and adults that offers skills/livelihood training or short interest-based courses for personal or community development and/or employment.
- 2.11 Multi-sectoral Local Alliance – refers to the consortium composed of government and non-government agencies/organizations and other stakeholders that expressed commitment to achieve the goals of the Program. There will be a national multi-sectoral alliance led by DepEd and NYC. There will also be provincial and city multi-sectoral alliances that will support the Program on the ground.

3.0 Coverage

- 3.1 Seventeen (17) Regions and their respective Division Offices shall be covered by the Abot-Alam Program for Fiscal Year 2015.

4.0 Abot-Alam Program Implementation Guidelines and Procedures

Abot-Alam has the following program components: The major component under the “Getting Organized” phase is the Advocacy and Social Mobilization. This includes the Convening of the Multi-sectoral Local Alliance, Data Gathering, Mapping of Programs for OSY, Program Matching, and Initial Data Reporting. For

the “Getting Started” phase, components include the Enrollment/Referral of Abot-Alam registered OSYs, Deployment of Teachers, Capacity Building of Teachers, Provision of Learning Materials, Orientation of Abot-Alam Enlisted Learners and their Families, and Initial Assessment. The components under the “Getting It Done” phase are the Program Intervention and the Learner Assessment and Certification. Abot-Alam Program also includes Monitoring & Evaluation (M&E) and Program Management and Assessment. The following provisions shall detail the operationalization of each component:

4.1 Getting Organized

4.1.1 Convening of the Multi-sectoral Local Alliance

- a. The Schools Division Office (SDO), in cooperation with Local Government Units (LGU) shall convene a multi-sectoral local alliance composed of government and non-governmental agencies/organizations and other stakeholders.
- b. The local alliance shall come up with a specific plan of action based on the major components of the Abot-Alam Program.
- c. The commitment of agencies, relevant organizations, and other stakeholders alongside the action plan, shall be formalized through a Memorandum of Agreement or Understanding (MOA/MOU) among them.

4.1.2 Data Gathering/Community Mapping

- a. With the leadership of the LGU, barangay officials, Public School District Supervisors (PSDS) and Principals/School Heads, the Mobile Teachers, District ALS Coordinators (DALSC) and other volunteers shall conduct data gathering activities to map the households in all barangays and record information of OSYs using the Abot-Alam Registration Form (Annex 1 of DO 17 s 2014). The Abot-Alam Facilitator shall encode the accomplished registration form in Excel format and furnish Division Abot-Alam Coordinator with an electronic copy. The output of the data gathering will be a list of OSYs per barangay, with all the information necessary to assess their needs.
- b. Data on children 14 years old and below and adults above 30 years old who are out-of-school and have not yet finished basic education may be included in the mapping but will be enlisted in the existing ALS data collection processes instead of the Abot-Alam national database.
- c. Existing enrollees of ALS programs need NOT be included in the Abot-Alam OSY database.

- d. Mapping of OSYs shall be done continuously until all barangays have been covered and all OSYs have been registered to the program. Local Government Units (LGU) shall have the main responsibility of conducting OSY data gathering/mapping activities in their respective barangays, with the assistance of DepEd. Corresponding Memorandum Circulars shall be issued by concerned Agency (DILG) regarding this matter.
- e. Community Mapping shall still be an integral part of all ALS Learning Facilitators' advocacy and social mobilization activities.
- f. A set of guidelines specific to updating and managing the Abot-Alam national database, including its relation to the existing Learner Information System, will be issued by the CO as additional reference of ROs and SDOs.

4.1.3 Mapping of Programs for OSY

- a. The SDO, in consultation with all participating agencies and organizations shall map all the programs of intervention that these groups offer for the OSYs. This will determine the relevant programs available for the OSYs during the program intervention phase.

Below is the table showing examples of programs currently being offered by various agencies and organizations which are available for OSYs:

Agency/Organization	Nature of Program
DTI	Entrepreneurship assistance – market linkages, product development
DOLE	Job placement assistance, group loans for small businesses
TESDA	Skills training with National Certification (NC)
AFP	Deployment of para-teachers to conflict-affected areas, agri-fishery projects for OSYs
DAR	Skills training for OSYs in agrarian reform communities
DOST	Community e-centers, product development
DSWD	Literacy program in 4Ps communities
Sandiwaan Center for Learning	E-learning for literacy and employment
Consuelo Foundation	Funding for OSY programs
Ramon Aboitiz Foundation	Leadership development program for OSYs
Don Bosco	Schools, scholarships that can be made available to OSYs
Magbassa Kita Foundation	Adult literacy in ARMM areas

Higher Education shall be included as one of the offerings of partner colleges, universities, agencies, organizations, or groups under the Education track.

4.1.4 Program Matching

- a. After data gathering, the SDO shall conduct the process of matching the OSYs' needs obtained from the OSY database and the availability of programs applicable for the targeted learners. The goal is to ensure that each OSY(15 to 30 years old) registered in the Abot-Alam Program is enrolled in at least one program.
- b. Data on OSYs matched with available programs shall be prepared for necessary coordination between and among the service providers. Program interventions shall be categorized into 3 tracks, namely:
 - i. Education programs (basic and higher education)
 - ii. Entrepreneurship or skills training and development programs
 - iii. Employment or livelihood programs
- c. Matching shall be done through the convergence of all participating agencies/organizations and shall be spearheaded by the DO and the LGU.

4.1.5 Data Reporting

- a. After the data gathering/community mapping activity, all SDOs shall accomplish the Abot-Alam Data Gathering Report Sheet (see Annex 4 of DO 17 S 2014) and submit the same to their respective Regional Offices(RO) for consolidation within the first week of September every year.
- b. The said consolidated report shall be submitted by the RO to the Central Office (CO)within the second week of September, every year.
- c. The consolidated report shall be used as basis of the CO in the allocation and downloading of funds to ROs/SDOs for the following year.

4.2 **Getting Started**

4.2.1 Enrollment/Referral of OSYs

- a. For OSYs who prefer to return to school, their enrollment shall be facilitated either by the ALS Mobile Teacher, the DALSC, the Abot-

Alam Facilitator at the ALS CLC, or by the teacher in-charge of ADM at the public elementary or secondary school.

- b. For OSYs who prefer to enroll in the programs of ALS, they shall be issued a Learner Reference Number (LRN) through DepEd's Learner Information System (LIS). Existing DepEd guidelines and procedures in the registration of learners into the LIS shall be strictly followed.
- c. For OSYs who prefer to proceed to higher education or to pursue the entrepreneurship and employment tracks, they shall be referred to TESDA, CHED, DOLE or to other partner agencies and organizations that offer various OSY programs.
- d. For OSYs with special needs (e.g. PWDs), they shall be referred to partner agencies or organizations that offer appropriate program interventions.

4.2.2 Deployment of Teachers for the Abot-Alam Program

- a. SDOs shall continue assigning public school teachers classified as excess teachers to ALS under Abot-Alam. Said teachers, if assigned on a full-time basis, shall also receive transportation allowance amounting to P2,000.00 per month, as well as teaching aid allowance of P5,000.00 per year.
- b. If there are no more excess teachers, as attested by the school and the SDO, and there are OSYs who are still unattended in the area, mobile teacher items shall be requested by the SDO to the Central Office. If, after doing this, there is still a shortage of ALS teachers, Abot-Alam Facilitators shall be hired or contracted following the existing guidelines in the selection of ALS Literacy Volunteers (LV) (DepEd Order No. 59, S. 2012), except on the new qualifications as stated below:
 - i. College graduate, preferably of Education course
 - ii. LET Passer, an advantage
 - iii. Not currently employed as a regular public school teacher
- c. Hard-to-reach areas will be given priority in the assignment of Abot-Alam Facilitators. Abot-Alam Facilitators shall be entitled to a P7,000 monthly stipend, P2,000 monthly transportation allowance, and P500 monthly teaching aid allowance, all for the period of 10 months.
- d. Contracts of Service of Abot-Alam Facilitators (formerly LVs) hired in the latter part of 2014 shall be continued in 2015 so as to complete the 10-month period of engagement. Such contracts shall be revised in order to reflect the adjusted/increased amount

of stipend that the LVs shall receive beginning January 2015 up to the end of the 10th month. Additional funds shall be downloaded for this purpose by the Budget Division-Central Office.

- e. In the event that new excess teachers are assigned to ALS in the middle of the year when no allocation for their allowances was downloaded by the Budget Division- Central Office, fund allocated for the hiring of Abot-Alam Facilitators shall then be utilized. This means that the number of Abot-Alam Facilitators to be engaged into a contract shall be reduced depending on the available funds left. This also applies to 2014 Abot-Alam implementation.
- f. The Accounting Division-SDO shall release 100% of the payment of stipend and allowances of Abot-Alam Teachers and Facilitators every October of the current year, subject to the availability of funds as transferred by CO to the SDOs through a Sub-Allotment Release Order (SARO).
- g. Aside from the usual functions and responsibilities of an ALS Learning Facilitator, the Abot-Alam Facilitator shall facilitate the following, among others:
 - i. consolidation and record-keeping of the OSY data as gathered from all the barangays in the assigned District;
 - ii. encoding of OSY data in the required registration template and soon, into the Abot-Alam National Database (specific guidelines on this shall be issued separately)
 - iii. mapping of OSY programs offered by the members of the Local Multi-sectoral Alliance available in the assigned District;
 - iv. conduct of an Abot-Alam orientation to all OSYs mapped, including their families, which will not only provide them with information on Abot-Alam, but will also help prepare the OSYs in their transition to the different programs (i.e. bridging activity/seminar);
 - v. matching of OSYs with their preferred tracks with the available programs for them under the 3 tracks (i.e., education, entrepreneurship, and employment);
 - vi. referral of other OSYs to appropriate service providers under higher education, entrepreneurship, or employment based on their preferred track/s;
 - vii. preparation of progress monitoring sheets and updating of data of all OSYs registered into the different tracks (education, entrepreneurship, and employment), using the required monitoring forms.

4.2.3 Capacity Building of Teachers for the Abot-Alam Program

- a. The Division Office shall conduct a training workshop to capacitate all the new teachers who will be engaged in the implementation of the Program. A more comprehensive training workshop on the Program and on ALS shall be conducted for the newly-hired/assigned teachers. They shall be equipped with the knowledge and skills needed in implementing ALS programs through Abot-Alam (i.e. community mapping, organizing learning groups, assessment of learning, conduct of learning interventions, and data reporting, among others).
- b. The ALS Regional Core of Trainers shall be utilized for this purpose.
- c. Funds for this activity shall be downloaded by the Central Office.
- d. A national Training of Trainers will also be conducted by the CO for representatives of ROs and SDOs. This will include ALS training for new Abot-Alam learning facilitators and the training on the use of the Abot-Alam national database.

4.2.4 Provision of Learning Materials

- a. SDOs shall ensure maximized use of existing teaching and learning resources for the Abot-Alam Program.
- b. Each of the ALS teachers implementing the Program (both existing and newly-hired or assigned) shall be provided with 1 copy of the ALS Functional Literacy Test (FLT) Manual, 75 ALS FLT booklets, and 5 sets of ALS Secondary Modules and 3 sets for ALS Elementary modules for use during the conduct of assessment and learning interventions.
- c. ALS partners implementing the BLP and the A&E programs through Abot-Alam using their own resources shall also be provided with ALS learning materials.
- d. Such provision shall be facilitated by the Central Office, utilizing the Abot-Alam funds intended for the printing and delivery of ALS learning materials.

4.2.5 Orientation of Abot-Alam Enlisted Learners and their Families

- a. With the supervision of the Division Supervisor for ALS, all Mobile Teachers, DALSCs, and the other teachers hired or assigned to implement ALS programs through Abot-Alam, shall organize an orientation program in their assigned community or district to inform the enlisted learners and their families of the program

implementation details, as well as of their responsibilities as beneficiaries of Abot-Alam.

- b. Local barangay officials, public school Principals/School Heads and all the participating agencies and organizations that will provide entrepreneurship and employment interventions to the OSYs shall actively participate in the said activity.

4.2.6 Initial Assessment

- a. An initial assessment as to the Abot-Alam enlisted learners' preferred program intervention tracks shall be facilitated by the concerned ALS teachers.
 - i. Abot-Alam enlisted learners who prefer basic education through ALS NFE shall be assessed using the ALS FLT in order to determine their literacy level, whether they will be enrolled under the BLP, A&E Elementary, or A&E Secondary.
 - ii. Participating agencies and organizations who will offer entrepreneurship or employment programs for the Abot-Alam enlisted learners shall facilitate their own respective assessment procedures.

4.3 **Getting It Done**

4.3.1 Program Intervention

- a. DepEd shall provide the Abot-Alam enlisted learners with basic education either through ALS or through ADM.
 - i. Those who prefer ALS may avail any of these two (2) programs, depending on the assessment result: (1) Nonformal Education which offers Basic Literacy Program (BLP) for the illiterates and Accreditation and Equivalency (A&E) Program for those who have not completed their elementary or high school education. (2) Informal Education Program that offers skills/livelihood training or short interest-based courses for personal or community development.
 - ii. Those who prefer ADM shall be handled by DepEd's public elementary or secondary schools following existing guidelines and procedures of the ADM programs.
- b. Abot-Alam partners who have programs for OSY shall provide the relevant interventions for those who belong to the entrepreneurship or employment track. Should there be a proven need to create a special program for a substantial number of OSYs, the relevant agency or organization shall take the

responsibility to create such program using its own resources. Abot-Alam partners providing said interventions shall submit the required data/reports to the CLC in the district where the OSYs were enrolled.

- c. Value formation shall be made an integral part of all aspects of program intervention that partner agencies and organizations shall provide to the Abot-Alam enlisted learners.

4.3.2 Learner Assessment and Certification

- a. After program intervention, Abot-Alam enlisted learners shall have obtained specific skill sets for employment or entrepreneurship, or shall have been equipped to take the ALS A&E test.
- b. All Abot-Alam enlisted learners enrolled under the A&E Program of ALS (Elementary and Secondary levels) shall take the ALS A&E test to be able to acquire elementary or high school diploma. The test shall be administered by the CO at the end of program intervention. Those who will pass the A&E test shall be referred by DepEd to partner agencies for further certification, higher education scholarship grants, or employment, whenever possible.
- c. Abot-Alam enlisted learners who availed of the basic education programs through schools shall undergo appropriate learner assessment by taking the Philippine Validating Test or the Philippine Educational Placement Test (PEPT) administered by DepEd. Those who will pass the test shall be provided with appropriate subsequent interventions.
- d. Other participating agencies and organizations shall also implement their own assessment and certification systems for the Abot-Alam enlisted learners after program intervention, as applicable (e.g. National Certification of TESDA).

4.3.3 To further guide the concerned offices in the implementation of the Program, the Process Flow for Abot-Alam (Annex 3 of DO 17 s 2014) may be referred to.

4.3.4 DepEd offices or personnel shall NOT receive any funding in the form of cash from any of the ALS partners. All assistance of such sort (e.g. financial support, transportation or daily allowance, etc.) shall be directed to the Abot-Alam recipient OSYs or to partner organizations.

5.0 Roles and Responsibilities of Program Implementors

5.1 Central Office

- 5.1.1 Provide overall management and direction for the Program, including policy formulation and national goal setting;
- 5.1.2 Organize and lead a National Abot-Alam Consortium; Ensure that Abot-Alam is incorporated in the Key Result Areas (KRA) of local DepEd offices;
- 5.1.3 Ensure equitable prioritization and selection of recipients of the Abot-Alam Program Funds; Allocate and mobilize necessary resources for program implementation;
- 5.1.4 Create a national communication campaign strategy to increase awareness of people and garner support from different stakeholders; Provide technical assistance to field implementers, and;
- 5.1.5 Ensure that pertinent and accurate data are consolidated in a timely manner as input to monitoring and evaluation and policy formulation, among others.

5.2 Regional Office

- 5.2.1 Ensure that national policies and directions on the Program are adopted and implemented at the Regional and Division levels;
- 5.2.2 Spearhead the advocacy campaign in order to generate the much needed support from other implementing agencies, partners and stakeholders;
- 5.2.3 Ensure that the target number of learners to be given access to relevant program interventions at the Regional level is attained, and;
- 5.2.4 Ensure that pertinent and accurate data are consolidated in a timely manner and appropriate interventions are provided by program implementors, among others.

5.3 Division Office

- 5.3.1 Spearhead the advocacy campaign in order to generate the much needed support from other implementing agencies, partners and stakeholders at the Division level;
- 5.3.2 Ensure that all Barangays are mapped out and all OSYs in the locality are registered in the Program, utilizing all Program implementors with the support from the LGU and other stakeholders;

- 5.3.3 Ensure that the target number of learners to be given access to relevant program interventions at the Division level is attained;
- 5.3.4 Ensure that school-age children who are not enrolled in the formal school system, as reflected in the gathered data are provided with appropriate interventions;
- 5.3.5 Expedite the assignment of teachers who were declared as “excess,” as well as their deployment as ALS teachers to implement the Abot-Alam Program;
- 5.3.6 Facilitate effective capacity building activities to make sure that all concerned teachers are prepared and equipped to implement the Program;
- 5.3.7 Ensure that Abot-Alam enlisted learners enrolled in ALS NFE programs are registered at the DepEd LIS and that appropriate interventions are provided to them either through formal and nonformal education;
- 5.3.8 Utilize and maximize the use of existing teaching and learning resources and ensure that concerned teachers are provided with the learning materials specifically allocated for them, and;
- 5.3.9 Ensure that pertinent and accurate data are gathered, consolidated, and reported in a timely manner at the Division and CLC levels, among others.

5.4 Community Learning Centers and Public Elementary/Secondary Schools

5.4.1 ALS Mobile Teachers(existing, newly-hired or assigned),District ALS Coordinators and Abot-Alam Facilitators

- 5.4.1.1 Conduct data gathering/mapping activities in the assigned district or municipality using the Abot-Alam Registration Form (Annex 1 of DO 17 s 2014);
- 5.4.1.2 Encode data into the Abot-Alam national database in coordination with the NYC;
- 5.4.1.3 Facilitate the process of learner assessment, enrollment, and referral of Abot-Alam enlisted learners at the CLC level;
- 5.4.1.4 Ensure that OSYs who prefer ADM are properly referred to the nearest DepEd elementary or secondary schools;

- 5.4.1.5 Ensure that OSYs who prefer entrepreneurship or employment interventions are properly referred to partners and that the needed information and data are obtained from them;
- 5.4.1.6 Coordinate with the LGU and other stakeholders in the establishment and maintenance of the CLC (school-based or community-based) where ALS learning interventions are conducted;
- 5.4.1.7 Provide appropriate ALS learning interventions to Abot-Alam enlisted learners enrolled in ALS programs and prepare those that are enrolled in the A&E Program for the A&E Test;
- 5.4.1.8 Maintain close coordination with participating agencies and organizations that provide services through their entrepreneurship and employment programs for OSYs, and;
- 5.4.1.9 Ensure that pertinent accurate data are gathered and reported in a timely manner, among others.

5.4.2 Public Schools District Supervisors, Principals/School Heads and Teachers

- 5.4.2.1 Take the lead in the data gathering activity, together with the LGU and other ALS implementors;
- 5.4.2.2 Ensure that appropriate learning interventions are provided to Abot-Alam enlisted learners who prefer ADM;
- 5.4.2.3 Provide the necessary support and technical assistance to newly-hired or assigned teachers for Abot-Alam, including provision of appropriate resources available at the school;
- 5.4.2.4 Ensure that school-age children who are out-of-school are accommodated and provided with the needed intervention, and;
- 5.4.2.5 Ensure that accurate pertinent data are gathered and reported in a timely manner, among others.

5.5 Multi-Sectoral Alliance

5.5.1 National Youth Commission

- 5.5.1.1** Serve as the lead agency, together with DepEd in organizing and mobilizing the national Abot-Alam consortium;
- 5.5.1.2** Ensure that pertinent accurate data on OSYs from barangay to national levels are gathered, updated and reported in a timely

manner through the national OSY database, making it available to all the members of the Abot-Alam consortium for reference in the implementation of OSY program interventions, and;

- 5.5.1.3** Engage youth volunteers in the advocacy, social mobilization and data gathering activities, among others.

5.5.2 Local Government Units

- 5.5.2.1** Provide leadership to the local multi-sectoral alliance, with the support from DepEd;
- 5.5.2.2** Undertake local level advocacy campaign to generate support for the Program;
- 5.5.2.3** Spearhead the OSY data gathering activity at the barangay level ensuring that all barangays are mapped out using the required templates and that all pertinent data are encoded into the Abot-Alam OSY database;
- 5.5.2.4** Ensure that relevant intervention programs are provided to the Abot-Alam enlisted learners through LGU-sponsored literacy, skills training, livelihood, entrepreneurship, and employment programs;
- 5.5.2.5** Deploy or sponsor teachers or Instructional Managers who will implement the Program using their own resources in support to DepEd and;
- 5.5.2.6** Allocate and mobilize resources for the Program, among others.

5.5.3 Other Partners

- 5.5.3.1** Ensure active participation in the multi-sectoral alliance and undertake advocacy campaign for the Program;
- 5.5.3.2** Provide relevant intervention programs for the OSYs registered in Abot-Alam during the intervention phase, specifically for the entrepreneurship and employment tracks, utilizing their own resources;
- 5.5.3.3** Deploy or sponsor teachers or Instructional Managers who will implement the Program in support to DepEd, and;

5.5.3.4 Ensure proper coordination with DepEd in program implementation and in timely submission of pertinent reports, among others.

6.0 Allocation for the Abot-Alam Program Components

6.1 Advocacy and Social Mobilization. To ensure participation and commitment of stakeholders, a fund for advocacy and social mobilization activities at the Regional and Division levels shall be downloaded. The said fund is intended for the SDO to finance the conduct of advocacy and social mobilization activities, as well as the development and printing of advocacy and communication materials.

6.2 Deployment of Teachers who will Implement the Abot-Alam Program.

To facilitate release of funds and ensure that the commitment to reach the number of OSYs is met, the 2015 Mobile Teacher and Abot-Alam Learning Facilitator allocation will be based on the submitted Work and Financial Plans (WFP) of the respective divisions (Annex 5 of DO 17 s 2014).

6.2.1 A fund for the teaching aid and transportation allowances of newly-hired or assigned teachers who will conduct data gathering/mapping activities and deliver ALS programs to the learners at the CLCs shall be downloaded at the Division level. Below is the breakdown of payment per newly-hired or assigned teacher for one year:

Particulars	Computation	Amount
Teaching Aid	P5,000 x 1 year	P5,000
Transportation Allowance	P2,000 x 10 months	P20,000
Monthly Stipend (AAF only)	P7,000 x 10 months	P70,000
TOTAL Budget per Teacher		P25,000 / P95,000

6.3 Capacity Building. This is intended for the SDO to finance the conduct of training workshops for teachers who will implement the Abot-Alam Program. Allocation for the capacity building of newly-hired and assigned teachers, shall be dependent on the number of potential learners as evident in the result of the data gathering activity.

6.4 Provision of Learning Materials. This is intended for the CO to finance the printing and delivery of ALS learning materials needed to implement the Abot-Alam Program at the ALS CLCs.

6.5 Monitoring & Evaluation (M&E) and Technical Assistance. An M & E fund shall be provided at the RO and SDO level to monitor progress and to provide appropriate technical assistance to the implementors. The allocation is computed based on the target number of teachers who will be engaged to implement the Program.

- 6.6 **Program Management and Assessment.** This is intended for the CO to finance program management, which includes advocacy and social mobilization-CO level, M&E in aid of policy formulation and outcomes evaluation, provision of learning materials to ALS partners, and the administration of Accreditation and Equivalency (A&E) Test for Abot-Alam A&E Program enrollees. A portion is also allotted to fund the centrally-managed activities for the ADM program such as alignment of instructional modules and policy review and consultations.

FY 2015 breakdown of budget allocation for the Abot-Alam Program shall be issued in a separate cover.

7.0 Eligible Activities and Expenses

- 7.1 The Abot-Alam Program Funds shall be used for the activities indicated on the next page.
- 7.2 All expenses shall be subject to existing accounting and auditing rules and regulations.
- 7.3 Ineligible expense items shall include:
- 7.3.1 Operational expenses such as payment of utilities (water, electricity, janitorial and security services)
 - 7.3.2 Capital outlay items such as equipment

ACTIVITIES UNDER ABOT-ALAM PROGRAM

Component	Eligible Activities	Eligible Expenses	Responsible Office
A. Getting Organized			
Advocacy and Social Mobilization	Conduct of advocacy and social mobilization activities	Supplies, Transportation expenses, Representation and Meals, Rent (venue, equipment), Reproduction expenses, Training kits	Regional Office And Schools Division Office
	Development and printing of advocacy materials	Supplies, printing, and reproduction expenses	
B. Getting Started			
Deployment of Teachers	Provision of Monthly Stipends to AAF, Teaching Aid and Transportation Allowances	Allowances	Schools Division Office
Capacity Building of Teachers	Training of Teachers on the Abot-Alam Program and on ALS	Supplies, Transportation expenses, Representation and Meals, Rent (venue, equipment), Reproduction expenses, Training kits	
Provision of Learning Materials	Printing and delivery of ALS learning materials	Supplies, printing, and reproduction expenses	Central Office
C. Getting It Done			
Program Management & Assessment	Engagement of program coordinator and technical staff for the Abot-Alam Project Management Office	All expenses classified under MOOE are subject to accounting and auditing rules and regulations.	Central Office
	Conduct of advocacy and social mobilization activities and printing of advocacy materials		
	Conduct of consultation meetings and workshops		
	Printing and distribution of Learning Materials to ALS Partners		
	Conduct of M&E and provision of technical assistance to the ROs		
	Administration of ALS A&E test		
	Provision of Learning Materials		
	Centrally-managed activities on ADM programs		
Monitoring & Evaluation	Conduct of M&E and provision of technical assistance to the DOs for ROs and to the CLCs and ALS Teachers for DOs	Supplies, Transportation expenses, Representation and Meals, Rent (venue, equipment), Reproduction expenses	Regional Office And Schools Division Office

8.0 Procedures for Fund Availment and Release

8.1 The release and availment of the ROs' and SDOs' Abot-Alam Funds are dependent on the following:

- 8.1.1 To ensure effective implementation and adherence to the guidelines, the SDO shall prepare a Work and Financial Plan or WFP (Annex 5 of DO 17 s 2014) for M&E, advocacy & social mobilization, and capacity building activities based on the allocation which will be determined by the CO, for submission and approval of the RO. The RO shall review and evaluate the WFP within two (2) to three (3) weeks and facilitate the fund release for the said components.
- 8.1.2 For the allowances of teachers who will implement the Abot-Alam Program, the Education Program Supervisor (EPS) I in-charge of Abot-Alam shall submit to the SDS the number of full-time or part-time teachers who met the required number of learners and are entitled to receive the corresponding transportation and teaching aid allowances.
- 8.1.3 Upon approval, the SDS shall request the Finance and Accounting Division for the payment. The SDO shall copy furnish the RO.
- 8.1.4 The Chief in-charge of ALS in the Region shall consolidate the DO-submitted validated list of names of teachers for the Abot-Alam Program and submit the same to the CO.

8.2 Allotment Release

- 8.2.1 The Department of Budget and Management (DBM) shall directly release the allotment to the CO through a Special Allotment Release Order (SARO).
- 8.2.2 Upon receipt of the SARO, the CO shall download funds to the ROs/SDOs based on their Data Gathering Reports. To facilitate the release of Notice of Cash Allocation (NCA), the ROs/SDOs shall make the necessary request and submit the revised MDP to the DBM-RO concerned.

8.3 Liquidation and Utilization of Funds

- 8.3.1 Utilization and liquidation of funds shall be subject to the usual accounting and auditing rules and regulations.

9.0 Progress Monitoring of the Abot-Alam Program

- 9.1 To ensure that the problems, issues, and challenges in terms of program implementation are properly addressed and that planned activities indicated in the WFP are effectively implemented, the Supervisor in-charge of Abot-Alam at the SDO shall conduct a Division-wide progress monitoring of the implementation of planned activities for the Abot-Alam Program and submit the Physical and Financial Accomplishments (Annex 6 of DO 17 s 2014) and the progress reports using the Abot-Alam Progress Monitoring Sheet (Annex 7 of DO 17 s 2014) to the RO not later than the third day of the month of the

succeeding quarter. Progress monitoring of the SDO shall be done at the end of the second and last quarters of the year.

- 9.2 The RO shall also conduct an annual progress monitoring of the Abot-Alam Program implementation. RO shall consolidate all the reports submitted by the SDOs and submit them to the CO not later than the fifth day of the month of the succeeding quarter.

10.0 Program Evaluation of Abot-Alam

- 10.1 Program evaluation shall be undertaken by a Composite Team in coordination with the Office of Planning Service (OPS). The evaluation shall be conducted in the last quarter of every year.

11.0 Effectivity

- 11.1 These guidelines shall be in force and in effect starting FY 2015 unless sooner repealed, amended, or rescinded.

ANNEX

SUMMARY OF AMENDMENTS FROM DEPED ORDER NO. 17, S. 2014
(Guidelines on the Abot-Alam Program)

Reference	Original	Amendment/s
Section 2 Definition of Terms	<p>2.1 Abot-Alam Enlisted Learners- are individuals 15 to 30 years old enrolled in any of the programs which are provided by DepEd or any of the participating agencies or organizations under the Abot-Alam Program.</p> <p>2.10 Out -of-School Youth (OSY) – refers to youth aged 15 to 30 years who have not completed basic/higher education or who are unemployed.</p>	<p>1.1 Out-of-School Youth (OSY)- refers to individuals aged 15 to 30 years old who:</p> <p>a. Have not yet finished basic education and are currently not in school, whether employed or unemployed.</p> <p>b. Have not yet finished higher education and are currently not in school, whether employed or unemployed.</p> <p>1.2 OSYs Mapped - refers to OSYs who have been mapped and registered in the Abot-Alam database either through the household targeting done by the local DepEd or barangay, or online through the Abot-Alam website.</p> <p>1.3 OSY-Turned-Learners- are those who were registered in Abot-Alam and have been officially enrolled in ALS or in schools under ADM. This term may also be used to refer to those who have already been actually enrolled or registered in other programs offered under the entrepreneurship and employment tracks.</p>
Section 4 Abot-Alam Program Implement ation Guidelines and	<p>4.1.2 Data Gathering and Community Mapping</p> <p>g. With the leadership of the LGU, barangay officials, Public School District Supervisors (PSDS) and Principals/School Heads,</p>	<p>4.1.2 Data Gathering/Community Mapping</p> <p>h. With the leadership of the LGU, barangay officials, Public School District Supervisors (PSDS) and Principals/School Heads, the Mobile</p>

<p>Procedures</p>	<p>the Mobile Teachers, District ALS Coordinators (DALSC) and other volunteers shall conduct data gathering activities to map the households in all barangays and record information of OSYs using the Abot-Alam Registration Form (Annex 1). Data gathered on OSYs shall be encoded into the Abot-Alam OSY database through its website at http://abotalam.com.ph, following the guidelines set by the NYC. The output of the data gathering will be a list of OSYs per barangay, with all the information necessary to assess their needs.</p> <p>d. The data gathering/mapping activity shall be continuously conducted until all the barangays have been mapped out and until all OSYs have registered in the program.</p>	<p>Teachers, District ALS Coordinators (DALSC) and other volunteers shall conduct data gathering activities to map the households in all barangays and record information of OSYs using the Abot-Alam Registration Form (Annex 1 of DO 17 s 2014). The Abot-Alam Facilitator shall encode the accomplished registration form in Excel format and furnish Division Abot-Alam Coordinator with an electronic copy. The output of the data gathering will be a list of OSYs per barangay, with all the information necessary to assess their needs.</p> <p>d. Mapping of OSYs shall be done continuously until all barangays have been covered and all OSYs have been registered to the program. Local Government Units (LGU) shall have the main responsibility of conducting OSY data gathering/mapping activities in their respective barangays, with the assistance of DepEd. Corresponding Memorandum Circulars shall be issued by concerned Agency (DILG) regarding this matter.</p> <p>e. Community Mapping shall still be an integral part of all ALS Learning Facilitators' advocacy and social mobilization activities.</p> <p>f. A set of guidelines specific to updating and managing the Abot-Alam national database, including its relation to the existing Learner Information System, will be issued by the CO as additional reference of ROs and SDOs.</p>
		<p>4.1.5 Data Reporting</p> <p>d. After the data gathering/community mapping activity, all SDOs shall accomplish the Abot-Alam Data Gathering Report Sheet (see Annex 4 of DO 17 s 2014) and submit the same to</p>

		<p>their respective Regional Offices (RO) for consolidation within the first week of September every year.</p> <p>e. The said consolidated report shall be submitted by the RO to the Central Office (CO) within the second week of September, every year.</p> <p>f. The consolidated report shall be used as basis of the CO in the allocation and downloading of funds to ROs/SDOs for the following year.</p>
	<p>4.1.3 Mapping of Programs for OSY</p> <p>a. The DO, in consultation with all participating agencies and organizations shall map all the programs of intervention that these groups offer for the OSYs. This will determine the relevant programs available for the OSYs during the program intervention phase.</p>	<p>a. The SDO, in consultation with all participating agencies and organizations shall map all the programs of intervention that these groups offer for the OSYs. This will determine the relevant programs available for the OSYs during the program intervention phase.</p> <p>--- <i>table showing examples of programs currently being offered by various agencies and organizations which are available for OSYs:---</i></p> <p>Higher Education shall be included as one of the offerings of partner colleges, universities, agencies, organizations, or groups under the Education track.</p>
	<p>4.2.2 Deployment of Teachers for the Abot-Alam Program</p> <p>a. Existing ALS Mobile Teachers and District ALS Coordinators shall be utilized to implement the Abot-Alam Program.</p> <p>b. In order for the DepEd Division Offices to achieve the number of target OSYs (see Annex 8), engagement of additional ALS teachers to implement the Program may be employed based on</p>	<p>4.2.2 Deployment of Teachers for the Abot-Alam Program</p> <p>a. SDOs shall continue assigning public school teachers classified as excess teachers to ALS under Abot-Alam. Said teachers, if assigned on a full-time basis, shall also receive transportation allowance amounting to P2,000.00 per month, as well as teaching aid allowance of P5,000.00 per year.</p> <p>b. If there are no more excess teachers, as attested by the school and the SDO, and there are OSYs who are still unattended in the area, mobile</p>

the community mapping and actual enrollment data. In this case, the following options shall be adopted:

- i. Designation of excess public school teachers as Mobile Teachers. The Schools Division Superintendent (SDS) shall designate teachers who were identified and declared as “excess” by their respective Principals/School Heads to handle ALS classes in areas where more Mobile Teachers are needed. To ensure that the needs of the OSYs are immediately and properly addressed, the SDS shall make sure that the facilitation of this process is expedited and ascertain that the said designated Mobile Teachers are deployed within the month after the data gathering activity has been undertaken. All teachers designated to serve as Mobile Teachers shall undergo the required training on Abot-Alam and ALS and shall be assigned to organize learning groups/classes in school-based CLCs or to community-based CLCs near their school of assignment. They shall also receive the corresponding teaching aid and transportation

teacher items shall be requested by the SDO to the Central Office. If, after doing this, there is still a shortage of ALS teachers, Abot-Alam Facilitators shall be hired or contracted following the existing guidelines in the selection of ALS Literacy Volunteers (LV) (DepEd Order No. 59, S. 2012), except on the new qualifications as stated below:

- i. College graduate, preferably of Education course
 - ii. LET Passer, an advantage
 - iii. Not currently employed as a regular public school teacher
- c. Hard-to-reach areas will be given priority in the assignment of Abot-Alam Facilitators. Abot-Alam Facilitators shall be entitled to a P7,000 monthly stipend, P2,000 monthly transportation allowance, and P500 monthly teaching aid allowance, all for the period of 10 months.
 - d. Contracts of Service of Abot-Alam Facilitators (formerly LVs) hired in the latter part of 2014 shall be continued in 2015 so as to complete the 10-month period of engagement. Such contracts shall be revised in order to reflect the adjusted/increased amount of stipend that the LVs shall receive beginning January 2015 up to the end of the 10th month. Additional funds shall be downloaded for this purpose by the Budget Division-Central Office.
 - e. In the event that new excess teachers are assigned to ALS in the middle of the year when no allocation for their allowances was downloaded by the Budget Division- Central Office, fund allocated for the hiring of Abot-Alam Facilitators shall then be utilized. This means that the number of Abot-

	<p>allowances as provided to existing ALS Mobile Teachers and DALSCs.</p> <p>ii. <u>Engagement of Instructional Managers and Literacy Facilitators sponsored or deployed by ALS partners.</u> Utilization of existing manpower (e.g. Instructional Managers, Literacy Facilitators, Teacher Volunteers, etc.) employed by government and non-government agencies and organizations that provide program interventions for OSYs may be explored.</p> <p>iii. <u>Utilization of individual volunteers or resource persons.</u> Individuals with expertise on livelihood or skills training who are willing to provide free education services for the OSYs through the ALS InfED programs may also be utilized.</p> <p>iv. <u>Hiring of new Mobile Teachers.</u> After exhausting the first three preceding options and after all possible efforts have been done in addressing the need for teachers who will implement the Program, additional Mobile Teacher items may be requested by the concerned Division Offices. Data on community mapping and enrollment must be presented as basis for this request. Existing</p>	<p>Alam Facilitators to be engaged into a contract shall be reduced depending on the available funds left. This also applies to 2014 Abot-Alam implementation.</p> <p>f. The Accounting Division-SDO shall release 100% of the payment of stipend and allowances of Abot-Alam Teachers and Facilitators every October of the current year, subject to the availability of funds as transferred by CO to the SDOs through a Sub-Allotment Release Order (SARO).</p> <p>g. Aside from the usual functions and responsibilities of an ALS Learning Facilitator, the Abot-Alam Facilitator shall facilitate the following, among others:</p> <ul style="list-style-type: none"> i. consolidation and record-keeping of the OSY data as gathered from all the barangays in the assigned District; ii. encoding of OSY data in the required registration template and soon, into the Abot-Alam National Database (specific details on this shall be issued in a separate cover) iii. mapping of OSY programs offered by the members of the Local Multi-sectoral Alliance available in the assigned District; iv. conduct of an Abot-Alam orientation to all OSYs mapped, including their families, which will not only provide them with information on Abot-Alam, but will also help prepare the OSYs in their transition to the different programs (i.e. bridging activity/seminar); v. matching of OSYs with their preferred tracks with the available programs for them under the 3 tracks (i.e., education, entrepreneurship, and employment);
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	<p>guidelines and procedures on the request, selection, hiring and deployment of Mobile Teachers shall be followed for this purpose.</p> <p>c. Each teacher designated or hired to implement the Abot-Alam Program is required to serve a minimum number of seventy-five (75) OSY ALS learners within the year.</p>	<ul style="list-style-type: none"> vi. enrollment of OSYs who preferred basic education to ALS or ADM and learner registration through DepEd's Learner Information System (LIS); vii. referral of other OSYs to appropriate service providers under higher education, entrepreneurship, or employment based on their preferred track/s; viii. preparation of progress monitoring sheets and updating of data of all OSYs registered into the different tracks (education, entrepreneurship, and employment), using the required monitoring forms ; ix. accomplishment of ALS Management Information System (MIS) forms and other pertinent reports.
	<p>4.3.3. To further guide the concerned offices in the implementation of the Program, the Process Flow for Abot-Alam is attached as Annex 3.</p>	<p>4.3.3 To further guide the concerned offices in the implementation of the Program, the Process Flow for Abot-Alam (Annex 3 of DO 17 s 2014) may be referred to.</p>
<p>Section 6</p> <p>Allocation for the Abot-Alam Program Components</p>	<p>(addition)</p>	<p>6.2. Deployment of Teachers who will Implement the Abot-Alam Program.</p> <p>To facilitate release of funds and ensure that the commitment to reach the number of OSYs is met, the 2015 Mobile Teacher and Abot-Alam Learning Facilitator allocation will be based on the submitted Work and Financial Plans (WFP) of the respective divisions (Annex 5 of DO 17 s 2014).</p> <p>6.2.1 A fund for the teaching aid and transportation allowances of newly-hired or assigned teachers who will conduct data gathering/mapping activities and deliver ALS programs to the learners at</p>

the CLCs shall be downloaded at the Division level. Below is the breakdown of payment per newly-hired or assigned teacher for one year:

Particulars	Computation	Amount
Teaching Aid	P5,000 x 1 year	P5,000
Transportation Allowance	P2,000 x 10 months	P20,000
Monthly Stipend (for AA facilitators only)	P7,000 x 10 months	P70,000
TOTAL Budget per Teacher		P25,000/ P95,000

<p>Section 8 Procedures for Fund Availment and Release</p>	<p>8.1.1 To ensure effective implementation and adherence to the guidelines, the SDO shall prepare a Work and Financial Plan or WFP (Annex 5) for M&E, advocacy & social mobilization, and capacity building activities based on the allocation which will be determined by the CO, for submission and approval of the RO. The RO shall review and evaluate the WFP within two (2) to three (3) weeks and facilitate the fund release for the said components.</p> <p>8.1.2 For the allowances of teachers who will implement the Abot-Alam Program, the Education Program Supervisor (EPS) I in-charge of ALS shall submit to the SDS the number of full-time or part-time teachers who met the required number of</p>	<p>8.1.1 To ensure effective implementation and adherence to the guidelines, the SDO shall prepare a Work and Financial Plan or WFP (Annex 5 of DO 17 s 2014) for M&E, advocacy & social mobilization, and capacity building activities based on the allocation which will be determined by the CO, for submission and approval of the RO. The RO shall review and evaluate the WFP within two (2) to three (3) weeks and facilitate the fund release for the said components.</p> <p>8.1.2 For the allowances of teachers who will implement the Abot-Alam Program, the Education Program Supervisor (EPS) I in-charge of Abot-Alam shall submit to the SDS the number of full-time or part-time teachers who met the required number of learners and are entitled to receive the corresponding transportation and teaching aid allowances.</p>
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	learners and are entitled to receive the corresponding transportation and teaching aid allowances.	
Section 9 Progress Monitoring of the Abot-Alam Program	9.1 To ensure that the problems, issues, and challenges in terms of program implementation are properly addressed and that planned activities indicated in the WFP are effectively implemented, the Supervisor in-charge of ALS at the SDO shall conduct a Division-wide progress monitoring of the implementation of planned activities for the Abot-Alam Program and submit the Physical and Financial Accomplishments (Annex 6) and the progress reports using the Abot-Alam Progress Monitoring Sheet (Annex 7) to the RO not later than the third day of the month of the succeeding quarter. Progress monitoring of the DO shall be done at the end of the second and last quarters of the year.	9.1 To ensure that the problems, issues, and challenges in terms of program implementation are properly addressed and that planned activities indicated in the WFP are effectively implemented, the Supervisor in-charge of Abot-Alam at the SDO shall conduct a Division-wide progress monitoring of the implementation of planned activities for the Abot-Alam Program and submit the Physical and Financial Accomplishments (Annex 6 of DO 17 s 2014) and the progress reports using the Abot-Alam Progress Monitoring Sheet (Annex 7 of DO 17 s 2014) to the RO not later than the third day of the month of the succeeding quarter. Progress monitoring of the SDO shall be done at the end of the second and last quarters of the year.