



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
DIVISION OF CEBU PROVINCE

**Office of the Schools Division  
Superintendent**

February 11, 2020

DIVISION MEMORANDUM

No. 058, s. 2020

**DIVISION CHECKING OF ALTERNATIVE LEARNING SYSTEM (ALS)  
FORMS FOR SCHOOL YEAR 2019 – 2020**

TO : Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Supervisors/Coordinators  
District Supervisors/OICs

1. Pursuant to DepEd Order No. 58, s. 2018 entitled **Adoption of New School Forms for Kindergarten, Senior High School, Alternative Learning System (ALS), Health and Nutrition and Standardization of Permanent Records**, the checking of ALS Forms (AF) 1 to 5 for school year 2019 – 2020 will be held at the respective District ALS Learning Center on February 17-28, 2020.
2. The checking of ALS Forms aims to:
  - a. update and evaluate ALS Forms on the principles of accountability, accuracy and reliability of data, and efficiency of information captured in the ALS Learners Information System (LIS); and
  - b. ensure that the forms are properly filled-out and the data elements being entered correspond to other ALS Forms/records
3. In addition to AF 1-5, the following documents are likewise needed to serve as baseline data during the checking:
  - a. Photo copy of learner's Birth Certificate (NSO/PSA/Marriage Contract (if married)
  - b. Downloaded AF3 in the ALS LIS
  - c. Learner's Portfolio
4. Education Program Specialist in ALS (EPS II – ALS) are assigned to check the ALS Forms in their respective areas of responsibility.
5. Transportation and other related expenses incurred during the conduct of this activity shall be chargeable against **Division Funds**, subject to usual accounting and auditing rules and regulations.
5. This Memorandum serves as **Authority to Travel**.
6. Immediate and wide dissemination of this memorandum to all concerned is directed.

**MARILYN S. ANDALES EdD CESO V**  
Schools Division Superintendent



Address: IPHO Bldg., Sudlon, Lahug, Cebu City  
Telephone Nos.:(032) 5203216 – 5203217; SDS Office: (032) 2556405