DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE - CAR

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REGIONAL MEMORANDUM
No. 689.2024

UTILIZATION, MANAGEMENT, MONITORING AND EVALUATION OF THE ALTERNATIVE LEARNING SYSTEM MANAGEMENT INFORMATION SYSTEM (ALS MIS)

To: Assistant Regional Director
       Chiefs/Heads, Functional Divisions/Units
       Schools Division Superintendents
       Division ALS Focal Persons
       All Others Concerned

1.   The Department of Education – Cordillera Administrative Region through the Curriculum and Learning Management Division (CLMD) developed a scheme to provide timely, accurate and meaningful ALS data information, enhance quality management and a tool for benchmarking research and innovative practices that would technically offer adequate understanding and information on how ALS is implemented through **Alternative Learning System Management Information System (ALS MIS)**. The ALS MIS serves as a central repository for all data related to the ALS program, including learners' enrollment, progress tracking, teacher performance, and resource allocation. Proper management and utilization of this system are crucial for achieving our educational goals and ensuring transparency and accountability.

2.   The ALS MIS is a critical tool designed to support the Alternative Learning System (ALS) by streamlining data management and enhancing decision-making capabilities. One of the critical goals of ALS-MIS is to ensure the transfer of authentic, reliable and prompt information collected from the different schools division offices. It must be guaranteed that the right information shall be delivered, communicated and relayed to the right people.

3.   In this regard, schools division offices are directed to effectively utilize, manage, and monitor the system which is accessed through DepEd Cordillera webpage under Resources or under the Office Divisions particularly Curriculum and Learning Management Division.

4.   Parameters are established to ensure the effective utilization, management, monitoring, and evaluation of the Alternative Learning System Management Information System (ALS MIS) and shall be properly observed. *(see attached Enclosure 1)*

5.   It is encouraged that schools division offices and community learning centers shall adhere to all relevant guidelines concerning data management and system use and maximize the usability of the system as well as conduct regular system updates.
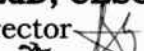
6.   For queries, please contact Dr. Jennifer P. Ande, the CES-CLMD through email address car.clmd@deped.gov.ph or call this landline number: (074) 422-7096.

7.   Wide dissemination of and compliance with this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

Enclosure 1 **6 8 9 . 2 0 2 4**

PARAMETERS TO ENSURE EFFECTIVE AND EFFICIENT UTILIZATION, MANAGEMENT, MONITORING AND EVALUATION OF THE ALTERNATIVE LEARNING SYSTEM MANAGEMENT INFORMATION SYSTEM (ALS MIS).

a. Processes

ACTIVITY	GUIDES/TASKS
1. Collection, consolidation and submission of data and information needed in the system from the different districts	-The ALS teacher shall gather, consolidate and submit to the Division Office the needed data, information, teacher-made learning resources, success stories of learners and research, if any. -The submitted report should be accurate, complete and validated while LRs, Research and Success stories should be quality assured. - The submission shall be stamped received by the Records Section reflecting the date and time of receipt. Only complete document must be received.
2. Collection, consolidation and submission of data and information needed in the system from the division offices	-The Education Program Specialist for ALS shall receive, consolidate and submit to the Regional Office the needed data, information, teacher-made learning resources, success stories of learners and research, if any, in soft copy through google drive or hard copy through the RO records section and upload the same in the system. -The submitted consolidated report should be accurate, complete and validated while LRs, Research and Success stories should be quality assured. Researches conducted in the SDO level shall be uploaded by the ALS Division personnel. - The submission shall be stamped received by the Records Section reflecting the date and time of receipt. Only complete document must be received. -Division LR will be in-charge in the quality assurance of the learning resources at the division level -Regional LR will be in-charge in the quality assurance of learning resources at the regional level.
3. Uploading of the data to the system	-The division Education Program Specialist for ALS shall upload in the ALS-MIS all the reports/ data and must bear compliance of the Data Privacy Act -The Regional ALS personnel will upload quality assured LRs, Researches, and Success Stories done at the regional level to the system.
4. Regional monitoring of uploaded data to the system	-The regional ALS personnel shall monitor the data uploaded in the ALS-MIS.
5. Communication Plan	The management will disseminate the availability of ALS MIS to the concerned personnel through FB page post, memorandum, meetings and conferences.

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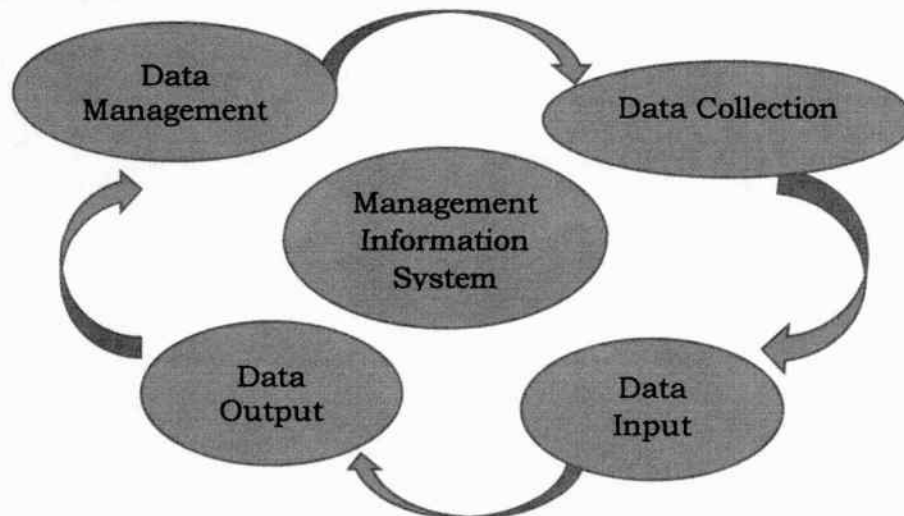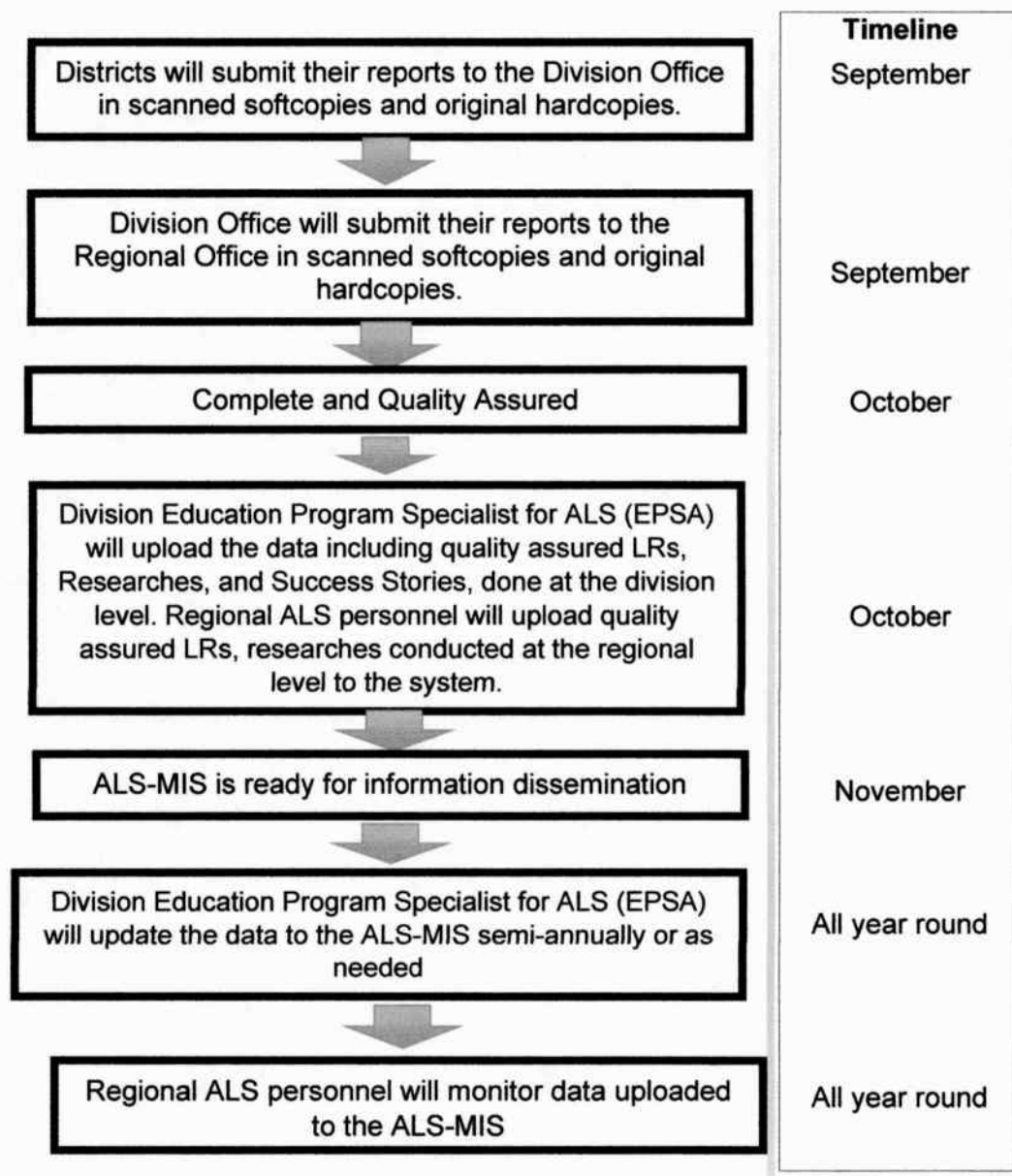
BAGONG PILIPINAS

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DepEd Tayo Cordillera   https://depedcar.ph

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PROCESS FLOWCHART

Figure 1. The Process Flowchart

	Timeline
Districts will submit their reports to the Division Office in scanned softcopies and original hardcopies.	September
Division Office will submit their reports to the Regional Office in scanned softcopies and original hardcopies.	September
Complete and Quality Assured	October
Division Education Program Specialist for ALS (EPSA) will upload the data including quality assured LRs, Researches, and Success Stories, done at the division level. Regional ALS personnel will upload quality assured LRs, researches conducted at the regional level to the system.	October
ALS-MIS is ready for information dissemination	November
Division Education Program Specialist for ALS (EPSA) will update the data to the ALS-MIS semi-annually or as needed	All year round
Regional ALS personnel will monitor data uploaded to the ALS-MIS	All year round

b. Management
Data Entry and Integrity
- Ensure that all data entered into the ALS MIS is accurate and up to date. Double-check data before submission to avoid errors.
- Data should be entered into the system by the Division ALS Focal Person and/or Education Program Specialist II for ALS within after the closing of the BOSY and EOSY of the Learner Information System (LIS).
- Access to the ALS MIS should be restricted to assigned encoders only but visible to anyone who wishes to view the data through the DepEd CAR website under Resources and CLMD.
- Protect sensitive information by implementing security measures such as encryption and secure logins. Regularly backup data to prevent loss due to technical failures or other issues.
- Provide comprehensive training for all users on how to effectively use the ALS MIS, including data entry, report generation, and troubleshooting.

c. Utilization of Data
- Generate and review regular reports to monitor key performance indicators, track learners progress, and evaluate teacher effectiveness.
- Analyze data trends to identify strengths, weaknesses, and areas for improvement in the ALS program.
- Use data insights to inform strategic decisions, resource allocation, and program adjustments.
- Incorporate feedback from stakeholders into data utilization practices to ensure relevance and effectiveness.
- Ensure that any shared data complies with privacy regulations and guidelines.

d. Monitoring and Evaluation
- Conduct regular system performance checks to ensure that the ALS MIS is functioning correctly and efficiently. Encourage users to report any system issues or anomalies immediately to the ICT unit for resolution.
- Perform periodic data audits to verify the accuracy and completeness of the information stored in the ALS MIS. Ensure that data entry practices comply with established guidelines and protocols.
- Establish clear criteria for evaluating the effectiveness of the ALS MIS, including user satisfaction, system performance, and the impact on program outcomes. Collect feedback from users and stakeholders to assess the system's performance and identify areas for improvement.

e. Continuous Improvement
- Regularly review and update the ALS MIS guidelines and procedures to reflect changes in technology, user needs, and program requirements. Implement best practices and lessons learned from evaluations to enhance the functionality and usability of the ALS MIS.

f. Responsibilities
- *ALS Focal Person* shall oversee the implementation and daily operations of the ALS MIS in their respective divisions. Ensure that all data is entered accurately and timely. *The System Administrator or the ALS Technical Assistant* shall monitor system performance and address any technical issues. Provide support and training to staff members as needed. *The encoder* shall enter and update data as required, adhere to data entry protocols, and report any issues or discrepancies to the ALS Focal Person.