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Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-37

To : CID Chief
Public Schools District Supervisor/Div. ALS Focal Person
EPSAs II - ALS
ALS Teachers
Atty. Clarisse Arnaez-Llaban – Div. Legal Officer
Dr. Jasmin Asarak – Div. Medical Team
Rofelia T. de Mesa – Div. Guidance Coordinator
Chona Lasib – Guidance Coordinator DiCNHS
Maria Basilia G. Flores – BPOSA Coordinator
Marjun B. Rebosquillo – Div. Planning Officer

Subject : LAUNCHING AND ORIENTATION OF PROJECT GASA

Date : May 4, 2023

In reference to the herewith attached approved Guidelines on the Implementation of Project GASA (Guidance and Assistance to our ALS learners in Special cases and Adversities) of the Alternative Learning System of DepED Digos City, all personnel mentioned above are hereby directed to attend the said activity on May 18, 2023 at 9:00 O'clock in the morning at AVR, Digos City National High School.

Meals and snacks of the participants shall be charged to ALS Program Support Fund (PSF) 2023 while travelling, incidental, and other expenses are chargeable to MOOE or other local funds subject to usual government accounting and auditing rules and regulations.

For information, guidance, and compliance.


MELANIE P. ESTACIO, PhD, CESO VI
OIC - Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
27-10-2023
DATE: MAY 08 2023 TIME: 11:41 am
BY: 

Enclosed: As stated.

CID/ALS/grs



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
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Republic of the Philippines
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Guidelines on the Implementation of Project GASA

I. Rationale

Project GASA (**G**uidance and Assistance to our **ALS** learners in **S**pecial cases and **A**dversities) is a localized initiated project of the Alternative Learning System Program Implementers in the Department of Education Division Digos City in order to help our learners stabilize their wellness in terms of their emotional, social and mental well-being. Also, this project will provide them with necessary guidance and debriefing activities as much as possible in order to lighten their burdens and problems in life. This project also hopes to see changes and a brighter perspective from our identified learners to learn and finish their education. This is in line with Republic Act 11510 (ALS Act) which promotes the advocacy of bringing equal opportunities through education to all out-of-school children in special cases (least, last, and lost) and adult learners including indigenous peoples.

These types of learners are commonly those who are in special cases such as raped victims, those raised by broken families, those involved in criminal acts, early pregnancy, and others. In previous years, ALS teachers shared their heartaches and struggles in catering to this kind of learners in problematic situations which in the end stopped them from schooling. All these concerned learners are having emotional, mental, and social distress brought on by the different circumstances they have undergone.

The Mechanism for this program is based on the information provided by the ALS Teachers that was also shared by the learners.

Through Project GASA, a Division Team is created that is composed of Guidance Counselors, ALS Teachers, Medical Officer and Legal Officers together with the Education Program Specialists and Div. ALS Focal Person which will be responsible for giving guidance and legal counsel to those identified ALS learners-victims.. This team is led by the Curriculum Implementation Division through the Education Program Supervisor/Div. ALS Focal person who is mandated to handle the program. The Division wants to ensure that all problems of ALS learners are addressed and will eventually provide them with a positive response to their needs.

Specifically, the team will cater reports from the field through the ALS Teachers and Community ALS Implementers handling group sessions in Accreditation and Equivalency (A&E) and Basic Literacy Program in ALS, evaluate or gauge, and make amendments.

This initiative supports the Republic Act (RA) 11510 or the "Act Institutionalizing Alternative Learning System" Section 2. Declaration of Policy. – The State shall promote the right of all citizens to quality education in all levels and take the appropriate steps to make such education accessible to all. The State shall likewise give the highest priority to the enactment of measures that promote human development and the acceleration of social progress thereby reducing social, economic, and political inequalities.





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Further, this project also aims to help ALS learners gain quality and relevant services from the Department and provide them a second chance through education despite the circumstances they had experienced in life.

II. Scope

The guidelines shall provide direction to all members of the Project Team and others concerned with the processes and standards of the implementation Project GASA initiative.

III. Definition of Terms

For the purpose of these guidelines, the following terms are operationally defined:

1. **ALS Teachers/ Community ALS Implementers** refer to the teachers who handle learning groups in A and E and Basic Literacy programs.
2. **ALS Learners with special cases** refer to learners who experienced emotional, physical, sexual, social, and psychological abuse.
3. **Education Program Specialist II – ALS** refers to personnel who will assist the Division ALS focal person in the implementation of the project.
4. **Guidance Counsellor** refers to personnel who will provide advice to identified learners in areas needed like academic achievements, personal or social development, and career exploration.
5. **Division ALS Focal Person** refers to personnel who will oversee the project implementation.
6. **Legal Officer** refers to personnel who will assist the guidance counselor if the identified learners need legal advice.
7. **Medical Officer**- refers to personnel who will provide medical and mental support and guidance to client.

IV. Implementation Mechanism

1. Gathering of Data and Handling

Learners who are victims of emotional, physical, social, sexual, and psychological abuse will be identified by the ALS teachers through behavioral observation during the conduct of the learning session in the respective community learning centers. These learners will be then interviewed by the ALS teacher about the circumstances being experienced.

A list of names of identified learners who are victims of abuse will be submitted by the ALS teachers to the Division Office through the Education Program Specialist II in ALS to discuss with the concerned member of the team.

Reports from different platforms such as online, radio-based, TV-based and those complaints that are directly reported to the Schools Division Office will also be considered.

Validation of the submitted reports and complaints will be conducted to ensure the correctness of the data submitted. After this, these identified learners will be recommended for intervention.





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The Education Program Specialist II in ALS will coordinate with the Division Project GASA Team responsible for the plotting of the interventions needed for reported cases. This will include the timeline and other resources needed and the venue where the intervention will be conducted.

This Project will adhere to Republic Act 10173 Data Privacy Act of 2012, where protection and confidentiality of personal information will be secured and which shall be used for the sole purpose of the project only.

If the intervention provided will not be enough, it means that a collaborative partnership with the existing organization is needed. It must be multidisciplinary, proactive, and well-coordinated. This must include professionals that will provide physical safety, legal support, social welfare, and mental health to the victims.

2. Monitoring

- The CID ALSteam are advised to monitor and accomplish Enclosure 2 to check the progress of the intervention provided to the identified client.
- Monitoring reports can be included in the weekly monitoring report regularly required from the CID ALS Team.
- CID members will conduct follow-up monitoring if there are unexecuted recommendations.

The data-gathering procedure is expected to be complex as it will involve varied platforms. While the Focal Persons will receive the reported cases, the Project GASA Team Members are expected to facilitate the gathering and evaluation of these data. Evaluated data are then expected to be executed through the recommendations given by the Sub-Groups. The diagram below will shows the flow:

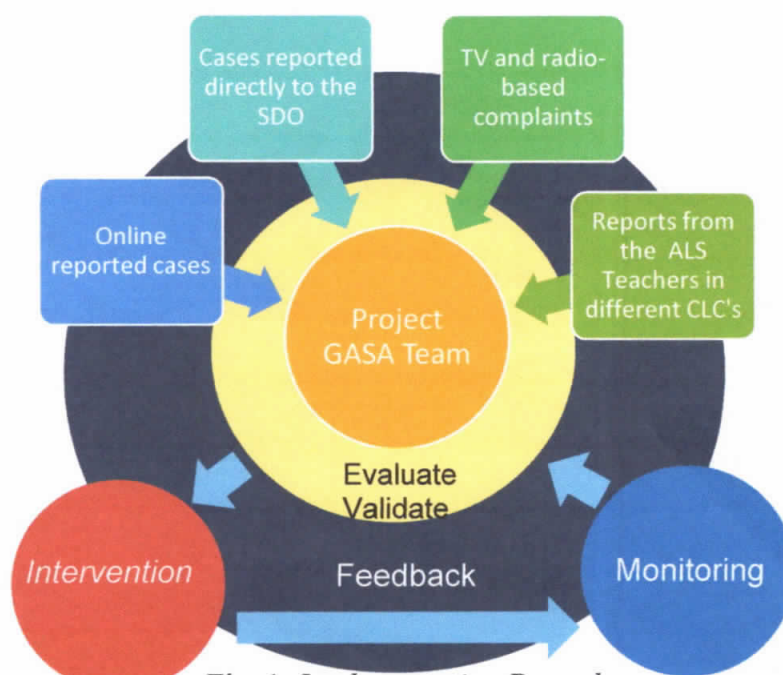


Fig. 1. Implementation Procedure



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**Duties and Responsibilities of Key Personnel Involved
in the Division Project GASA Team**

1. Project Chairperson

- a. Oversees project implementation.
- b. Provides input to the development of the project, including the evaluation strategy.
- c. Identifies the priorities in the project – where the most energy should be directed.
- d. Monitors timelines.
- e. Monitors the quality of the project as it develops.
- f. Receives consolidated report.
- g. Gives feedback for improvement.
- h. Provides advice and technical assistance.
- i. Monitors performance of subgroups.
- j. Facilitates the monitoring of needed interventions from the concerned teachers.
- k. Receives and evaluates monitoring reports.

4. Project GASA Focal Persons

- a. Receive and validate reported learners, and coordinate with the division guidance counselor.
- b. Ensure that the feedback mechanism is facilitated well.
- c. Set timelines.
- d. Monitor and provide guidance to the subgroups.
- e. Ensure the strategy that is planned matches the aim of the project.
- f. Notify concerned ALS teachers of the recommended intervention or course of action.
- g. Prepare and submit reports to M&E focal for consolidation.

5. Subgroup Heads

- a. Organize subgroup team including distribution of roles of the members.
- b. Ensures that the identified learners will be given intervention.
- c. Consider ideas and issues raised.
- d. Provide guidance to the members in the process flow of the project.
- e. Consider how they will know if the aim of the project has been achieved.
- f. Help balance conflicting priorities and resources.
- g. Foster positive communication outside of the Committee regarding the project's progress and outcomes.
- h. Contribute to the evaluation of the project, both the process of developing and implementing the project, and its actual impact on its intended audience.

6. Subgroup Members

- a. Understand the aim, strategy and intended outcomes of the project
- b. Appreciate the significance of the project for their own organization and clients
- c. Show advocacy for the project by doing what they can to promote its outputs
- d. Understand project management issues.

7. Monitoring and Evaluation





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- a. Receives reports from subgroups and interprets the same.
- b. Consolidates and forwards reports or updates to the project chairperson.
- c. Conducts research on the significant findings.

Enclosure 1 – List of members and assigned area

Project Chairperson: CID Chief Beverly Daugdaug
Project Co-Chairperson: Gervasio R. Salinas, Jr.
Project GASA Focal Persons: Elvie E. Timon and Cherry Lyne B. Vallejo
Division Guidance Coordinator: Rofelia T. de Mesa
Division Legal Officer: Clarisse Arnaez-Llaban
Consultants: SDS Cristy C. Epe and ASDS Basilio P. Mana-ay, Jr.
Division Medical Team: Dr. Jasmin Asarak

Subgroup	Subgroup Head	Members
Digos Occidental District	Scarlet P. Presillas	Rosemell L. Saavedra
		Ernielyn S. Diaz
		Jean Elizabeth C. Rebato
Digos Oriental District	Cheery Lyn N. Nemis	Joselito L. Lim
		Elmer A. Ardiente
		Manuel A. Caniban, Jr.
		Elenita R. Dignadice
		Alvin V. Deiparine
Digos South District	Romel H. Wenceslao	Shirley Olandria
		Cristine I. Josol
		Maria Christine C. Beltran
		Elmer R. Godinez, Jr.
Mt. Apo District	Job E. Ube	Yancy R. Bacugan

Prepared by:

ELVIE E. TIMON
EPS II – ALS

CHERRY LYNE B. VALLEJO
EPS II – ALS Designate

Reviewed by:

GERVASIO R. SALINAS, JR., PhD
EPS- Division ALS Focal Person

Recommending Approval:

BEVERLY S. DAUGDAUG, EdD
EPS- Division ALS Focal Person

Approval:

CRISTY C. EPE
Schools Division Superintendent



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Enclosure 2

REPORT

Community Learning Center: _____

Date Monitored: _____

Name of Identified Learners	Experienced Case (Any forms of abuse, exploitation, violence, discrimination, bullying and others)	Intervention Taken	Remarks

Overall Comments:

Signature Over Printed Name



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