



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

November 13, 2020

**DIVISION MEMORANDUM**  
DM No. 366, s. 2020

**DIVISION GUIDELINES ON THE ENGAGEMENT OF SERVICES OF LEARNING SUPPORT AIDES TO REINFORCE THE IMPLEMENTATION OF THE BASIC EDUCATION LEARNING CONTINUITY PLAN IN TIME OF THE COVID-19 PANDEMIC**

**To:** OIC-Assistant Schools Division Superintendents, CID and SGOD Chiefs, Education Program Supervisors and Specialists, Unit/Section Heads, All SDO Personnel, Public Schools District Supervisors, Elementary and Secondary School Heads/TICs/OICs, and All Others Concerned

1. Pursuant to **DepEd Order No. 32, s. 2020** entitled Guidelines on the Engagement of Services of Learning Support Aides to Reinforce the Implementation of the Basic Education Learning Continuity Plan in Time of COVID-19 Pandemic, this office adheres to the mechanisms, procedures and standards stipulated in this policy as a guide for all division personnel, schools, as well as other stakeholders in the recruitment, selection and engagement of Learning Support Aides (LSA) in all public elementary and secondary schools, including senior high schools, in school year 2020-2021.
2. The following procedures shall be followed in identifying the need for Learning Support Aides:
  - a. SDO and schools shall be guided by national, regional and local issuances in designing the LCP and distance learning modalities (DLDMs) to be employed including learners' and households' profile, access and readiness as well as the context and area where the schools are located.
  - b. The school shall analyze the educational landscape by reviewing the information and resources available on school, community and national context.
  - c. Schools shall profile the learners and household through the Learner Enrolment Survey Form (LESF) and other available means to gather learner, household, and

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- community information including other possible situations that would later demand for additional assistance from other personnel.
- d. The school shall account and assess the designed learning continuity plan (LCP) including the strategies of the implementation of the identified LDMS employed. Schools shall determine all available resources including the needed workforce needed to carry out the established strategy by organizing, maximizing, and mobilizing the existing human resources of the school.
  - e. Upon determining the existing workforce available, the school shall identify the number of additional human resources needed to effectively carry out the LCP and LDMS of the school and shall adjust the school Annual Implementation Plan (AIP) to explicitly include the additional workforce requirement.
  - f. The school head shall submit a request for additional workforce to the SDO to include the details on the number of learners and households to be covered and key considerations that need to be addressed.
  - g. The SDO shall evaluate and approve the requests for additional human resource requirements based on the schools' analysis of the educational landscape following the guidelines set by DO 32, s. 2020 and the gathered information on the learner and household profiles.
  - h. The following parameters shall be observed in approving the requests for engaging the services of Learning Support Aides (LSA):
    - i. Teacher -Learner Ratio
    - ii. Filling up of vacant teaching positions (Plantilla Items)
    - iii. Learner and Household Profile
3. The SDOs shall determine the corresponding fund source, as may be applicable, subject to existing and available funds:
- a. Special Education Fund (SEF), subject to applicable guidelines and issuances of the SEF.
  - b. General Fund of the LGU, subject for the approval of the Local Chief Executive (LCE) and applicable rules and regulations on the use of General Fund. A Memorandum of

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- Agreement (MOA) may be executed between DepEd SDO Quezon and LGU concerned as may be required or necessary.
- c. School MOOE provided that all mandatory expenses per DO Nos. 8 and 29, s. 2019 and DO No. 15, s. 2020 are prioritized.
  - d. Other programs of DepEd and other government and non-government organizations, through Adopt -a School Program, subject to relevant laws and issuances.
4. The following job functions, duties and responsibilities may be performed by LSAs depending on the needed support identified by the schools (Paragraph 11, DO 32, s. 2020).
  5. Learning Support Aides (LSAs) shall be engaged under Contract of Service or Job Order, subject to CSC, COA, and DBM Joint Circular No. 1, s. 2017 (Rules and Regulations Governing Contract of Service and Job Order Workers in the Government), as amended by Joint Circular No. 1, s. 2018, and other applicable policies, issuances, rules and regulations. Please refer to Paragraph 12 of DO 32, s. 2020 for additional guidelines to be observed.
  6. In the application and selection process, the SDO/schools with identified need to engage Learning Support Aides (LSA) shall contact, coordinate with, and offer the position to the existing teacher applicants in SY 2020-2021, in order of priority:
    - a. Remaining teacher applicants in the RQA in SY 2020-2021 who are not given permanent or provisional appointments due to lack of Plantilla items; and
    - b. Teacher applicants in SY 2020-2021 who did not meet the cut-off score per existing DepEd hiring guidelines.
    - c. LET passers in the locality, private school teachers who were displaced or unemployed or underemployed or who have lost their livelihood as a result of the pandemic, among others.
  7. The SDO shall issue a memorandum or Call for Application duly signed by the SDS stipulating the following:
    - a. Vacant Position
    - b. Name of School/s with Vacancy

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- c. Nature of Engagement and Corresponding Remunerations/Salary
  - d. Minimum Qualifications
  - e. Documentary Requirements and Deadline of Submission and Application of Documents
  - f. Timeline of Selection of Activities
8. Applicants for LSA must meet the following minimum qualifications:
- a. Education: At least Senior High School Graduate; or at least 2 years in College
  - b. Training: None Required
  - c. Experience: None Required
  - d. Eligibility: None Required
  - e. Age: At least 21 years old but not more than 59 years old
  - f. Preferably resident of the community/barangay where the school is located
  - g. Other preferred qualifications as may be determined by the SDO/school with vacancy relative to the specific considerations of specific school/s concerned.
9. Applicants for LSA shall submit the following documentary requirements:
- a. Letter of intent addressed to the SDS, or to the highest human resource officer designated by the SDS;
  - b. Personal Data Sheet (PDS);
  - c. Certified copy of the Voter's ID and / or any proof of residency as deemed acceptable;
  - d. NBI or Barangay Clearance
  - e. Other documents as may be required such as but not limited to the following:
    - i. Photocopy of Certificate of LET Eligibility/Rating/License/ID, if there is any;
    - ii. Photocopy of scholastic/academic record, such as but not limited to Transcript of Records (TOR) and true copy of grades;
    - iii. Photocopy of Service Records or Certificate of Employment, if there is any;
    - iv. Photocopy of Certificate of Trainings and Seminars Attended
    - v. Photocopy of latest Performance Rating, if there is any.
  - f. Omnibus certification of authenticity and veracity of all documents submitted, signed by the applicant.

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10. The applicant assumes full responsibility and accountability on the validity and authenticity of the documents submitted. Any violation will automatically disqualify the applicant from the selection process.
11. All applications shall be submitted to the existing School Screening Committee (SCC). The SCC shall receive and check the completeness, veracity and authenticity of documents submitted by the applicants.
12. The SCC shall conduct the initial evaluation of the applicants' qualifications vis-à-vis the minimum qualifications stipulated above and submit to the SDS a list of applicants along with the result of the initial evaluation using the prescribed form in Enclosure No. 2 of DO 32, s. 2020 as Annex A: Assessment and Selection Report.
13. All applicants who meet the minimum qualifications shall undergo an assessment and selection process to be conducted by the Division Review Committee (DRC) headed by Administrative Officer V as Chair.
14. The DRC shall recommend the final list of applicants based on the following parameters:
  - a. Merit and Fitness
  - b. Location
  - c. Teacher -Learner Ratio
  - d. Learner and Household Profile
15. Guided by the Assessment and Selection Report validated and recommended by the DRC and in the exercise of sound discretion, the SDS shall select from the recommended list of applicants the most qualified for engagement as Learning Support Aides.
16. Consistent with the health and safety protocols of the Department of Education (DepEd), all personnel including LSAs shall govern the safety protocols and strategized how to mitigate and reduce transmissions, contact, duration of infection in DepEd offices and schools

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including CLCs including households that may be accommodating DepEd personnel and Learning Support Aides (LSA).

17. Immediate and wide dissemination of this Memorandum is highly encouraged.

**ELIAS A. ALICAYA, JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
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asdsHDP/11/13/2020

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