

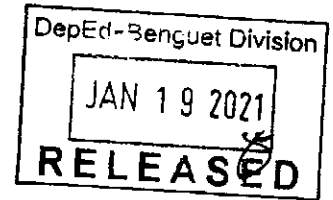


Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

January 18, 2021

**DIVISION MEMORANDUM**



No. 18, s. 2021



**TO: Chief Education Supervisors, CID & SGOD**  
**Education Program Supervisors**  
**Public Schools District Supervisors/District Heads**  
**School Heads of Concerned Public Schools**  
**All Others Concerned**

**ISSUANCE OF CONTRACT OF SERVICE TO LEARNING SUPPORT AIDES (LSAs)**

1. DepEd Order No. 032, s. 2020, "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," provides the mechanisms, procedures, and standards in the recruitment, selection, and engagement of Learning Support Aides in all public elementary and secondary schools, including the senior high schools, in the school year 2020-2021.
2. Paragraph 12 mentions that Learning Support Aides shall be engaged under the Contract Service or Job Order in accordance to the latest policies, issuances, rules and regulations from the Civil Service Commission (CSC), Commission on Audit (COA), and Department of Budget and Management (DBM).
3. In connection, all volunteer Learning Support Aides since October 5 up to the present, who belong to the Registry of Qualified Applicants (RQA), shall be issued contracts of service (refer to Enclosure No. 3 – Annex B) to be prepared at the school level with consideration of the guidelines enumerated under Paragraph 12. Consider other applicants and their qualifications as stipulated in Paragraph 13-14 and Paragraph 15, respectively.
4. The first contract shall be from October 5, 2020 to December 11, 2020, and another contract shall be from January 4, 2021 to June 11, 2021.
5. For source of fund, refer to Paragraph 10, letter f, page 6 of 23 in DepEd Order No. 32, s.2020.
6. For immediate dissemination and compliance.

  
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