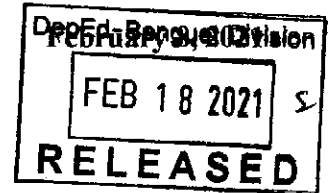




Republic of the Philippines
Department of Education
Schools Division of Benguet



DIVISION MEMORANDUM
No. 52, 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 CERTIFICATE OF RECOGNITION
TO LEARNING SUPPORT AIDES**

1. The Department of Education is committed to ensure unhampered delivery of basic education services to its learners and the community, in line with the constitutional mandate of the state. To attain this, the Department issued DepEd Order No. 012, s. 2020, "Adoption of the Basic Education Learning Continuity Plan (BE-LCP) for School Year 2020-2021 in the light of the COVID-19 Public Health Emergency," for the employment of multiple learning delivery modalities (LDMs) to ensure the continued provision of learning opportunities to its learners.
2. Consequently, the Department issued 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," for the recruitment, selection and engagement of Learning Support Aides (LSAs) in all public elementary and secondary schools in the school year 2020-2021 as one of the learning delivery modalities.
3. DepEd Order No. 032, s. 2020 also reiterated that these LSAs, who were selected from the Registry of Qualified Applicants, shall be credited points in relevant experience should they apply for a plantilla position in DepEd and shall be considered in the appointment should a vacancy occur within the school year 2020-2021.
4. For this purpose, the 81 hired LASs from October 5 to December 11, 2020 for the delivery of distance learning will be provided certificates of recognition as proof for the duration of service rendered.



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet





Republic of the Philippines
Department of Education
Schools Division of Benguet


5. The school heads are requested to submit the names of hired LSAs to their respective Public School District Supervisor/District head for consolidation at the District Office on or before February 19, 2021 following this format.

Complete Name <i>(Family name first)</i>	Duration of Service as LSA	Assigned Tasks <i>(Please enumerate specific tasks)</i>	Contact Number

6. The PSDSs/District heads shall submit the consolidated report on or before February 22, 2021 at the CID office.

7. School heads are also requested to accomplish the Contract of Service following the attached template (Refer to Division Memorandum No. 18, s. 2021) to be submitted on or before February 22, 2021.

8. For immediate dissemination and compliance.


BENILDA M. BAYTACA EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Office of the Schools Division Superintendent

Encl.: As stated

DIVISION/SECTION/initials



Address: Wangal, La Trinidad, Benguet
Telephone Number: (074) 422-6570
Email: benguet@deped.gov.ph
Facebook Page: DepEd Tayo Benguet

HYABAN
Integrity | Hard Work | Accomplishment | Modesty | Advancement | Unfettered Excellence



CONTRACT OF SERVICE

(Learning Support Aide)

KNOW ALL MEN BY THESE PRESENTS:

This Contract, entered into by and between:

The **DEPARTMENT OF EDUCATION-SCHOOLS DIVISION OF BENGUET**, a government agency with address at Wangal, La Trinidad, Benguet, herein represented in this act by the Schools Division Superintendent, **BENILDA M. DAYTACA, EdD. CESO VI**, hereinafter referred to as the "***First Party;***"

and

_____ of legal age, Filipino citizen, with residence and postal address at _____, _____, Philippines, hereinafter referred to as the "***Second Party;***"

Witnesseth:

WHEREAS, the ***First Party*** is in the exigency of the service, engages the services of the ***Second Party*** who shall perform work in support of the delivery of Basic Education Learning Continuity Plan (BE-LCP) performed by the teachers of the ***First Party;***

WHEREAS, the ***Second Party*** has signified his/her intention, to which the ***First Party*** has accepted, to provide the service needed by the latter, under the following terms and conditions, to wit:

1. That the ***Second Party*** possesses the education, experience and skills required to perform the job as described herein;
2. That the ***Second Party*** attests that he/she is not related within the third degree of consanguinity or affinity to the hiring authority and/or representative of the ***First Party***; that he/she has not been previously dismissed from government service by reason of an administrative offense; that he/she has not already reached the compulsory retirement age of sixty-five (65);
3. That in view hereof, the ***Second Party*** is hereby contracted as Learning Support Aide on a voluntary basis (pro-bono) for the period _____, 20____ to _____, 20____;
4. That for and in consideration of the valuable contribution of the ***Second Party*** to education specifically for the delivery of distance learning, a corresponding Certificate of Recognition shall be issued in favor of the ***Second Party***;
5. That the ***Second Party*** is expected to perform the following functions:
 - a. Assist in the production or reproduction of learning modules, activity

- sheets, and other instructional materials;
- b. Distribute to and retrieve from learners the supplementary activity sheets, remediation exercises, and enrichment activities prepared by the teacher/s;
 - c. Monitor and track the learners' accomplishment of the tasks indicated in the Weekly Home Learning Plan following the time frame set by the teacher/s concerned as anchored on the self-learning modules;
 - d. Clarify any difficulty or confusion that learners may encounter in the lesson or learning tasks, and coordinate such concern/s with the subject teacher/s concerned;
 - e. Guide the learners and/or parents/guardians in the observance of the prescribed protocols and requirements for implementing the DLDM employed;
 - f. Guide the learners and/or parents/guardians in establishing routines and procedures to manage time properly based on the Weekly Home Learning Plan prepared by the teachers. Remind the learners and/or parents/guardians to follow the allotted time for learning tasks, teacher consultation, exercise, hobbies, play, family bonding, and other activities indicated in the Weekly Home Learning Plan as part of nurturing their socio emotional well-being;
 - g. Monitor and track the learners' accomplishment and timely submission of all task requirements for the portfolio for the subject area/s;
 - h. Document and keep record of the learners' progress based on formative assessments, and submit the same to the teacher/s for instructional decision;
 - i. Help the teacher/s in determining the need for intervention strategies based on their observation and tracking of the learner's progress;
 - j. Communicate with and explain to the learners the learning tasks or activities indicated in the identified intervention, remediation, or enrichment strategy prepared by the teacher/s concerned; Provide answers and clarify any difficulty or confusion about the intervention strategies, and communicate such concern/s to the teacher/s concerned especially when the Learning Support Aide cannot address such concern/s;
 - k. Coordinate and communicate with the parents and/or guardians the periodic feedback of learners' progress prepared by the teacher/s;
 - l. Comply with laws, rules, and policies on the rights of children, their protection and education, including DO No. 40, s. 2012 (DepEd Child Protection Policy), and applicable DepEd issuances to ensure that in the course of engagement, the learner shall at all times be protected against abuse, violence, exploitation, discrimination, and other forms of abuse; and
 - m. Perform other tasks and functions related to the teaching and learning process, as may be deemed necessary and/or assigned by the School Head.
6. That the *Second Party* shall render full time service to the *First Party* and observe a work schedule pursuant to DepEd Order No. 23, s. 2018 on the flexible working hours for non-teaching personnel, as approved by the First Party;
 7. That it is understood that this contract does not create an employer-employee relationship between the *First Party* and the *Second Party*, that the services rendered hereunder are not considered and will not be accredited as government service; and that the latter is not entitled to benefits enjoyed by the regular

personnel of the *First Party*, unless provided by law.

8. That the *Second Party* shall observe the standards of personal conduct in the discharge and execution of functions/services in accordance with the Code of Conduct and Ethical Standards for Public Officials and Employees under RA 6713 and adhere to DepEd Orders, Memoranda, and other issuances pertaining to Learning Support Aides;
9. That the *Second Party* shall hold and maintain the Confidential Information in strict confidence; and shall carefully restrict access by third parties without clearance from the authorized First Party Officer; and shall bind himself to comply with RA 10173 or the "Data Privacy Act of 2012" and relevant rules and regulations;
10. That the *Second Party* acknowledges and agrees that the Department is the sole owner of any and all outputs prepared, created and/or designed; and that the Second Party shall turn-over to the *First Party* and all records, notes, and other written, printed, tangible or intangible materials (soft and hard copies) ; and
11. That either party may terminate this contract for causes authorized by law and upon written notification to the other party, to be submitted fifteen (15) days prior to the termination of this contract.

IN WITNESS WHEREOF, both parties have hereunto set their hands this _____ day of _____ 20_____, at _____, Benguet, Philippines.

DEPARTMENT OF EDUCATION-
SCHOOLS DIVISION OF BENGUET

First Party

Represented by:

BENILDA M. DAYTACA, EdD., CESO VI
OIC-Office of the Schools Division Superintendent

Second Party

SIGNED IN THE PRESENCE OF:

RIZALYN A. GUZNIAN, EdD.
CES-Curriculum Implementation Division

School Head

REPUBLIC OF THE PHILIPPINES)

_____)S.S
_____)

ACKNOWLEDGEMENT

BEFORE ME, a Notary Public for and in the _____, personally appeared **BENILDA M. DAYTACA**, OIC-Office of the Schools Division Superintendent, representing **Schools Division of Benguet**, and _____, and hereby identified through their competent evidence of identity, to wit:

Name	Proof of Identity
Benilda M. Daytaca	TIN 905-483-674

known to me to be the same persons who executed the foregoing CONTRACT, and they acknowledged to me that the same is their true act and deed and/or for and on behalf of the parties they represented.

This instrument consists of three (3) pages, including the page, on which this acknowledgement is written duly signed by the contracting parties and their witnesses on each and every page thereof.

IN WITNESS WHEREOF, I have hereunto affixed my Signature and Official Seal this _____ day of _____, 20_____.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____.