



Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

**Office of the Schools Division Superintendent**

**July 26, 2021**

Division MEMORANDUM  
No. *336*, s. 2021

**DIVISION GUIDELINES ON THE PREPARATION OF PRESENTATION  
PORTFOLIO OF ALS COMPLETERS**

To : All Public Schools District Supervisors/In-Charge  
District ALS Coordinator  
Mobile Teachers  
This Division

1. Relative to Joint Memorandum: DM-OUCI-2021-049, the field is hereby informed of the Division Guidelines on the Preparation of Presentation Portfolio of ALS Completers in preparation for the upcoming evaluation.
2. This aims to provide both Teachers and Learners with specific directions on the preparation of Presentation Portfolio so as to better improve the learners' work outputs.
3. Attached herewith is the copy of the Guidelines on the Preparation of Presentation Portfolio of ALS Completers.
4. The schedule for the evaluation of the Presentation Portfolio of ALS Completers will be announced in a separate memorandum.
5. For your information and compliance.

  
**JOSITA B. CARMEN, CESO V**  
Schools Division Superintendent

Encl.: As stated  
Reference:

Joint Memorandum: DM-OUCI-2021-049



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Date: 4/22/2021

Version: V5



ISO Cert. No. AW/PH909100102

DC No: I-OSDS--002



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To be indicated in the Perpetual Index  
under the following subjects:

ALS K to 12 Basic Education      Assessment      Policy      Learners

ADD/CID/DM-MEMO  
376 / July 26, 2021



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**Guidelines on the Preparation of Presentation Portfolio  
of ALS Learners**

- A. **Cover Page**- shall include learner's complete name, LRN, CLC, learning level, her/his ID picture and the name of his/her ALS teacher.
- B. **Table of Contents**- shall include the list of contents of the portfolio with proper labels for every set of documents based on the order in the list of criteria so as to easily locate the enclosed documents.
- C. **Portfolio Entries**-
- C.1.1 **Personal Information Sheet** – shall include both Pre and Post Test with ratings.
- 1.2 **Functional Literacy Test Result** – shall include both Pre and Post Test results with ratings and remarks indicating whether there is significant progress of the learner.
- 1.3 **Individual Learning Agreement** – shall be attached with the Item analysis of the Functional Literacy Test Results as one of the bases to identify the Priority Learning Needs of the learners.
- 1.4 , **Learner's Record of Module use/Tracking Forms**- shall include the List of Modules and the activities accomplished by the learner for every learning strand.

All the forms mentioned above shall be filled out with signatures of the learner and ALS implementer and the dates the forms are accomplished.

C.2.1 **RPL Form 1 (Documentary of Life Experience)**- shall be accomplished by the learner, which they can write in English, Filipino or dialect depending on their preference and level with the guide of the ALS teacher.

2.2 **RPL Form 2 (Record of Trainings Skills)**- shall include all the trainings attended by the learner with attachment of Certificate of Participation/ Pictures as proof.

2.3 **RPL Form 3 ( Summary of Work History)**- shall include all the work or job- formal or informal - undertaken by the Learners with Certificate of Employment as proof.



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**Note:** For learners with “informal jobs” like fishermen, farmers, freelance skilled workers, small scale entrepreneurs, etc., a Work Certification from their Brgy. Officials shall be attached as proof.

2.4 **RPL Form 4 ( Learner’s Checklist of Skills)**- shall be accomplished by the learner together with the ALS teacher with the ALS teacher’s remark for every competency.

**C.3 Four (4) Work Samples for each Learning Strand**

- shall include samples of the learners’ best outputs according to their level, and must bear the signature of the ALS signature and the date they were checked.

2. All other learning outputs and documents accomplished by the learner in the whole duration of ALS classes shall be placed separately in another portfolio or what is called Work Portfolio.

3. Portfolios must be arranged in a bunch by CLC and then by sex.



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