



Republic of the Philippines  
**Department of Education**  
REGION V – BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



October 20, 2021

**DIVISION MEMORANDUM**

OSDS-SGOD-DM- 475, s. 2021

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID, and SGOD  
Education Program Supervisors  
Public Schools District Supervisors/In-charge of the Districts  
Public Elementary and Secondary School Heads  
District and School Brigada Eskwela and ASP Coordinators  
All Others Concerned

**GRANTING OF CORRESPONDING POINTS FOR RELEVANT TEACHING EXPERIENCE TO VOLUNTEER TEACHER APPLICANTS AND AWARDING OF CERTIFICATE OF APPRECIATION FOR ALL VOLUNTEERS**

1. Pursuant to **Regional Memorandum No. 107, s. 2021**, titled “*Addendum to Regional Memorandum No. 52, s. 2021 on the Regional Implementation of Brigada Pagbasa During the 2021 Brigada Eskwela Implementation – Granting of Corresponding Points for Relevant Teaching Experience to Volunteer Teacher Applicants and Awarding of Certificates of Appreciation for All Volunteers*”, and **DepEd Memorandum No. 48, s. 2021** re: “*Implementing Guidelines for Brigada Eskwela under the New Normal*”, this Office will intensify the implementation of Brigada Pagbasa Program to improve the literacy of Kinder to Grade 6 and struggling readers in secondary schools until March 2022 as presented during the National Brigada Pagbasa Orientation.
2. Item No. 4 of the Regional Memorandum No. 52, s. 2021 invites all SDOs to support the program that will contribute to the realization of the 5Bs of “Bawat Batang Bicolano Bihasang Bumasa”. Teacher applicants who signed up and became **volunteer tutors** shall be granted corresponding points for Relevant Teaching Experience equivalent to the number of months rendered per DepEd Order No. 7, s. 2015 for hiring Teacher I positions for elementary and Junior High School. The total number of points should be reflected in the Memorandum of Agreement (MOA), signed by the volunteer tutors and the PSDS or School Head. Enclosed is a copy of the MOA for volunteers for information and guidance.
3. All schools implementing Brigada Pagbasa shall prepare an Official Master List of their volunteer teachers applicants, number of months rendered, number of learners/tutees and the pre-and post-reading test assessment result which will serve as reference to the Memorandum of Agreement (MOA) with the volunteer teacher applicants. Volunteer teacher applicants shall be given a Certificate of Teaching Experience while other volunteers (readers, tutors, book donors and support) will be given a Certificate of Appreciation.






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4. All districts are requested to furnish this Office, through the SGOD-Social Mobilization and Networking Unit, a copy of the signed MOA with the volunteers for monitoring purposes on or before December 10, 2021.
5. For widest dissemination, information and compliance.

  
**SUSAN S. COLLANO**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

MBB/DM 2021 - GRANTING OF CORRESPONDING POINTS FOR RELEVANT TEACHING EXPERIENCE TO VOLUNTEER  
TEACHER APPLICANTS AND AWARDING OF CERTIFICATE OF APPRECIATION FOR ALL VOLUNTEERS  
00\_\_\_\_/October 20, 2021



Enclosure No. 1 to the Division Memorandum No. \_\_\_\_\_, s. 2021 on the GRANTING OF CORRESPONDING POINTS FOR RELEVANT TEACHING EXPERIENCE TO VOLUNTEER TEACHER APPLICANTS AND AWARDING OF CERTIFICATE OF APPRECIATION FOR ALL VOLUNTEERS – Sample Memorandum of Agreement (MOA) for Volunteer Tutors

### MEMORANDUM OF AGREEMENT

This Agreement made and entered into this \_ th day of March at \_\_\_\_\_, Albay, Philippines, by and between:

The **DEPARTMENT OF EDUCATION**, SDO \_\_\_\_\_, “DepEd” for brevity a government entity mandated by law, particularly Batas Pambansa Blg. 232, otherwise known as the “Education Act of 1982,” as amended by Republic Act No. 9155, otherwise known as the “Governance of Basic Education Act of 2001”, with office address at San Lorenzo Tabaco City, represented by its **Schools Division Superintendent**, \_\_\_\_\_, herein referred to as the – **FIRST PARTY**

-and-

The **VOLUNTEER TUTOR** for brevity, is a Learner Support Aide (LSA)/Teacher Applicant with home address at \_\_\_\_\_, represented herein by \_\_\_\_\_, herein referred to as the – **SECOND PARTY**

WITNESSETH:

**WHEREAS**, Section 1, Article 14 of the 1987 Constitution provides that “(t)he State shall protect and promote the right of all citizens to quality education at all levels, and shall take appropriate steps to make such education accessible to all.”

**WHEREAS**, **DepEd**, through the External Partnerships Service (EPS) and the Education Support Services Division of this region, believes that partnership is an important paradigm in delivering and achieving DepEd’s education development goals and services and to fulfill the mandate of the Constitution to make such quality education accessible to all;

**WHEREAS**, **DepEd** has the responsibility of securing resources to make the public schools competitive and is now calling on the private sector to serve as a major partner for the improvement of the public education system and in the nation’s development;

**WHEREAS**, Republic Act No. 8525 (RA 8525), otherwise known as the “Adopt-a-School Act of 1998” was enacted to encourage private entities to assist in the delivery of

better quality education to public schools in the country, particularly in the poverty-stricken provinces;

**WHEREAS**, the **Parties** shall comply with the provisions of DECS Order No. 28, s. 2001 or “Prohibiting the Commercialization of the DECS Organization through Endorsements and Accreditation of Goods and Services” in the implementation of the program, and DepEd Order No. 39 s. 2009 or “Strict Adherence to DepEd Order No. 28, s. 2001”;

**WHEREAS**, relative to the Corona Virus Disease 2019 (COVID-19) outbreak, the Office of the President has issued Presidential Proclamation No. 911, s. 2020 declaring a State of Public Health Emergency throughout the Philippines”;

**WHEREAS**, in response to the public health emergency, and guided by the issuances on the management of COVID-19 by the Office of the President, the Inter-Agency Task Force for the Management of Emerging Infectious Diseases (IATF-EID) in the Philippines, and the Department of Health (DOH), the Department of Education developed a Basic Education Learning Continuity Plan (BE-LCP) for the guidance of all DepEd Units, entitled, “Learning Opportunities Shall Be Available: The Basic Education Learning Continuity Plan in the Time of COVID-19”, that lays down the direction for the basic education for school year 2020-2021. This likewise provides for the delivery of learning through the following modalities:

- 1) Printed or digital modules delivered to the homes of the learners, or picked up by their parents at designated places, within coordinated schedules;
- 2) Online learning;
- 3) Television or radio based instructions; and
- 4) Homeschooling;

**WHEREAS**, the BE-LCP requires the complementary and broader roles of parents, guardians and other household partners, and members of the community to support the learning process of the students at home, hence, the need for additional manpower and education volunteers in schools;

**WHEREAS**, the engagement of Learning Support Aides in all public elementary and secondary schools including senior high schools, in school year (SY) 2020-2021 is guided by DepEd Order No. 32, s. 2020 or the Guidelines on the Engagement of Services of Learning Support Aides to Reinforce the Implementation of the Basic Education Learning Continuity Plan (BE-LCP) in Time of COVID-19 Pandemic. All applicable provisions shall follow the guidelines set forth in the said DepEd Order;

**WHEREAS**, **Volunteer Tutor** supports **DepEd** to provide access to quality education and a better teaching and learning environment through the implementation

of the Basic Education Learning Continuity Plan and provision of necessary support and additional resources during this time of pandemic and calamities;

**WHEREAS**, to assist the public school system through the implementation of the Community Based Teaching Education Volunteers as Tutors, in support to the implementation of homeschooling, **Volunteer Tutor** has expressed commitment to carry-out/implement the COMMUNITY BASED TEACHING ASSISTANTS AND EDUCATION VOLUNTEERS FOR BRIGADA PAGBASA PROGRAM as "the Project";

**WHEREAS**, Volunteer Tutor expressed his/her willingness to provide volunteer services to \_\_\_\_\_, Elementary School \_\_\_\_\_ District,;

WHEREFORE, for and in consideration of the foregoing premises and the terms and conditions herein set forth, the parties do hereby covenant and agree to the following:

**I. DUTIES AND FUNCTIONS OF THE FIRST PARTY (DEPARTMENT OF EDUCATION)**

1. Acknowledge and enlist schools and learners identified by the Second Party.
2. Facilitate and assist the Second Party in the conduct of learning processes particularly in Reading and Numeracy.
3. Shall certify, through the School Heads, reports, and other papers prepared and submitted by the Second Party and Learning Support Aids/Volunteer Para Teachers/Volunteer Tutors.
4. Shall give credits to the Learning Support Aids/Volunteer Para Teachers/Volunteer Tutors in accordance with Item III provisions stated in this agreement;
5. Recommend termination of the Learning Support Aids/Volunteer Para Teachers in violation of any rules and regulations established by the Department of Education and other established laws in the county.

**II. DUTIES AND FUNCTION OF THE SECOND PARTY (Volunteer Tutor)**

1. Identifies the recipient schools and learners and shall coordinate with the concerned School Head.
2. Submits the list of identified learners to the First Party for verification and approval.
3. Submits to the School Head report of accomplishment, problems met, and other concerns every Friday.
4. Performs the assigned tasks by the school head and same must conform with the conditions;

5. Informs the school head for any misconduct of the learners other valid and reasonable causes.

### III. DETERMINATION/RECOGNITION OF SERVICES

1. The services of the Second party (Learning Support Aids/Volunteer Para Teachers) will be on a voluntary basis, however, it shall be used as teaching experience that shall be credited in the ranking of teachers, of which points will be given for the services rendered to wit:

- a. **0.15 point per month of service**
- b. **1.15 Points for the entire school year**

2. Education Volunteers are not subject to monetary compensation.

This agreement shall be construed in conformity with the pertinent laws and rules and parties hereby commit to comply with the stipulations contained in this agreement in good faith.

IN WITNESS WHEREOF, the parties hereto set their hands this \_\_\_\_\_ in \_\_\_\_\_, Albay, Philippines.

VOLUNTEER TUTOR

DEPARTMENT OF EDUCATION  
\_\_\_\_\_  
ELEMENTARY  
SCHOOL

By:

By:

SCHOOL HEAD

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) S.S.

BEFORE ME, this \_\_\_ day of \_\_\_\_\_, 2021, personally appeared:

Name	Government Issued ID (Details)	Date and Place Issued
<b>SCHOOL HEAD/PSDS</b>		
(Volunteer Tutors)	License-	Valid until

Known to me and to me known to be the same persons who executed the foregoing Memorandum of Agreement, signed by the PARTIES and their instrumental witnesses, and they acknowledged to me that the same is their free voluntary act and deed and that of the corporations they represent respectively. This Memorandum of Agreement consists of six (6) pages including this page in which this acknowledgment is written, signed by the parties in their instrumental witnesses each and every page thereof.

WITNESS MY HAND AND NOTARIAL SEAL, on the date at the place first written above.

NOTARY PUBLIC

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