



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
Schools Division of Bohol

**Office of the Schools
Division Superintendent**

August 4, 2025

DIVISION MEMORANDUM
No. **521** , s. 2025

**NEW ASSIGNMENT OF EDUCATION PROGRAM SPECIALIST II FOR ALS
(EPSA) IN CLUSTERED DISTRICTS**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Education Program Supervisors
PSDS/ APSDS
EPSA
School Heads
All Others Concerned

1. In the interest of efficient delivery and monitoring of ~~Alternative~~ Learning System (ALS) programs in the Schools Division of Bohol, this office announces the new assignment of the Education Program Specialists II for ALS (EPSA) in specific cluster districts.
2. The EPSA assigned to each ALS cluster shall have the following duties and functions:
 - a. **Weekly Schedule and Reporting Requirements:**
 - **Monday**- Be physically present at the SDO to submit Weekly Work Plan.
 - **Tuesday to Thursday**- Report to the assigned base district of Community Learning Center (CLC) for field work, technical assistance, and monitoring of ALS Activities
 - **Friday**- Return to the SDO to submit Weekly Accomplishment Report and coordinate with CID Chief and ALS Focal person for updates and feedback.
 - b. **Support and Coordination:**
 - Coordinate closely with the PSDS and school heads on the implementation, monitoring, and evaluation of ALS programs.
 - Work collaboratively with ALS Focal Person to monitor CLCs and address ALS-related concerns in their assigned districts.
 - Provide technical assistance to ALS teachers, instructional managers and stakeholders to ensure program quality and sustainability.
 - c. **Receiving of Reports:**
 - ALS teachers shall submit their DTR with accomplishment reports, TTA claims directly to the assigned EPSA at the base District/ CLC as scheduled.



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d. Performance of the Key Result Areas:

- EPSAs are expected to perform and deliver outputs aligned with the KRA assigned to them. Performance shall be regularly monitored and evaluated based on the identified KRAs.
- 3. This new assignment is effective immediately. Everyone is enjoined to provide full support and cooperation to the assigned EPSAs to ensure effective delivery and monitoring of ALS programs.
- 4. See attached enclosures for further details.
- 5. Wide dissemination and strict compliance with this memorandum are enjoined.


FAY C. LUAREZ EdD, PhD. TM, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

FCL/CID/CMR/



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Weekly Work Plan

Date	KRA	Planned Activities	Success Indicators

Submitted by:

EPSA

Noted:

PSDS

Recommending Approval:

CARMELA M RESTIFICAR, PhD

CID Chief

Approved:

FAY C LUAREZ EdD PhD TM CESO VI

Schools Division Superintendent

EPSAs NEW ASSIGNMENT

NO.	GROUP 1		GROUP 2		GROUP 3		GROUP 4		GROUP 5	
	Municipalities	No. of Teachers	Municipalities	No. of Teachers	Municipalities	No. of Teachers	Municipalities	No. of Teachers	Municipalities	No. of Teachers
1	Dauis	3	Baclayon	3	Corella	2	Cortes	2	Maribojoc	2
2	Antequera	2	Sikatuna	2	Alburquerque	2	Panglao	2	Balilihan	2
3	Loay	2	Loon	5	Loboc	2	Sevilla	2	Lila	2
4	Catigbian	3	San Isidro	2	Calape	3	Sagbayan	3	Bilar	2
5	Tubigon	4	Valencia	2	Dimiao	2	Inabanga	4	Jagna	2
6	Batuan	2	Danao	2	Dagohoy	2	Garcia Hernandez	2	Carmen	5
7	Buenavista	4	Siera Bullones	2	Duero	2	Clarin	2	Pilar	3
8	Guindulman	2	San Miguel	2	Trinidad	4	Getafe	3	Talibon	6
9	Mabini	2	Ubay 1 BASE SCHOOL	6	Alicia	2	Bien Unido	1	Candijay	3
10					CPG	2	Anda	2		
	TOTAL	24		26		23		23		27
	HELEN N. ROCAMORA		ELSA F. HINGPIT		JEAN C. SATURINAS		JEA C. AYSON		NEIL JOHN C. JABUJAB	
	GARCIA HERNANDEZ	2	SEVILLA	2	GETAFE	3			SAGBAYAN	3
	ANDA	2	INABANGA	4	PANGLAO	2			BIEN UNIDO	1
	CORTES	2	CLARIN	2		5				4
		6		8	28				31	
	30		34							