



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

**Office of the Schools  
Division Superintendent**

June 1, 2026

DIVISION MEMORANDUM

No. **345**, s. 2026

**NEW CLUSTER ASSIGNMENT AND WORK ARRANGEMENT OF  
EDUCATION PROGRAM SPECIALISTS FOR ALTERNATIVE  
LEARNING SYSTEM (ALS)**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
Education Program Supervisors  
ALS Focal Person  
ALS- EPSA

1. In line with the continuous strengthening of the implementation, monitoring, and technical assistance mechanisms of the Alternative Learning System (ALS) Program in the Schools Division of Bohol Province, the new cluster assignments of the Education Program Specialists for ALS (EPSAs) are hereby announced effective immediately.
2. For cluster assignment, refer to attached enclosure.
3. To ensure effective supervision, monitoring, and coordination of ALS programs and activities, the following work arrangement shall be observed by all Education Program Specialists for ALS:

**A. Mondays – Schools Division Office (SDO)**

- Report to the Schools Division Office.
- Prepare and submit weekly work plans.
- Participate in coordination meetings, planning sessions, and other official activities called by the Division Office.
- Consolidate priority concerns and prepare schedules for field engagements.

**B. Tuesdays to Thursdays – Cluster Field Assignment**

- Report to and provide technical assistance within the assigned cluster.
- Conduct monitoring, coaching, mentoring, and validation activities related to ALS implementation.
- Coordinate with Public Schools District Supervisors, School Heads, ALS Teachers, and other stakeholders.



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- Gather and document field data, accomplishments, issues, concerns, gaps, and promising practices.
- Report to their designated base district for at least one (1) day during the period from Tuesday to Thursday to ensure continuous coordination and support to district ALS implementers.

**C. Fridays – Schools Division Office (SDO)**

- Report to the Schools Division Office.
  - Submit weekly accomplishment reports with complete Means of Verification (MOVs).
  - Present and discuss accomplishments, emerging issues, concerns, gaps, and promising practices (CIGPs) gathered during field engagements.
  - Participate in reflection, planning, and coordination meetings to improve ALS program implementation.
  - All Education Program Specialists for ALS shall submit their Weekly Work Plans every Monday and Weekly Accomplishment Reports with corresponding Means of Verification (MOVs) every Friday to the Division ALS Focal Person for consolidation, monitoring, and documentation.
  - The Division ALS Focal Person shall monitor compliance with the prescribed work arrangement, consolidate reports, and provide recommendations to improve field operations and support mechanisms for ALS implementation.
  - Immediate dissemination of and strict compliance with this Memorandum are directed.
4. Immediate dissemination of and compliance with this Memorandum is directed.

*for*  
*for*  
**FAY C. LUAREZ EdD, PhD. TM, CESO V**  
Schools Division Superintendent *for*

FCL/CID/CMR/



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