



Department of Education
Region V
DIVISION OF CAMARINES SUR
Freedom Sports Complex, San Jose, Pili, Camarines Sur



DIVISION MEMORANDUM NO. 263 s. 2017

TO : ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEF EDUCATION SUPERVISOR, CID
PUBLIC SCHOOLS DISTRICT SUPERVISOR
DIVISION ALS COORDINATOR
EDUCATION PROGRAM SPECIALIST II, in ALS
ALL OTHERS CONCERNED

FROM : ARNULFO M. BALANE, CESO V
Schools Division Superintendent

SUBJECT: EDUCATION PROGRAM SPECIALIST II AREA and SPECIAL ASSIGNMENT

DATE : August 21, 2017

1. In line with the unnumbered memorandum issued by the Office of the Undersecretary for Regional Operations, "The approved Education Program Specialist II is specifically assigned as the coordinator of ALS programs and deployed as shared service to the districts".
2. The Education Program Specialist II (EPSII) shall work closely with the Public Schools Districts Supervisor (PSDS) and be part of the team that will provide support services; hence, they will be deployed in different districts with their special assignment (see appendix 1 for district assignment and special project/program.
3. The said EPS -II shall primarily perform the following:
 - a) Implement ALS Programs and Projects (see appendix 2 for detailed duties and responsibilities);
 - b) Assist Division Focal Person/EPS-ALS in conducting Activities like ALS caravan, Literacy Summit, Festival of Talents, Sports, Journalism and other relevant activities;
 - c) Assist Division Focal Person in organizing Local Literacy Coordinating Council (LCC);
 - d) Prepare aligned test materials on Accreditation and Equivalency Program; and
 - e) Does other related tasks deemed necessary by the Schools Division Superintendent.
4. Travelling and other incidental expenses incurred in performing said duties and functions are chargeable against local funds subject to usual accounting and auditing rules and regulations.
5. Wide dissemination and immediate compliance are earnestly desired.

Appendix 1 District Assignment and Special Project/Program

Name of EPS II	Area of Assignment	Special project/program
1. CATHERINE P. ALARZAR	<ol style="list-style-type: none"> 1. Baao 2. Caramoan North 3. Garchitorena 4. Parubcan 5. Pili East 	<ul style="list-style-type: none"> • MIS/LIS Division Co-Coordinator • Accreditation and Equivalency Program • Learning Strand III
2. MERCY S. CASTILLO	<ol style="list-style-type: none"> 1. Gainza 2. Libmanan North 3. Pamplona 4. Pasacao 5. Bula North 6. Bula South 	<ul style="list-style-type: none"> • MIS/LIS Division Coordinator • Basic Literacy Program • Learning Strand II
3. EVELYN R. CLAVE	<ol style="list-style-type: none"> 1. Bato 2. Caramoan South 3. Libmanan South 4. Minalabac 5. Pili West 6. San Fernando 	<ul style="list-style-type: none"> • Person With Disabilities • Encampment • Special Program in Jail and Rehab • Learning Strand IV
4. PEDRO C. PEÑAFLORES	<ol style="list-style-type: none"> 1. Lagonoy North 2. MAGARAO 3. SIRUMA 4. TINAMBAC NORTH 5. TINAMBAC SOUTH 	<ul style="list-style-type: none"> • Informal Education • E-Skwela Program/Tech4Ed • Learning Strand VI
5. MILDRED J. PRADES	<ol style="list-style-type: none"> 1. Balatan 2. Buhi North 3. Buhi South 4. Milaor 5. Nabua East 6. Nabua West 	<ul style="list-style-type: none"> • Publication • Barangay Literacy Worker Program • Most Significant Stories • Learning Strand I
6. HAZEL M. SALCEDO, PhD.	<ol style="list-style-type: none"> 1. Goa 2. Lagonoy South 3. Libmanan South 4. San Jose 5. Sagñay 6. Tigaon 	<ul style="list-style-type: none"> • Indigenous Peoples Education • PRAISE System • Learning strand IV
7. EDGAR A. TABAGAN	<ol style="list-style-type: none"> 1. Cabusao 2. Del Gallego 3. Lupi 4. Ragay 5. Sipocot North 6. Sipocot South 	<ul style="list-style-type: none"> • Social Mobilization • Radio Based Instruction • Learning Strand V
8. SONNY A. TAUGAN, EdD.	<ol style="list-style-type: none"> 1. Bombon 2. Canaman 3. Camaligan 4. Calabanga East 5. Calabanga West 6. Ocampo 	<ul style="list-style-type: none"> • Volunteers for International Development Agency Coordinator • Learning Strand I (Filipino) • ALIVE

Sec appendix 2 Duties and Responsibilities of EPS II

KEY RESULT AREA (KRA)	DUTIES AND RESPONSIBILITIES	
	Technical and administrative	
	TECHNICAL COMPETENCIES	KNOWLEDGE
1.Literacy Assessment	1.Literacy Mapping/ADSOCMOB	<p>a.) Facilitate in the conduct of training, orientation, workshops, or any social mobilization activities related to the ALS at the Division</p> <p>b.) Assist/Initiate in the development of advocacy materials</p> <p>c.) Coordinate the conduct of community/literacy mapping</p> <p>d.) Consolidate and submit the result of Management Information System (MIS) to the Division ALS Focal Person and Division Planning Officer</p> <p>e.) Draw literacy map to geographically illustrate location of ALS target learners of the community and guide strategy for implementing ALS Programs</p> <p>d.) Assist in the coordination and links with government and non-government organizations and agencies regarding the implementation of ALS Programs in the Division/district/Barangay</p>
	2. Assessment	<p>a.) Monitor the conduct of assessment and evaluation of learners to establish literacy level and assess progress using the ABL/FLT tool.</p> <p>b.) Monitor in the assessment of learners portfolio</p>
2.Literacy Intervention	3. Instructional Supervision	<p>a.) Assists in the review of IPCRF of learning facilitators</p> <p>b.) Prepares instructional Supervisory matrix/schedule</p> <p>c.) Provides technical assistance to ALS Learning Facilitators on the following aspects:</p> <ul style="list-style-type: none"> c.1) Observation of classes c.2) Organization and Supervision of Programs and Projects c.3) Capability Building e.4) Alternative and other delivery techniques and strategies <p>d.) Designs learning plans and developmental activities for learning facilitators anchored on the result of the Training Needs Assessment</p>

		<p>e.) Supervises ALS Facilitators on the improvement of teaching-learning deliveries</p> <p>f.) Leads in the conduct of the Learning Action Cell (LAC) for learning facilitators</p>
	3. Other Tasks	<p>g.) Facilitates in the Development of the contextualization/Localization learning resources for Community Learning Centers</p> <p>h.) Assist in the conduct of advocacy and social mobilization activities</p>
3. Monitoring and evaluation/Research	4. Monitoring and Evaluation/Research	<p>a.1) Conduct regular monthly monitoring on MIS/LIS enrolment on the demographic data of ALS learners in all deliveries (Deped Delivered or Deped Procured) by learning facilitators</p> <p>a.2) Consolidate Division data on MIS/LIS on quarterly basis for submission to CO and RO</p> <p>a.3) Coordinate and submit with Division Planning Officer on quarterly basis</p> <p>b.) Conduct monitoring and evaluation using the ALS M&E Forms:</p> <p style="padding-left: 40px;">b.1) M&E Forms 001 Financial M&E Forms 002 EPS and EPSA M&E Forms 002B DALSC and BPOSA M&E Forms 003 Technical for LF M&E Forms 004 Kumustahan for EPSA, EPS, BPOSA, LF, and stakeholders M&E Forms 005 ALS Target Individual M&E Forms 006 Tracking M&E Forms 007 ALS Learners Portfolio (RPL, assessment forms and other documents)</p> <p>c.1) Prepares and submits M&E reports and recommendations to Education Program Supervisor I/ PSDS on monthly and quarterly basis</p> <p>d.1) Conduct action research based on the result of monitoring and other ALS related activities once a year</p>