DEPARTMENT OF EDUCATION
SDO-Iriga City RECORDS SECTION
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Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)
TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Tanggapan ng Tagapamanihalang Pansangay ng mga Paaralan

09 November 2026

DIVISION MEMORANDUM
No. 581, s. 2026

IMMEDIATE IMPLEMENTATION OF THE ALS MICRO-CERTIFICATION ASSESSMENT FOR 300 ALS LEARNERS AND COMPLIANCE WITH THE PRESCRIBED IMPLEMENTATION TIMELINE

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisors
Division ALS Focal Person
Education Program Specialist II, ALS
ALS Teachers
All Others Concerned

1. In view of the latest instructions from the Central Office during the Micro-Certification Policy Update held on November 2–5, 2026, emphasizing the completion of the ALS Micro-Certification Assessment for the identified 300 ALS learners and the submission of assessment results on or before November 28, 2026, the Schools Division Office underscores the immediate and timely implementation of the assessment to ensure compliance with the prescribed deadline.

2. To expedite the implementation and avoid delays in the conduct of the assessment, the previously initiated Purchase Request for the outsourced printing of ALS Micro-Certification Assessment Survey Tools and Forms shall be cancelled. In lieu of outsourced printing, an individual printing arrangement shall be adopted, wherein each assigned ALS teacher shall take responsibility for printing and preparing the necessary assessment materials for their respective learners. This arrangement is intended to facilitate the immediate reproduction, preparation, and distribution of assessment materials.

3. All concerned ALS teachers shall ensure that the 300 identified ALS learners are assessed within the prescribed period. The following implementation schedule shall be strictly observed:

Timeline	Activity
Nov. 9-10, 2026	Printing and sorting of Assessment Survey Tools and Forms
Nov. 12-14, 2026	Distribution of Assessment Survey Tools and Forms
Nov. 15-17, 2026	Retrieval, checking, manual recording of results
Nov. 18-22, 2026	Consolidation, online manual encoding, submission of result, printing of certificates

4. To support the individual printing arrangement, the ALS Office shall facilitate the procurement and provision of the necessary printing supplies, subject to existing government procurement, budgeting, and accounting rules and regulations. ALS teachers shall ensure the proper utilization of the materials and the timely completion of their assigned tasks.

5. The Division ALS Focal Person and Education Program Specialist II, ALS, shall closely monitor the implementation of the assessment, provide the necessary technical assistance, and ensure the consolidation and submission of complete and accurate assessment results within the prescribed timeline.

6. To ensure effective monitoring and accountability, all concerned ALS teachers shall submit a consolidated accomplishment report to the Division ALS Office indicating the following:

a. Total number of identified ALS learners assigned;
b. Number of learners who have completed the assessment;
c. Number of completed assessment tools retrieved;
d. Number of assessment results checked, recorded, and encoded; and
e. Number of learners with pending or incomplete assessments, including the reasons for non-completion and corresponding actions taken.

7. The Division ALS Office shall consolidate these reports to determine the overall accomplishment against the target of 300 learners and identify any gaps requiring immediate intervention.

8. All concerned personnel are hereby directed to give this undertaking utmost priority and ensure the 100% completion of the ALS Micro-Certification Assessment for the 300 identified ALS learners, with the corresponding results submitted on or before November 28, 2026.

9. Immediate dissemination, strict compliance, and appropriate action on this Memorandum are hereby directed.

fvi:
MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC, Schools Division Superintendent

Republika ng Pilipinas

Kagawaran ng Edukasyon

REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

09 November 2026

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC, Schools Division Superintendent

Subject: Request for Cancellation of Purchase Request for the Printing of Materials for ALS Micro-Certification Assessment Survey Tools and Forms

Madam:

Respectfully, this Office requests the cancellation of the Purchase Request, together with its corresponding supporting procurement documents, pertaining to the proposed procurement of printing services for the ALS Micro-Certification Assessment Survey Tools and Forms.

This request is prompted by the latest updates and instructions from the Central Office, as communicated during the Micro-Certification Policy Update held on November 2–5, 2026. During the activity, the urgency of completing the Micro-Certification assessment and submitting the corresponding results to the Central Office on or before November 28, 2026, was emphasized.

In view of the shortened timeline, the ALS Office has deemed it necessary to reconsider its initial plan of outsourcing the printing of the assessment tools and forms. Instead, the Office has adopted an individual printing arrangement, wherein each ALS teacher shall be responsible for printing their assigned assessment materials. As an initial action, printing activities commenced on November 7, 2026, using borrowed bond paper to immediately address the urgent printing requirements and avoid delays associated with the procurement and delivery of outsourced printing services.

To sustain this arrangement, the Office intends to procure the necessary printing supplies, particularly bond paper and printer ink, to support the reproduction of assessment materials by the assigned ALS teachers. This will facilitate the continuous printing and distribution of the materials within the prescribed schedule.

To ensure the timely completion of the required activities and compliance with the Central Office's deadline, this Office shall observe the following implementation schedule:

Timeline	**Activity**
Nov. 9-10, 2026	Printing and sorting of Assessment Survey Tools and Forms
Nov. 12-14, 2026	Distribution of Assessment Survey Tools and Forms
Nov. 15-17, 2026	Retrieval, checking, manual recording of results
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In light of these circumstances, individual printing has become the most practical and time-responsive alternative to ensure the timely administration of the assessment and submission of results within the prescribed deadline. In this regard, may we respectfully seek your approval for the cancellation of the aforementioned Purchase Request and the discontinuance of its corresponding procurement process, subject to applicable government procurement rules and regulations.

Thank you for your kind understanding and consideration.

Respectfully yours,

TEODORO R. NACARIO, JR.
EPSA-II

APPROVED:

MARIA-MAGNOLIA F. BRIOSO, CESO VI
OIC, Schools Division Superintendent