



Republic of the Philippines  
Department of Education  
REGION IX, ZAMBOANGA PENINSULA  
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

November 10, 2022

Division Memorandum

No. 470 s. 2022

To: Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Division ELLN Coordinator  
PSDS/PICD  
Elementary School Heads  
This Division

Subject: **Division Orientation on Early Language Literacy and Numeracy (ELLN) Course Modules and Lessons to Newly Hired Teachers**

1. In the pursuit of strengthening the implementation of the Early Language and Literacy program this division will conduct a Division Orientation on Early Language Literacy and Numeracy (ELLN) Course Modules and Lessons to Newly Hired Teachers on December 2, 2022. The venue will be announced through an Advisory.
2. The activity aims to:
  - a. acquaint newly hired teachers on Early Language Literacy and Numeracy course modules and lessons.
  - b. reinforce teachers' competence to teach and assess reading and numeracy skills effectively and;
  - c. heighten support in the management and implementation of the program.
3. Participants to this activity are select newly hired teachers. Please see Enclosure 1 for the List of Participants.
4. Meals and training materials on the conduct of this training shall be charged to ELLN Continuing Appropriations Funds - FY 2022.
5. The training matrix and working committee are found in Enclosures 2 & 3.
6. Widest dissemination of this Memorandum is desired.

**FELIX ROMY A. TRIAMBULO, CESO V**  
Schools Division Superintendent



ELLN-CID \_\_\_\_\_



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Enclosure 2

**ACTIVITY MATRIX**

TIME	ACTIVITY/TOPIC	IN-CHARGE
07:45 – 08:15AM	Registration	Ruby V. Paguntalan PDO 2
08:16 – 09:00AM	Opening Program	Lindo O. Adasa, Jr. Division Reading Coordinator
09:01 – 10:30AM	Foundations of Early Language and Literacy Development and Instruction Lesson	Rhuda Mae S. Ruiz Teacher 3, DCCS
10:31 – 12:00NN	Literature - Based Instruction	Clair G. Labisig Teacher 3, Taguilon ES
12:01 – 01:00PM	Lunch Break	
01:01 – 02: 00 PM	Developing Skills through Explicit Instruction	Analisa A. Bagarinao MT 1, San Nicolas ES
02:01 – 03:00 PM	Assessing Reading Performance	Sharon N. Acaylar MT 1, Ma. Cristina ES
03:01 – 04:00 PM	Early Numeracy Instruction	Jerlina O. Enguito MT-1, SPED Center
04:00 – 05:00 PM	Closing Program	Ruby V. Paguntalan PDO 2



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Enclosure 3

WORKING COMMITTEE

COMMITTEE	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Registration and Attendance/ Secretariat/ICT	<b>Ruby V. Paguntalan</b> PDO 2	Takes charge in the registration and attendance of participants Assist the speakers in their PPT presentation
Procurement of Snacks and Meal	<b>Ma. Perga A. Cadiente</b> Division ELLN Coordinator	Responsible in the procurement of snacks and meal
Program and Invitation	<b>Lindo O. Adasa, Jr</b> Division Reading Coordinator	<ul style="list-style-type: none"><li>- Prepare the program and provide invitation to the personalities with assignment in the program</li><li>- Ensure the smooth flow of the activities</li></ul>
Certificates	<b>Ma. Perga A. Cadiente</b> Division ELLN Coordinator	<ul style="list-style-type: none"><li>- Prepare and print certificates indicating the actual number of hours there in and let signatories sign the same</li></ul>
Documentation	<b>Sharon N. Acaylar</b> MT-1, Ma. Cristina ES	<ul style="list-style-type: none"><li>- Prepare and submit documentary, pictorial, a narrative report to the Division ELLN Coordinator</li></ul>



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Enclosure 1

**LIST OF PARTICIPANTS**

NO.	NAME	SCHOOL
1	Gerardo Jorolan Ruiz, Jr.	Yabu Primary School
2	Rizamen Florida Urbi	Ba-ao Elementary School
3	Silven Labisig Ferrater	Diwaan Elementary School
4	Ninialyn Elope Hortizuela	Ilaya Elementary School
5	Berlie Jean Albina Empeynado	Ba-ao Elementary School
6	Clarisse Elcamel Bagatua	Ilaya Elementary School
7	Kenneth Cal Agalot	Yabu Primary School
8	Noem Bolasco Bagalanon	Napo Elementary School
9	Richelle Tudara Taque	Daro Elementary School
10	Tessie Sumalpong Balladares	Banbanan Elementary School
11	Mark Feal Tubat Pao	Baylimango Central School
12	Mary Joy Cagbabanua Jamilar	Banbanan Elementary School
13	Maria Somoroy Calamba	Napo Elementary School
14	Jessa Camac Acaylar	Capucao Primary School
15	Jessel Saldon Jasme	Capucao Primary School
16	Carona Ramos Paez	Capucao Primary School
17	Jay Hantoy Sagario	Dapitan SPED Center
18	Lea Dionaldo Jamolod	Dapitan SPED Center
19	Venus Atoc Dagpin	Masidlakon Elementary School
20	Arjean Mamangpang Alpeche	Sigayan Elementary School
21	Mary Angeli Porsuelo Regencia	San Francisco Elementary School
22	Kareen Kierl Pacaro Laquihon	Aseniero Elementary School
23	Arian Galleposo Eleccion	Sigayan Elementary School
24	Dianne May Magsalay Diao	Masidlakon Elementary School
25	Julie Suminguid Cabriana	San Francisco Elementary School
26	Crizelle Gay Plaza Japon	Sigayan Elementary School
27	Chysser Balanay Oriola	Potungan Central School
28	June Mark Lagasca Padao	Sicayab Elementary School
29	April Rose Dajuella Galleposo	Larayan Elementary School
30	Ruzel Margarita Borbon Acosta	Sicayab Elementary School
31	Kimberly Suan Biolangco	Aliguay Elementary School
32	Princess Joy Pateno Denoyo	Canlucani Elementary School
33	Elvira Saldon Montederamos	Aliguay Elementary School
34	Marichan Balladares Pajartin	Taguilon Elementary School
35	Crisilda Quimiguing Page	Canlucani Elementary School



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