



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

26 January 2024

DIVISION MEMORANDUM

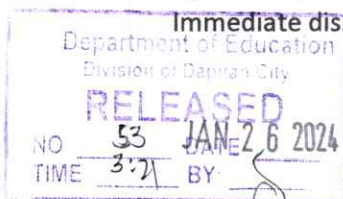
No. 53 s. 2024

INSTRUCTIONAL LEADERSHIP TRAINING (ILT) STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY ABC+ ADVANCING BASIC EDUCATION IN THE PHILIPPINES

To : Assistant Schools Division Superintendent
Chief Education Supervisors (SGOD & CID)
Education Program Supervisors
Public Schools District Supervisors
Elementary School Heads
This Division

1. The DepEd Schools Division of Dapitan City announces the conduct of **Division Roll-Out Instructional Leadership Training (ILT) Strengthening Learning Conditions for Early Literacy ABC+ Advancing Basic Education in the Philippines** on January 31, 2024 – February 5, 2024 at Manuels Resort Piñan, Zamboanga del Norte.
2. This activity aims to:
 - a. enhance the skills and capacity of school heads and select education supervisors on Instructional Leadership.
 - b. develop literacy leaders who can foster a positive school climate and conditions such as Social and Emotional Learning (SEL), Gender Equity and Social Inclusion (GESI) and developmentally appropriate practices to support literacy instruction.
 - c. support teachers in the actual application of literacy strategies, use of supplementary reading materials, leading and facilitating Learning Action Cells (LAC)
 - d. build understanding of schools ability to better align instruction across grade levels (K to Grade 3) through cohesive developmentally appropriate instruction integrated in the subjects.
 - e. foster reflective, evidenced -based practice by measuring teacher's skill and pupils' learning outcomes using periodic, short, and quick tools such as classroom observation, formative, formative assessment.
3. The participants in this activity are the District Supervisors, Education Program Supervisors, and School heads. They must bring laptop.
4. Expenses that will be incurred during the conduct of the activity shall be charged against Human Resource Development for Personnel Funds subject to its availability and the usual Accounting and auditing rules and regulations.
5. Compensatory Time Off (CTO) will be given to Saturday and Sunday.

Immediate dissemination of and compliance with this memorandum is hereby enjoined.



DANNY B. CORDOVA, CESO VI
Schools Division Superintendent



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LIST OF PARTICIPANTS TO THE DIVISION ROLL-OUT OF THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT) : STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

| No. | NAME OF PARTICIPANTS | OFFICE/ DISTRICT | POSITION/ DESIGNATION |
|-----|-----------------------|--|--------------------------|
| 1 | Lindo O. Adasa | Schools Division Office | ES-1 |
| 2 | Jimmy B. Gahuman | Baylimango Schools District | District Supervisor |
| 3 | Ma. Perga A. Cadiente | CID | EPS |
| 4 | Joy I. Cagbabanua | Regional Core Management Team/Central District | District Supervisor |
| 5 | Helen T. Calaguian | Regional Core Trainer/Central District | SP- 3 |
| 6 | Janet B. Cadano | Division Trainer /Baylimango District | HT-1 |
| 7 | Marlyn E. Esmade | Division Trainer /Barcelona District | SP-4 |
| 8 | Allian Edayan | Division Trainer /Suiangon District | I-1 |
| 9 | Jose Overa | Division Trainer /Potungan District | SP-4/ PICD |
| 10 | Lyra L. Balladares | Division Trainer /Central District | SP-1 |
| 11 | Nelia P. Tangcalagan | Sinonoc Elementary school | SP-4 |
| 12 | Leonido J. Tabilon | Talisay Integrated School -Elem. | SP-4 |
| 13 | Noel P. Mangubat | Maria Cristina Elem. School | SP-4 |
| 14 | Joel Q. Ruiz | Lawaan Elementary School | HT-5 |
| 15 | Alex C. Sapuan | Capucao Elementary School | HT-3 |
| 16 | Belen R. Talic | Dapitan City Central School | SP-3 |
| 17 | Rizza A. Daboda | Dapitan City Experimental Elementary School | SP-4 |
| 18 | Judyce L. Elumba | Canlucani Elementary School | SP-3 |
| 19 | Genelyn M. Dabodabo | Taguilon Elementary School | SP-3 |
| 20 | Imelda F. Tan | Baylimango Central School | SP-2 |
| 21 | Jezebel S. Boquida | Kauswagan Integrated School | SP-1 |
| 22 | Menvilou A. Tinnæ | Banbanan Elementary School | HT-3 |
| 23 | Riza B. Galanido | Carang Elementary School | HT-3 |
| 24 | Pacita E. Balladares | San Pedro Integrated School | HT-4 |
| 25 | Mirason S. Omilig | Guimputlan Integrated School | HT-3 |
| 26 | Mary Ann Z. Cagatan | Napo Elementary School | HT-2 |
| 27 | Wenchor P. Agum | Oro Elementary School | HT-IV |
| 28 | Kristine B. Pon | Selinog Elementary School | T-3/TIC |
| 29 | Leizl L. Ombay | Daro Elementary School | HT-2 |
| 30 | Juvy Pestañas | Bacong Elementary School | SP-1 |
| 31 | Lynette B. Esparcia | Maria Uray Elem. School | SP-1 |
| 32 | Love J. Abello | Ba-ao Elementary School | SP-1 |
| 33 | Gilyn E. Gallemit | Tamion Elementary School | SP-2 |
| 34 | Windrell B. Mongcupa | Yabo Elementary School | T-2/ TIC |
| 35 | Ofelia A. Cabanlit | Ilaya Elementary School | SP-1 |





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| | | | |
|----|----------------------------|---------------------------------|-----------|
| 36 | Gina Elope | Hiltop Elementary School | T-1/TIC |
| 37 | Rufa R. Elumbaring | Diwaan Elementary School | SP-3 |
| 38 | Sheiva L. Carpenteros | Oyan Elementary School | HT-1 |
| 39 | Erna C. Gasatan | Larayan Elementary School | SP-3 |
| 40 | Anisol M. Patangan | Burgos Elementary School | HT-2 |
| 41 | Elbert Pon | San Vicente Elementary School | SP-1 |
| 42 | Mercedita B. Obnimaga | Sto. Nino Elementary School | SP-4 |
| 43 | Bobbie E. Gurabot | Sulangon Central School | SP-4 |
| 44 | Liberty L. Enjambre | Aliguay Elementary School | HT-3 |
| 45 | Caroline D. Osorio | Owaon Elementary School | HT-2 |
| 46 | Marilyn C. Sarabia | Liyang Elementary School | HT-4 |
| 47 | Isagani Recamara | Sicayab Elementary School | HT-4 |
| 48 | Glenda B. Paguia | Antipolo Elementary School | HT-2 |
| 49 | Eldie D. Robaro | San Francisco Elementary School | SP-1 |
| 50 | ivariiou Cagbabanua | Sigayan Elementary School | HT-3 |
| 51 | Mary Jean S. Lacay | Masidlakon Elementary School | HT-4 |
| 52 | Macaria S. Manuta | Aseniero Elementary School | HT-4 |
| 53 | Camila Jeanette J. Debaloy | San Nicolas Elementary School | SP-3 |
| 54 | Gemmalyn O. Ruiz | Opao Elementary School | SP-1 |
| 55 | Belmor A. Debaloy | Dampalan Elementary School | HT-3 |
| 56 | Jocelyn E. Acorin | Potungan Central School | SP-4 |
| 57 | Mary Rose C. Galan | Dapitan Central District | Nurse |
| 58 | Cristina Z. Villoria | PICD/Barcelona District | EPS |
| 59 | Elsa Q. Aranas | PSDS Sulangon District | PICD |
| 60 | Vicente Ramon V. Suarez | Schools Division Office TWG | EPS |
| 61 | Michelle V. Torres | School Division Office TWG | SEPS-SGOD |
| 62 | Aljenn D. Caylaluad | Potungan Dist. TWG | ADAS |





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II. Matrix of Activities

| TIME | SESSIONS/TOPICS | RESOURCE SPEAKER/INCHARGE |
|------------------------|---|--|
| Jan. 31, 2024 Day 1 | | |
| 8:00- 9:00 | Arrival & Registration | PMT |
| 9:00- 9:30 | Opening Program/Preliminaries | PMT |
| 9:30 – 12:00 | Module 1: School as Learning Organizations for Effective Literacy Instruction Session 1: Leading and Managing Schools as A Learning Organization in the New Normal | Joy I. Cagbabanua PSDS Dapitan Central District |
| | LUNCH BREAK | |
| 1:00-5:00 | Developing a Shared School Vision Supporting Literacy Instruction thru Evidenced Based Literacy Leadership | Lyra L. Balladares P1 Polo ES |
| Feb.1, 2024 Day 2 | | |
| 8:00-8:30 | Preliminaries/Management of Learning | Baylimango District |
| 8:30 – 12:00 | Module 2 Smart Goals and Learning Conditions for Effective Literacy Instruction | Janet O. Cadano HT 1 Tag-ulo ES |
| | Session 2:1 Formulation SMART Goals for Literacy Instruction Session 2:2 Strengthening Literacy Instruction | Janet O Cadano HT 1 Tag-ulo ES |
| 1:00 – 5:00 | Session 2: *Workshop on the Formulation of SMARTI Goals for Literacy Instruction Presentation of Output by district | Jose A. Overa PICD Potungan District |
| Feb.2, 2024 Day 3 | | |
| 8:00 – 8:30 | Preliminaries/Management of Learning | Barcelona District |
| 8:30 – 12:00 | Module 3 Developing Literacy Leadership Session 3:1 Strengthening Literacy Instruction | Helen T. Calaguian P3 SPED |
| | LUNCH BREAK | |
| 1:00 – 5:00 | Supporting and monitoring Teachers and School Heads for Early Literacy Session 3:2 | Marlyn E. Esmade P4 Barcelona CS |



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| Project Initiative Plan (PIP) | | |
|--------------------------------------|---|----------------------------------|
| Feb.3, 2024 Day 4 | | |
| 8:00-8:30 | Preliminaries/Management of Learning | Dapitan Central District |
| 8:30 – 12:00 | Module 4 Developing Literacy Leadership Session 4:1 Qualities of a Literacy Leader | Lyra L. Balladares P1 Polo ES |
| 12:00- 1:00 | LUNCH BREAK | |
| 1:00- 5:00 | Session 4:2 GESI and Literacy Instruction | Allan C. Edayan T1 Owaon ES |
| Feb.4, 2024 Day 5 | | |
| 8:00 – 8:30 | Preliminaries/Management of Learning | Sulangon District |
| 8:30-12:00 | Supporting and Monitoring Teachers and School Heads for Early Literacy Presentation of PIP | Jose A. Overa |
| 12:00 – 1:00 | LUNCH BREAK | |
| 1:00 – 3:00 | Presentation of PIP | |
| 3:00- 5:00 | Closing Program | Sulangon District PMT |



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Enclosure 1

I. Committees

| COMMITTEE | IN-CHARGE | TASKS |
|-------------------------|--|--|
| Management | Marietta R. Anhaw Chief HRDD Eugenio B. Penales Chief CLMD Gregorio Cyrus Elejorde ARD Danny B. Cordova Aurelio B. Santisas Vicente Jose V. Suarez II | Monitoring RO9 Monitoring RO 9 Monitoring RO9 SDS Monitoring ASDS Monitoring CID Chief Monitoring |
| Procurement | Sherlito E. Sagapsapan Arni Jauculan | BAC Chairman, Purchase Order, Purchase Request |
| Program and Secretariat | Michelle V. Torres Vicente Ramon V. Suarez II | Pre Test & Post Test Registration Accomplishment Report Prepare Program |
| Health Protocols | Gwilym Elumba Mary Rose C. Galan | Monitor Compliance of Health Protocols Set-up First Aid Station |
| Facilitators | Joy I. Cagbabanua Jose Overa Marielyn E. Esmañe Helen T. Calaguian Lyra L. Balladares Janet O. Cadano Allan C. Edayan | To facilitate and serve as resource speaker during the five-day training |

