



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

Office of the Schools Division Superintendent

20 November 2024

**DIVISION MEMORANDUM**  
No. 591, s. 2024

**DIVISION TRAINING OF TEACHERS ON LITERACY AND NUMERACY**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Public Schools District Supervisors/PICD  
Public Elementary School Heads  
All Others Concerned

1. The Department of Education, in partnership with the World Bank, implements the Teachers Effectiveness and Competencies Enhancement Project (TEACEP) which aims to improve the quality and equity of instruction from Kindergarten to Grade 6 (K-6) in the Division Office by supporting teachers and school leaders in enhancing teaching practices to strengthen learners literacy and numeracy.
2. With this, Dapitan City Division through the Human Resource and Development Section (HRDS) in collaboration with the Curriculum Implementation Division (CID) will conduct the **Division Training of Teachers on Literacy and Numeracy** on **November 23-30** and **December 1-2, 2024 at Top Plaza Hotel, Dipolog City.**
3. The objectives of this training are;
  - a. Demonstrate understanding on the nature of readers and numerates, and applicable principles, methodologies, and concepts in reading/ literacy and mathematics/ numeracy;
  - b. Apply practical and effective research-based strategies in teaching reading/ literacy and mathematics/ numeracy; and
  - c. Effectively utilize appropriate instructional materials in delivering lessons related to reading/literacy and mathematics/ numeracy.
4. The following are the enclosures:
  - a. Annex A- Allocation of Participants
  - b. Annex B - List of Participants, Speakers, and PMT
  - c. Annex C - Indicative program of Activities



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2. Travelling and incidental expenses of the participants, PMT, and speakers, shall be charged against their respective MOOE. Lodging expenses of participants living far from the city proper are chargeable against their respective School MOOE, and/or other sources as applicable. Supplies and materials, Meals and snacks of the participant shall be charged against HRD Funds. All expenses are subject to the usual accounting and auditing rules and regulations.
3. Participants are advised to bring their own laptops and extension wire for workshop purpose/s.
4. Participants, speakers, and TWG members shall be granted with service credits and/or Compensatory Time Credit (COC) in lieu of the workshop days of that will fall on weekend or holidays in accordance with DepEd Order No. 53, s. 2023, Updated Guidelines on Grant Vacation Service Credits to Teachers, and CSC-DBM Joint Circular No. 2, s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.
9. For more information, guidance, and compliance of all concerned

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



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**Annex A. Allocation of Participants**

Kindergarten	29
Grade 1	32
Grade 2	33
Grade 3	35
School Heads	35
PSDS/EPS	2
Program Management Team (PMT)	15
Resource Speakers	15
<b>Total Number of Participants</b>	<b>196</b>

**Annex B. List of Participants, Speakers and PMT**

**1. List of Participants**

No.	NAME OF PARTICIPANTS	OFFICE/ DISTRICT	GRADE LEVEL
1	Fe S. Quimiguing	Dapitan City Experimental Elementary School	Kinder Teacher
2	Marilou Mongcopa	Polo Elementary School	Kinder Teacher
3	Gazelle Sacal	Ma. Cristina Elementary School	Kinder Teacher
4	Glenda Recamara	Dapitan City SPED Centr	Kinder Teacher
5	Carona R. Paez	Capucao Elementary School	Kinder Teacher
6	Melvie Mae Busico	Dapitan Central School	Kinder Teacher
7	Joan Mabini	Bao-ao Elementary School	Kinder Teacher
8	Lotis A. Malanog	Barcelona Central School	Kinder Teacher
9	Cherry Meeh Baid	Oyan Elementary School	Kinder Teacher
10	Alma Riza Jaralve	Ma. Uray Elementary School	Kinder Teacher
11	CherryMie Sagaral	Yabu Elementary School	Kinder Teacher
12	Chessel Julkanain	Potungan Elementary School	Kinder Teacher
13	Susan S. Vertucio	Aseniero Elementary School	Kinder Teacher
14	Jeddha Mae Tabliga	Dapitan City Central School	Kinder Teacher
15	Michelle C. Delos Santos	San Francisco Elementary	Kinder Teacher
16	Wilman N. Gajetela	Sigayan Elementary School	Kinder Teacher
17	Melonie Calimpon	Sulangon Central School	Kinder Teacher
18	Divina E. Quito	Antipolo Elementary School	Kinder Teacher
19	Marie Xelty L. Enjambre	Aliguay Integrated School	Kinder Teacher
20	Josephine S. Denura	San Vicente Elementary School	Kinder Teacher
21	Marisa G. Agbayan	Selinog Integrated School	Kinder Teacher
22	Jinky E. Dimasuhid	Bacong Elementary School	Kinder Teacher
23	Sheena Grace Jumawan	Oro Elementary School	Kinder Teacher
24	Tessie Balladares	Banbanan Elementary School	Kinder Teacher
25	Beverly Andag	Carang Elementary School	Kinder Teacher
26	Nida Sangual	Kauswagan Integrated School	Kinder Teacher



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27	Ellen Murro	Masidlakon Elementary School	Kinder Teacher
28	Almira O. Solatorio	Dapitan City Experimental School	Kinder Teacher
29	May Kristine R. Cagatan	Dapitan City Central School	Grade 1 Teacher
30	Leomel Alcanchin	Ma. Cristina Elementary School	Grade 1 Teacher
31	Jenny A. Quizo	Talisay Integrated School	Grade 1 Teacher
32	Jamie O. Lagrimas	Dapitan City SPED Center	Grade 1 Teacher
33	Doris Abitona	Sinonoc Elementary School	Grade 1 Teacher
34	Susan Recamara	Burgos Elementary School	Grade 1 Teacher
35	Ken Mary C. Realiza	Ba-ao Elementary School	Grade 1 Teacher
36	Deolinda Baje	Hilltop Elementary School	Grade 1 Teacher
37	Phoebe Gian Marie Hamoy	Yabu Elementary School	Grade 1 Teacher
38	Alma B. Senio	Oyan Elementary School	Grade 1 Teacher
39	Inah'J Gallemit	Aseniero Elementary School	Grade 1 Teacher
40	Benlita Bagatua	Masidlakon Elementary School	Grade 1 Teacher
41	Elvira E. Daymiel	Opao Elementary School	Grade 1 Teacher
42	Julie S. Cabriona	San Francisco Elementary School	Grade 1 Teacher
43	Arjean A. Omilig	Sigayan Elementary School	Grade 1 Teacher
44	Alan Edayan	Owaon Elementary School	Grade 1 Teacher
45	Gretel T. Baje	Diwaan Elementary School	Grade 1 Teacher
46	Amor R. Adante	Ilaya Elementary School	Grade 1 Teacher
47	Fatima Sarita	Tamion Elementary School	Grade 1 Teacher
48	Jamesa M. Valera	San Pedro Integrated School	Grade 1 Teacher
49	Chysser B. Oriola	Potungan Central School	Grade 1 Teacher
50	Analisa Bagarinao	San Nicolas Elementary School	Grade 1 Teacher
51	Judith Tomales	Sicayab Elementary School	Grade 1 Teacher
52	Kimberly Biolango	Aliguay Elementary School	Grade 1 Teacher
53	Joan Narvaez	Larayan Elementary School	Grade 1 Teacher
54	Letty S. Tampus	Sto. Nino Elementary School	Grade 1 Teacher
55	Analyn S. Labisig	Guimputlan Integrated School	Grade 1 Teacher
56	Ellen Tuyugon	Bacong Elementary School	Grade 1 Teacher
57	Melody M. Lagutan	Oro Elementary School	Grade 1 Teacher
58	Doreen D. Dagotdot	Kauswagan Integrated School	Grade 1 Teacher
59	Grace Abad	Canlucani Elementary School	Grade 1 Teacher
60	Jacqueline Castanares	Selinog Elementary School	Grade 1 Teacher
61	Sheila Mercado	Banbanan Elementary School	Grade 1 Teacher
62	Emily I. Maglinte	Barcelona Central School	Grade 2 Teacher
63	Alyssa Mae C. Montefalcon	Dapitan City Central School	Grade 2 Teacher
64	Marie Anne C. Jumawan	Polo Elementary School	Grade 2 Teacher
65	Mary Ann G. Quimiguing	Talisay Integrated Elementary School	Grade 2 Teacher
66	Berlie Jean A. Empeynado	Ba-ao Elementary School	Grade 2 Teacher
67	Linda A. Elumbaring	Lawaan Elementary School	Grade 2 Teacher
68	Spain G. Ochavo	Hilltop Elementary School	Grade 2 Teacher
69	Lourdes N. Maurecio	Ilaya Elementary School	Grade 2 Teacher
70	Michelle B. Esmade	Oyan Elementary School	Grade 2 Teacher



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71	Annielyn S. Montecillo	Tamion Elementary School	Grade 2 Teacher
72	Noel C. Decipolo	Aseniero Elementary School	Grade 2 Teacher
73	Dianne Mae D. Elumbaring	Masidlakon Elementary School	Grade 2 Teacher
74	Jeanette Elope	Opao Elementary School	Grade 2 Teacher
75	Mary Angeli P. Regencia	San Francisco Elementary School	Grade 2 Teacher
76	Marissa P. Japon	Sigayan Elementary School	Grade 2 Teacher
77	Charry B. Grandiza	Aliguay Elementary School	Grade 2 Teacher
78	April Rose D. Galleposo	Larayan Elementary School	Grade 2 Teacher
79	Jean Dawa	San Pedro Elementary School	Grade 2 Teacher
80	Julieta Quizo	Antipolo Elementary School	Grade 2 Teacher
81	Alva E. Natcher	Baylimango Elementary School	Grade 2 Teacher
82	Flordelyn Rico	Bacong Elementary School	Grade 2 Teacher
83	Tita M. Bahian	Napo Elementary School	Grade 2 Teacher
84	Kathleen Claire E. Bulay-og	Banbanan Elementary School	Grade 2 Teacher
85	Maribel Andos	Taguilon Elementary School	Grade 2 Teacher
86	Rosela C. Drilon	Owaon Elementary School	Grade 2 Teacher
87	Margie Dondoyano	Dampalan Elementary School	Grade 2 Teacher
88	Shimei B. Cagandahan	Potungan Central School	Grade 2 Teacher
89	Gigi Bayron	Oro Elementary School	Grade 2 Teacher
90	Mila Velasco	Tag-ulo Elementary School	Grade 2 Teacher
91	Emalinda Rodriguez	San Vicente Elementary School	Grade 2 Teacher
92	Ma. Fe Navarro	Sicayab Elementary School	Grade 2 Teacher
93	Ma. Teresa Briones	Dapitan City Central School	Grade 2 Teacher
94	Nora Magtuba	Sinonoc Elementary School	Grade 3 Teacher
95	Jeanelou C. Sario	Dapitan City Experimental Elem. School	Grade 3 Teacher
96	Elisa Acabal	Polo Elementary School	Grade 3 Teacher
97	Evangeline G. Balucan	Burgos Elementary School	Grade 3 Teacher
98	Rosalina B. Mandantes	Diwaan Elementary School	Grade 3 Teacher
99	Milred F. Cuadrosa	Hilltop Elementary School	Grade 3 Teacher
100	Loure Ann L. Dalman	Ilaya Elementary School	Grade 3 Teacher
101	Gerardo J. Ruiz, Jr.	Yabu Elementary School	Grade 3 Teacher
102	Dainamers B. Sumondong	Ma. Uray Elementary School	Grade 3 Teacher
103	Arian G. Eleccion	Sigayan Elementary School	Grade 3 Teacher
104	Elenita G. Pujanes	Aseniero Elementary School	Grade 3 Teacher
105	Niberly P. Dalman	Dampalan Elementary School	Grade 3 Teacher
106	Emelona E. Sacal	Opao Elementary School	Grade 3 Teacher
107	Jessiel Mae P. Alcos	San Francisco Elementary School	Grade 3 Teacher
108	Venus A. Dagpin	Masidlakon Elementary School	Grade 3 Teacher
109	Melissa B. Elcamel	Sulangon Central School	Grade 3 Teacher
110	Racquel M. Lagarnia	Antipolo Elementary School	Grade 3 Teacher
111	Orland Bendano	Aliguay Integrated School	Grade 3 Teacher
112	April Ochotorena	Larayan Elementary School	Grade 3 Teacher
113	Blanca Mae Ballares	Liyang Elementary School	Grade 3 Teacher
114	Amalia Acopio	San Pedro Integrated School	Grade 3 Teacher



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115	Visitacion C. Balucan	Selinog Integrated School	Grade 3 Teacher
116	Maria S. Calamba	Napo Elementary School	Grade 3 Teacher
117	Illuminado Lagasca	Guimputlan Integrated School	Grade 3 Teacher
118	April F. Abila	Bacong Elementary School	Grade 3 Teacher
119	Rochen Gumbason	Banbanan Elementary School	Grade 3 Teacher
120	Sheila Mae Ferrigura	Canlucani Elementary School	Grade 3 Teacher
121	Clair G. Labisig	Taguilon Elementary School	Grade 3 Teacher
122	Jamessa Elumbaring	Carang Elementary School	Grade 3 Teacher
123	Amalia Acaylar	Daro Elementary School	Grade 3 Teacher
124	Maria Katrina Jean T. Canado	Barcelona Central School	Grade 3 Teacher
125	Marilou Etoquilla	Tamion Elementary School	Grade 3 Teacher
126	Jessel S. Jasme	Capucao Elementary School	Grade 3 Teacher
127	Jerlina Enguito	Dapitan City SPED Center	Grade 3 Teacher
128	Glenes Sapuan	Ma. Cristina Elementary School	Grade 3 Teacher
129	Nelia Tangcalagan	Sinonoc Elementary School	School Head
130	Alex Sapuan	Capucao Elementary School	School Head
131	Joel Ruiz	Lawaan Elementary School	School Head
132	Leonido Tabilon	Talisay Integrated School	School Head
133	Gina Elope	Hilltop Elementary School	School Head
134	Anisol Patangan	Ba-ao Elementary School	School Head
135	Rizza Daboda	Barcelona Central School	School Head
136	Wendrell Mongcopa	Yabu Elementary School	School Head
137	Marilou Cagbabanua	Aseniero Elementary School	School Head
138	Rufa Elumbaring	Diwaan Elementary School	School Head
139	Lynette Espacia	Ma. Uray Elementary School	School Head
140	Ofelia Cabanlit	Ilaya Elementary School	School Head
141	Belmor Debaloy	Dampalan Elementary School	School Head
142	Gimalyn Ruiz	Opao Elementary School	School Head
143	Macaria Manuta	Sigayan Elementary School	School Head
144	Liberty Enjambre	Aliguay Elementary School	School Head
145	Mary Jane Lacay	Masidlakon Elementary School	School Head
146	Marilyn Sarabia	Liyang Elementary School	School Head
147	Caroline Osorio	Owaon Elementary School	School Head
148	Erna Gasatan	Larayan Elementary School	School Head
149	Jessel Boqueda	Kauswagan Integrated School	School Head
150	Glenda Paguia	Antipolo Elementary School	School Head
151	Judycel Elumba	Canlucani Elementary School	School Head
152	Genelyn Dabodabo	Taguilon Elementary School	School Head
153	Elbert Pon	San Vicente Elementary School	School Head
154	Isagani Recamara	Sicayab Elementary School	School Head
155	Imelda Tan	Baylimango Elementary School	School Head
156	Wenchor Agum	Oro Elementary School	School Head
157	Mirason Omilig	Guimputlan Integrated School	School Head
158	Mercedita Boligao	Sto. Nino Elementary School	School Head



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159	Riza Galanido	Carang Elementary School	School Head
160	Anna Lee Solatorio	Dapitan City SPED Center	School Head
161	Menvilou A. Tinnæ	Banbanan Elementary School	School Head
162	Jerry Jerum Galota	Ba-ao Elementary School	School Head
163	Kristine Pon	Selinog Elementary School	Teacher In-Charge
164	John Carlo Tenio	Bacong Elementary School	Teacher In-Charge
165	Joy I. Cagbabanua	Dapitan Central District	PSDS
166	Elsa Q. Aranas	Sulangon Schools District	PSDS

### 2. Speakers

No.	Name	Office	Position
1	Bagaipo, Esmeralda A.	Division Trainer/SDO	EPS-1
2	Adasa, Lindo O.	Division Trainer/SDO	EPS-1
3	Pacita E. Balladares	Division Trainer/Sulangon District	HT-6
4	Jose Overa	Division Trainer/Potungan District	SP-4/ PICD
5	Juvy Pestanas	Division Trainer/Dapitan Central	SP1
6	Gahuman, Jimmy B.	Division Trainer/Baylimango District	PSDS
7	Lyra L. Balladares	Division Trainer/Dapitan Central	SP-2
8	Belen R. Talic	Division Trainer/Dapitan Central	SP-4
9	Jocelyn E. Acorin	Division Trainer/Potungan District	SP-4
10	Debaloy, Camila Jeanette J.	Division Trainer/Potungan District	SP-3
11	Robaro, Eldie D.	Division Trainer/Potungan District	SP-1
12	Abelo, Love J.	Division Trainer/Barcelona District	SP-1
13	Carpenteros, Ma. Shelva L.	Division Trainer/Barcelona District	HT-1
14	Cagatan, Mary Ann Z.	Division Trainer/Baylimango District	HT-2
15	Ombay, Liezel Y.	Division Trainer/Baylimango District	HT-1

### 3. Program Mangement Team

No.	Name	Function	Position
1	Felix Romy A. Triambulo, CESO V	Over-All Lead	SDS
2	Aurelio A. Santisas	Co-Lead	ASDS
3	Vicente Jose V. Suarez II, EMD	Over-all Program Manager	Chief, CID
4	Sherlito E. Sagapsapan	Co-Program Manager	Chief, SGOD
5	Dr. Nueva A. Andag	QAME Focal /Class 3 Process Observer	SEPS, M & E
6	Dr. Esmeralda A. Bagaipo	Math Class Focal/Speaker/Class 1 Adviser	EPS- Math
7	Lindo O. Adasa	Filipino Class Focal/Speaker/Class 2 Adviser	EPS- Filipino
8	Ma. Perga A. Cadiente	English Focal/Speaker/Class 2 Learning Manager	EPS- English
9	Jephone P. Yorong	Class 4 Learning Manager/Speaker	EPS-LR



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10	Helen T. Calaguian	Class 1 Learning Manager/Speaker/TEACEP Focal	EPS-AP
11	Marlyn E. Esmade	Class 3 Learning Manager/Speaker	EPS-GMRC/Values
12	Vicente Ramon V. Suarez II	Logistics Chair/Class 4 Process Observer	EPS- HRDD
13	Felix G. Solatorio	Logistics Co-Chair	HT 2
14	Noel P. Mangubat	Process Observer Class 1	SDO, SGOD
15	Johanne Andrie A. Ladera	Process Observer Class 2	SDO, SGOD
16	Lourence N. Reyes	ITO	ITO
17	Glen E. Mohametano	Medical Officer	Dentist
18	Belinda P. Gemperoso	Finance Budget Officer	Budget Officer SDO, CID
19	Peter A. Alavanza	Librarian	Librarian II

**Annex C. Indicative Program of Activities**

	Day 1 Saturday November 23	Day 2 Sunday November 24	Day 3 Monday November 25	Day 4 Tuesday November 26	Day 5 Wednesday November 27
8:80am-8:30am	<b>MOL</b>				
8:30am-10:00am		Session 1.1 Understanding Educational Landscape in the Philippines to Address Literacy and Numeracy Gaps	Session 2 21 <sup>st</sup> Century Skills, Sustainability Education, and Socio-Emotional Learning (SEL) Perspectives on Literacy and Numeracy Instruction	Session 3.1 Word Recognition Skills and Language Comprehension: Two Essential Components of Reading Comprehension	Session 4.1 Teaching Strategies in Building Foundational Numeracy Skills
10:00am-10:30am	<b>Health Break</b>				
10:00am-12:00nn		Continuation of Session 1.1	Continuation of Session 2	Continuation of Session 3.1	Continuation of Session 4.1
12:00nn-1:00pm	<b>Lunch Break</b>				
1:00pm-2:00pm	Registration	Session 1.2 Understanding the Nature of K-3 Diverse Learners for the Development of Numeracy and Literacy Skills	Continuation of Session 2	Session 3.2 The Interdisciplinary Nature of Math in Early Childhood	Continuation of Session 4.1
2:00pm-3:00pm	Opening Program				



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3:00pm-3:30pm	<b>Health Break</b>				
3:30pm-4:30pm	Getting to Know Activities and Setting of Expectations Pre-Test	Continuation of Session 1.2	Continuation of Session 2	Continuation of Session 3.2	Continuation of Session 4.1
4:30pm-5:00pm	End of Day Evaluation/Debriefing				

	<b>Day 6 Thursday November 28</b>	<b>Day 7 Friday November 29</b>	<b>Day 8 Saturday November 30</b>	<b>Day 9 Sunday December 1</b>	<b>Day 10 Monday December 2</b>
8:00am-8:30am	<b>MOL</b>				
8:30am-9:00am	Session 4.2 Teaching Strategies in Building Foundational Literacy Skills	Session 5.1 Overview of Assessment (8:30-9:30)	Session 6.1 Selection and Utilization of technology tools: The Influence of Digital Age Resources in Children's Literacy and Numeracy Learning	Session 7. Strengthening School Communities through Coaching and Mentoring	WAP Discussion
9:00am-10:00am					
10:00am-10:30am	<b>Health Break</b>				
10:30am-12:00nn	Continuation of Session 4.2	Session 5.2 Fundamental Principles of Assessment (10:00-12:00)	Continuation of Session 6.1	Continuation of Session 7	Continuation WAP Discussion
12:00nn-1:00pm	<b>Lunch break</b>				
1:00-3:00pm	Continuation of Session 4.2	Session 5.3 Types and Methods of Assessment (1:00-2:00) Session 5.4 Sample Assessment Tools (2:00-3:00)	Session 6.2 Evaluation of Digital-Age Resources in Children's Literacy and Numeracy Learning	Session 8. Empowering Educators: Implementing LAC, WAP, and Job-Embedded Learning in Early Grades	Post Test Closing Program
3:00pm-3:30pm	<b>Lunch Break</b>				
3:30pm-4:30pm	Continuation of Session 4.2	Session 5.5 Assessment Procedures and Applications	Continuation of Session 6.2	Discussion of the WAP	QAME Home Sweet Home



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