



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

September 15, 2025

DIVISION MEMORANDUM

No. 095, s. 2025

**CAPACITY- BUILDING ON THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT)
ON STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY -
BATCH 4 CUM SHARING OF BEST PRACTICES
ON ILT - WORK APPLICATION PROJECT**

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

1. To provide equal opportunity for all school heads and to provide them technical assistance on how to address their problem on struggling readers, this Division, through the Curriculum Implementation Division (CID), shall conduct the *Capacity - Building on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy - Batch 4 Cum Sharing of Best Practices on ILT -Work Application Project* implementation on November 17-21, 2025 at a venue to be announced later.
2. This activity primarily aims to:
 - a. capacitate select untrained elementary school heads and the 45 secondary school heads on instructional leadership focused on strengthening learning conditions for early literacy; and
 - b. draft research -based and data - driven project initiatives that will improve learning outcomes in their respective schools.
3. Participants in this activity shall register at <https://tinyurl.com/ILTforBatch4> on or before Sept. 19, 2025. They are advised to bring their own laptop, extension wire, and relevant literacy assessment results. It is further recommended that they browse and read the ILT Book of Readings and ILT Participants Guidebook which can be accessed through this link - bit.ly/ILTModulesMdq2024.
4. This learning and development activity shall follow the program monitoring and evaluation guidelines and tools stipulated in DepEd Memorandum No. 44, s. 2023 titled "Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs."
5. Participants, trainers, and members of the Program Management Team are entitled to compensatory time-off (CTO) or service credit in lieu of their services that would fall on a holiday.



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6. List of the Program Management Team and Resource Speakers, Matrix of Activities, and List of Participants are attached as enclosures.
7. Immediate and wide dissemination of this Memorandum is desired.


LYNN G. MENDOZA, EdD
OIC- Schools Division Superintendent

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Encl : As stated

Reference: Division Memorandum No. 6, s. 2024

To be indicated in the Perpetual Index
under the following subjects:

ELEMENTARY EDUCATION
MONITORING AND EVALUATION
SECONDARY EDUCATION
TRAINING PROGRAMS

Enclosure No. 1 to Division Memorandum No. 095, s. 2025

LIST OF PMT MEMBERS AND TRAINERS

Capacity- Building on the Instructional Leadership Training (ILT) on Strengthening Learning Conditions for Early Literacy

NAME	POSITION	SCHOOL/OF FICE	ROLE
1. John M. Chavez	Chief ES	CID	Program Manager
2. Florie M. Regencia	EPS	CID	Learning Manager
3. Jelly L. Sore	EPS	CID	Learning Manager/ Resource Person
4. Aurea L. Mazo	PSDS	CID	PMT
5. Kyle David V. Atienza	SEPS	SGOD	PMT
6. Dr. Fretzie P. Alcantara	SEPS	SGOD	PMT
7. Maribel E. Orpalas	Principal I	Bangbangalon ES	PMT
8. Charmain J. Mogol	Librarian II	CID	PMT
9. Rona Mae M. Paradero	Principal	Makapuyat ES	Resource Person
10. Analyn R. Monterozo	Principal	Lamesa ES	Resource Person
11. Joey M. Mataac	Principal	Dampulan ES	Resource Person
12. Glenn Espirituo	Principal	Pag-asa ES	Resource Person
13. Ulyssis Galloniga	TIC	Bantauyan ES	Resource Person
14. Jessarene Madronio	Admin. Aide VI	CID	PMT
15. Div. Nurse	Div. Nurse	SGOD	Welfare Officer



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Enclosure No. 2 to Division Memorandum No. 095, s. 2025

LIST OF PARTICIPANTS

No.	NAME	DESIGNATION	STATION
1.	Bernadette M. Ricafrente	Principal I	Alobo NHS
2.	Darwin B. Mayo	Principal I	Argao NHS
3.	Ray Alben M. Manaog	Principal I	Bagtingon NHS
4.	Jayson M.Luna	Principal II	Balanacan NHS
5.	Norminda S. Mabao	Principal I	Bangbang NHS
6.	Marivic L. Zamora	Principal I	Bognuyan NHS
7.	Bernadette P. Requintel	Principal I	Bonliw NHS
8.	Marife M. Moreno	Head Teacher I	Botilao NHS
9.	Thelma M. Salvacion	Principal I	Buenavista NHS
10.	Michael Lou L. Monsanto	Head Teacher III	Buenavista NHS - Bagacay Annex
11.	Marcelo R. Naranjo	Head Teacher I	Buenavista NHS - Daykitin Annex
12.	Alfredo D. Moldon Jr.	Head Teacher III	Buenavista NHS - Lipata-Tungib Annex
13.	Carl Angelo B. Lasac	Head Teacher I	Buenavista NHS - Sihi Annex
14.	Randy M. Sales	Principal I	Butansapa NHS
15.	Dino S. Nepomuceno	Principal II	Cawit NCHS
16.	Aniceto Jr. P. Regencia	Principal I	Dolores NHS
17.	Ronald P. Giron	Head Teacher III	Hupi NHS
18.	Rowena M.Loto	Principal II	Ilaya NHS
19.	Dave Henry R. Nobleza	Master Teacher I	Ipil NHS
20.	Emalyn R. Rodil	Principal I	Kasily NHS
21.	Miguelito E. Ricaplaza	Principal I	Kilo-Kilo NHS
22.	Rowel S, Laririt	Principal II	Landy NHS
23.	Alfonso R. Regenio	Master Teacher I	Makapuyat NHS
24.	Maria Dolores A. Cabral	Head Teacher III	Masaguisi NHS
25.	Ederlyn C. Quezada	Principal I	Malibago NHS
26.	Anna Liza M. Retardo	Principal I	Maniwaya NHS
27.	Rosalie M. Pernia	Head Teacher I	Maranlig NHS
28.	Democrito M. Nazareno	Principal IV	Marinduque NHS
29.	Maxima R. Marquez	Principal II	Matalaba NHS
30.	Elizabeth R. Paralejas	Principal I	Matuyatuya NHS



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31.	Ma. Corazon A. Borja	Principal II	Mogpog NCHS
32.	Sheryl M. Mendoza	Head Teacher III	Mongpong NHS
33.	Mary Rose S. Sotto	Head Teacher I	Paciano A. Sena MHS
34.	Cherry Ann F. del Mundo-Jalos	Principal I	Poctoy NHS
35.	Rolando P. Pelobello	Principal I	Polo NHS
36.	Madilyn P. Quirona	Principal II	Punong NHS
37.	Evangeline S. Luarca	Head Teacher I	Puting Buhangin NHS
38.	Ramer M. Mansalapus	Head Teacher III	Sayao NHS
39.	Randy R. Candelaria	TIC	Sibuyao NHS
40.	Lourdes R. Balagwis	Principal I	Tagum NHS
41.	Ma. Cecilia S. Escaro	Head Teacher I	Tambangan NHS
42.	Marlita c. Vitto	Principal I	Tapuyan NHS
43.	Jimmy M. Romasanta	Principal I	Tiguion NHS
44.	Jerome S. Catamio	Principal II	Tigwi NHS
45.	Antonio F. Zoleta	Principal I	Torrijos SHS
46.	Mae Laarni M. Saporna	Principal II	Yook ES
47.	Grace A. Cruzado	TIC	Bagtingon ES
48.	Alex M. Malbog	HT I	Guisian ES
49.	George V. Marciano	HT I	Magapua ES
50.	Rechie D. Hipe	TIC	Malayak ES
51.	Ronnel R. Real	Principal II	Ipil ES
52.	Elmer L. de Luna	TIC	Botilao ES
53.	Miriam F. Quiogue	HT II	Kaganhao ES
54.	Dexter S. Rolloque	Principal I	Yook ES
55.	Diomer D. Dy	Principal I	Tambangan ES
56.	Cecilia M. Eraya	TIC	Cabugao ES
57.	Christian Merwyn M. Vitto	TIC	Gaspar ES
58.	Romel S. Sanchez	HT III	Aurora Sevilla Sotto ES



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MATRIX OF ACTIVITIES

Capacity- Building on the Instructional Leadership Training (ILT)
on Strengthening Learning Conditions for Early Literacy – Batch 4
Cum Sharing of Best Practices on ILT – Work Application Project

Implementation Date: November 17-21. 2025

Date and Time	Duration	Topic / Activity	Person/s Responsible
Day 1 Nov. 17, 2025			
6:00 – 8:00 AM	120 mins	Breakfast Arrival, Settling, and Registration of the Participants	Program Management Team
8:00-8:45		Opening Program: <ul style="list-style-type: none"> - Philippine National Anthem - Ecumenical Prayer - Acknowledgement of Participants - Messages - Activity Matrix and Objectives - M and E Mechanism - Photo Documentation Reminders Levelling	Program Management Team
8:45-9:00	45 mins	Pre-Test	
9:00- 9:15	15 mins	Uninterrupted Break	
9:15 – 12:00	165 mins	Session 1 - Leading and Managing Schools as a Learning Organization in the New Normal	Joey M. Mataac
12:00 – 1:00	60 mins	Lunch Break	
1:00 – 5:00	240 mins	Session 2 – Developing a Shared School Vision	Maribel E. Orpalas
5:00 – 5:30	30 mins	Daily Evaluation	Program Management Team
5:30 – 6:00	30 mins	PMT Debriefing	Program Management Team
6:00 – 8:00	120 mins	Dinner	
Day 2 Nov. 18, 2025			
6:00 – 8:00 AM	120 mins	Breakfast	

8:00 – 12:00	240 mins	Session 3 – Formulating SMART Goals for Literacy Instruction	Rona M. Mae Paradero
12:00 – 1:00	60 mins	Lunch Break	
1:00 – 5:00	240 mins	Session 4– Strengthening Literacy Instruction	Annalyn Z. Monterozo
5:00 – 5:30	30 mins	Daily Evaluation	Program Management Team
5:30 – 6:00	30 mins	PMT Debriefing	Program Management Team
6:00 – 8:00	120 mins	Dinner	
Day 3 Nov.19, 2025			
6:00 – 8:00 AM	120 mins	Breakfast	
8:00 – 11:00	180 mins	Session 5 – The Project Initiative	Jelly L. Sore
11:00 – 12:00 NN	60 mins	Session 6 – Supporting Professional Growth Through Monitoring	Maribel E. Orpalas
12:00 – 1:00	60 mins	Lunch Break	
1:00 – 1:30 PM	30 mins	Session 6 – Supporting Professional Growth Through Monitoring (continuation)	Maribel E. Orpalas
1:30 – 5:00	210 mins	Session 7 – Supporting Professional Growth Through Coaching	Jelly L. Sore
5:00 – 5:30 PM	30 mins	Evaluation and Debriefing	Program Management Team
6:00 – 8:00 PM	120 mins	Dinner	
Day 4 Nov.20, 2025			
6:00 – 8:00 AM	120 mins	Breakfast	
8:00 – 10:50 AM	170 mins	Session 8 – Qualities of a Literacy Leader	Ulysis Galloniga
10:50 – 12:00	70 mins	Session 9 – GESI and Literacy Instruction	Glen Espirituo
12:00 – 1:00	60 mins	Lunch Break	
1:00 – 2:00	60 mins	Session 9 – GESI and Literacy Instruction (continuation)	Glen Espirituo

2:00 – 5:00 PM	180 mins	Consultation and Finalization of Draft PIP	All session facilitators
5:00 – 5:30 PM	30 mins	Evaluation and Debriefing	Program Management Team
6:00 – 8:00 PM	120 mins	Dinner	
Day 5 Nov. 21, 2025			
6:00 – 8:00 AM	120 mins	Breakfast	
8:00 – 8:30 AM	30 mins	Management of Learning	Program Management Team
8:30 – 12:00 NN	150 mins	Presentation of Finalized Draft PIPs and Critiquing of Panel and the Participants	All session facilitators
12:00NN-1:00PM	60 mins	LUNCH BREAK	
1:00 – 2:30PM	60 mins	Sharing of Best Practices on the implementation of ILT- WAP	Program Management Team
2:30-2:45PM		Post Test	Program Management Team
2:45 – 3:00PM		End of the Program Evaluation	Program Management Team
3:00-3:30PM		Closing Program	Program Management Team
3:30 – 4:00PM		Debriefing	Program Management Team