



Republic of the Philippines
Department of Education
MIMAROPA REGION
SCHOOLS DIVISION OF MARINDUQUE

Department of Education
Division of Marinduque
**RECORDS SECTION
RELEASED**

Name: _____
Number: **002545**
Date: **SEP 05 2023**

Office of the Schools Division Superintendent

September 4, 2023

DIVISION MEMORANDUM
No. 52, s. 2023

**PLANNING AND CRAFTING OF PROJECT IMPLEMENTATION PLAN
FOR THE DIVISION ROLLOUT OF THE ABC+ PROJECT
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

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

1. Regional Memorandum No. 109, s. 2023 from the Office of the Regional Director Dr. Nicolas T. Capulong titled "*Conduct of the Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT)*" states that Schools Division Offices shall conduct a Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT) within FY 2023.
2. Further, the Regional Memorandum enumerates the target participants to the Division Rollout, namely:
 - a. Five (5) Regional Trainers
 - b. Division Core Management Team (DMCT), composed of:
 - b.1. Chief Education Program Supervisor, CID
 - b.2. Specialist, HRDS
 - b.3. Specialist, SMM&E
 - b.4. Officer or Alternate, Division ITO
 - c. Division Participants, composed of:
 - c.1. Education Program Supervisor for Literacy
 - c.2. Education Program Supervisor for Kindergarten
 - c.3. 1 Public School District Supervisor
 - c.4. 92 Elementary School Heads
3. Relative to the implementation of the Division Rollout, the Division Core Management Team (DMCT) must prepare the Division Rollout implementation plan for the said activity. The suggested implementation plan format is attached as *Enclosure 1: Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT) Implementation Plan Template*.
4. To ensure effective and efficient planning and crafting of the project implementation plan for the said Division Rollout, this Office will conduct the **Planning**
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and Crafting of Implementation Plan for the Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT) on September 7, 2023 1:00-4:00PM at the SDO Marinduque Conference Hall, Brgy. Malusak, Boac, Marinduque.

5. The activity aims to:
 - a. orient target participants and others concerned on the purpose of the Division Rollout;
 - b. draft and finalize the project implementation plan for the Division Rollout, including its matrix;
 - c. designate (1) learning sessions and topics to trainers, and (2) tasks to members of the Division Core Management Team; and
 - d. nominate 92 elementary school heads who will serve as participants for the Division Rollout.
6. The names of participants for the said undertaking are stated in *Enclosure 2: Participants in the Planning and Crafting of Implementation Plan for the Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT)*.
7. For clarifications, please contact:

KYLE DAVID V. ATIENZA
Senior Education Program Specialist
Human Resource Development Section
School Governance and Operations Division
Email Address: kyledavid.atienza@deped.gov.ph
8. Immediate dissemination of and compliance with the contents of this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent 

Encls: as stated
Reference: Regional Memorandum No. 109, s. 2023

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

TRAINING PROGRAMS

/SGOD-HRDS-KDA

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DIVISION ROLLOUT OF THE ABC+ PROJECT ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT) IMPLEMENTATION PLAN TEMPLATE

Department of Education
National Educators Academy of the Philippines
Professional Development Division

**DIVISION ROLL-OUT OF THE ABC+ PROJECT
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

Implementation Plan

A. PROGRAM PROFILE

PROGRAM TITLE	Division Roll Out of the ABC+ Project on Instructional Leadership Training (ILT)
RATIONALE	<p>The Division Roll Out aims to:</p> <ol style="list-style-type: none">Capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, socio-emotional learning, and gender equity and social inclusion (GESI) in fostering conditions for a positive learning environment;Draft research-based and data-driven project initiatives that will improve learning outcomes of Kindergarten to Grade 3 learners in their respective schools;Support and complement the implementation of national programs or initiatives such as, but not limited to National Learning Camp (NLC), National Reading Program (NPR), and National Mathematics Program (NMP); and,Form linkages and share with other districts ad schools, some noteworthy practices aligned with the

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	Instructional Leadership Training (ILT) principles.
PROGRAM OUTCOME	Trained school leaders in instructional leadership Trained public school teachers on literacy, numeracy, and socio-emotional learning
MAJOR FINAL OUTCOME	Improved outcomes of early literacy, numeracy, socio-emotional learning

B. PROFILE OF THE TARGET PARTICIPANTS

TARGET JOB GROUPS	NUMBER OF EXPECTED PARTICIPANTS
PARTICIPANTS	
School Heads	
Education Program Supervisor (Literacy or Reading)	
Education Program Supervisor (Kinder)	
Public School District Supervisor	
DIVISION CORE MANAGEMENT TEAM	
Chief Education Program Supervisor (Curriculum and Implementation Division)	
Specialist (Human Resource Development Service)	
Specialist (School Management, Monitoring, and Evaluation)	
Officer (Division Information Technology Office)	

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REGIONAL TRAINERS	
	TOTAL

Breakdown of Participants:

Name	Position	School
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

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C. IMPLEMENTATION PLAN

ACTIVITIES	OBJECTIVE	OUTPUT	MODALITY and PLATFORM	TARGET PAX	NUMBER OF PAX <i>(Breakdown)</i>	NUMBER OF DAYS	TARGET DATES	PROPOSED VENUE
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

D. BUDGET ESTIMATE

ACTIVITY	NO. OF PAX	EXPENDITURE				
		Board and Lodging	Supplies	Travel Expenses	Others	TOTAL
1.						
2.						
3.						
4.						
5.						

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6.						
7.						
8.						
9.						
10.						

E. DIVISION CORE MANAGEMENT TEAM

NAME OF PERSONNEL	OFFICE	ROLE	TERMS OF REFERENCE
	Curriculum and Implementation Division		
	Human Resource Development Service		
	School Management, Monitoring, and Evaluation		
	Division Information Technology Office		

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**PARTICIPANTS IN THE PLANNING AND CRAFTING OF IMPLEMENTATION PLAN
FOR THE DIVISION ROLLOUT OF THE ABC+ PROJECT ON INSTRUCTIONAL
LEADERSHIP TRAINING (ILT)**

NAME	POSITION
CURRICULUM IMPLEMENTATION DIVISION	
1. Dr. Nestor T. Rualo	OIC-CID, Education Program Supervisor
2. Florie M. Regencia	Education Program Supervisor
3. John C. Chavez	Education Program Supervisor
4. Aurea M. Mazo	Public Schools District Supervisor
5. Myra R. Labay	Public Schools District Supervisor
6. Pablito L. Alcober	Public Schools District Supervisor
7. Dr. Elvin C. Perlas	Public Schools District Supervisor
8. Dr. Josephine V. Marciano	Public Schools District Supervisor
9. Dr. Maria Lourdes P. Ricohermoso	Public Schools District Supervisor
10. Constanca R. Vasco	Public Schools District Supervisor
11. Warlito P. Constantino	Public Schools District Supervisor
12. Dr. Jay P. Peña	Public Schools District Supervisor
13. Maridel G. Lincallo	Public Schools District Supervisor
SCHOOL GOVERNANCE AND OPERATIONS DIVISION	
1. Ma. Cecilia S. Manay	Chief Education Program Supervisor
2. Maita M. Lazares	Education Program Supervisor
3. Kyle David V. Atienza	Senior Education Program Specialist
4. Dr. Fretzie P. Alcantara	Senior Education Program Specialist
5. Abet R. Faundo	Education Program Specialist II
6. Rey R. Raymundo	Education Program Specialist II
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT	
1. David M. Zoleta, Jr.	Division Information and Technology Officer
ABC+ ON ILT NTOT PARTICIPANTS	
1. Ma. Leonora D. Imperio	Principal II, Alobo Elementary School
2. Norman P. Romasanta	Principal I, Malibago Elementary School
3. Jake C. Yao	Master Teacher I, Mogpog Central School
ABC+ ON ILT RTOT PARTICIPANT	
5. Erlan M. Maming	Principal II, Gasan Central School

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