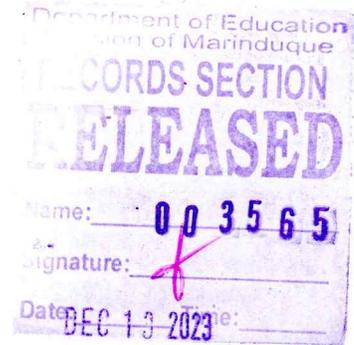




Republic of the Philippines  
**Department of Education**  
MIMAROPA REGION  
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

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

FROM: **LYNN G. MENDOZA, EdD**  
Schools Division Superintendent

SUBJECT: **Division Upskilling of School Heads and Reading Coordinators on the Early Language Literacy and Numeracy (ELLN) with Focus on the Science of Reading (SOR)**

DATE: December 06, 2023

1. In continuous support of DepEd Order No. 13, s. 2023, titled Adoption of the Learning Recovery Program in the Department of Education and in adherence to DepEd Order No. 24, s. 2022, re: Adoption of the Basic Education Development Plan, this Schools Division, through the Curriculum Implementation Division, shall conduct **Division Upskilling of Select School Heads and Reading Coordinators on the Early Literacy and Numeracy (ELLN) with Focus on the Science of Reading** on January 16-20, 2024 at SDO Hall, SDO Marinduque.
2. This activity aims to:
  - a. enhance pedagogical skills, knowledge and attitude of participants on the science of reading;
  - b. improve ability to assess learners' literacy and numeracy skills; and
  - c. sustain commitment in mentoring teachers to improve instruction and outcomes.
3. Participants in this activity are seven (7) select school heads (with one (1) reading coordinator) from each district. They are requested to bring laptop, charger and extension wire during the upskilling.
4. All trainers are expected to attend the meeting and simulation set on January 11-12, 2024 at SDO Hall, Boac, Marinduque.

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5. Please see attached enclosures for the List of Program Management Team, Trainers, and Matrix of Activities for your reference.
6. Immediate and wide dissemination of this Memorandum is desired.

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Republic of the Philippines  
**Department of Education**  
 MIMAROPA Region  
**SCHOOLS DIVISION OF MARINDUQUE**

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**Enclosure No. 1 to Division Memorandum on Division Upskilling of Select School Heads and Reading Coordinators on Early Language, Literacy, and Numeracy (ELLN) with focus on the Science of Reading (SOR)**

MATRIX OF ACTIVITIES

TIME	Day 1(Jan. 16, 2024)	Day 2 (Jan. 17, 2024)	Day 3 (Jan. 18, 2024)	Day 4(Jan. 19, 2024)	DAY 5(Jan. 20, 2024)
8:00-8:30AM	Registration/Attendance	MOL	MOL	MOL	MOL
8:30- 9:00AM	Opening Program	S3. Oral Language Development <i>Mrs. Ma Vanissa Melendrez</i>	S6. Vocabulary Development <i>Mrs. Maribert De los Santos</i>	S9. The Language Transition Process <i>Mr. Romeo Palma</i>	S12. Planning the District Learning Action Cells (SLACs) <i>Mrs. Florie M. Regencia</i>
9:00- 10:00AM	Levelling of Expectations				
10:00 - 10:15AM	Health Break	Health Break	Health Break	Health Break	Health Break
10:15 - 12:15 NN	S1- Nature of Reading <i>Mr. Edgar Jardeleza</i>	S4. Phonological/ Phonemic Awareness <i>Mrs. Myra R. Labay</i>	S7. Fluency <i>Mrs. Ma Leonora Imperio</i>	S10. School Leader as a Learning Partner <i>Mrs. Jelly L. Sore</i>	District Planning for LAC
12:15 - 1:30PM	Lunch Break	Break		BREAK	
1:30 - 2:30PM	S2 - The Science of Reading <i>Mrs. Ma Cristina Mangana</i>	S5. Phonics Instruction <i>Mr. Junjun M. Sapungan</i>	S8. Reading Comprehension in the Early Years <i>Mrs. Maribel Orpapas</i>	S11. Key Players in Learning Partnership through Mentoring <i>Mrs. Aurea L. Mazo</i>	Presentation of Action Plan
2:30- 3:00PM	Health Break	Health Break	Health Break	Health Break	Health Break
3:00 - 4:00PM	Cont. S2 - The Science of Reading <i>Mrs. Ma Cristina Mangana</i>	Cont . S5. Phonics Instruction <i>Mr. Junjun M. Sapungan</i>	Cont . S8. Reading Comprehension in the Early Years <i>Mrs. Maribel Orpapas</i>	Cont. S11. Key Players in Learning Partnership through Mentoring <i>Mrs. Aurea L. Mazo</i>	Closing Program
4:00- 4:30PM	Clearing House/ Debriefing	Clearing House/ Debriefing	Clearing House/ Debriefing	Clearing House/ Debriefing	Home Sweet Home
<b>In- Charge</b>	<b>PMT</b>	<b>Boac</b>	<b>Gasán &amp; Mogpog</b>	<b>Santa Cruz</b>	<b>Buenavista &amp; Torrijos</b>

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**Enclosure No. 2 to Division Memorandum on Division Upskilling of Select School Heads and Reading Coordinators on Early Language, Literacy, and Numeracy (ELLN) with focus on the Science of Reading (SOR)**

**List of Program Management Team (PMT) and Trainers**

<b>NAME</b>	<b>DESIGNATION</b>	<b>Role/Task</b>
Mr. John M. Chavez	Chief ES, CID	Program Manager
Mrs. Jelly L. Sore	EPS- English	Focal Person
Mrs. Florie M. Regencia	EPS- Filipino	Focal Person
Mrs. Aurea L. Mazo	PSDS	Lead Trainer
Mrs. Myra R. Labay	PSDS	Lead Documenter/ Trainer
Mrs. Maribel R. Orpalas	Principal, Bantay ES	Documenter/Trainer
Mrs. Cristina Mangana	Principal, Kasily ES	Documenter/Trainer
Mrs. Charmaine J. Mogol	SDO – Librarian II	Technical Support
Mr. Junjun M. Sapungan	HT - Bacongbacong	Technical Support
Mrs. Eleonor Imperio	Principal, Alobo ES	Trainer
Mr. Edgar Jardeleza	Principal, Capayang ES	Trainer
Mr. Romeo Palma	HT - Kinyaman ES	Trainer
Mrs. Maribert de los Santos	TIC- Bicas-bicas ES	Trainer
Mrs. Vanissa Melendrez	TIC – Sinambahan PS	Trainer

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