



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



Office of the Schools Division Superintendent

August 7, 2024

**DIVISION MEMORANDUM**

No. 62, s. 2024

**DIVISION ROLLOUT OF INSTRUCTIONAL LEADERSHIP TRAINING (ILT):  
STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**

TO: Asst. Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary School Heads  
All Others Concerned

1. The Department of Education, through the National Educators Academy of the Philippines (NEAP), is mandated to provide timely and relevant professional development activities to teachers to achieve the Department's mission of promoting quality, equitable, culture-based, and complete basic education. As the training arm of the Department, NEAP, through the SGOD-Human Resource Development Section, spearheads initiatives that are in line with one of the pillars of the administration's MATATAG agenda which is to *Give support to teachers to teach better*.

2. Relative to this, the Schools Division of Marinduque, through the School Governance and Operations Division – Human Resource Development Section in collaboration with the Curriculum Implementation Division, under Project Quality HRD, will conduct the **Division Rollout of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy on August 18-23, 2024 (Batch 1)** and **September 1-6, 2024 (Batch 2)** at **Balar Hotel & Spa, Balarang, Boac, Marinduque**.

3. This learning and development activity focuses on developing 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 quality literacy instruction. Specifically, the activity aims to:

- capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, social and emotional learning, and gender equity and social inclusion in fostering conditions for a positive learning environment;
- draft research-based and data-driven project initiatives that will improve learning outcomes of the K to 3 learners in their respective schools, as

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embedded in the School Improvement Plan (SIP) and as practiced in Continuous Improvement (CI);

- c. support and complement the implementation of national programs or initiatives such as but not limited to National Learning Camp (NLC), National Reading Program (NRP), and National Mathematics Program (NMP); and
- d. form linkages and share with other districts and schools noteworthy practices aligned with Instructional Leadership Training (ILT) principles.

4. Participants in this training are 1 Education Program Supervisor for literacy, 1 Education Program Supervisor for kindergarten, 1 Public Schools District Supervisor, and 92 elementary school heads whose schools have been identified to needing improvement in performance or low performance when it comes to literacy. **They shall accomplish the profile of participants on or before August 14, 2024 through [bit.ly/ILTParticipantMdq2024](https://bit.ly/ILTParticipantMdq2024).**

5. **Furthermore, participants are advised to bring their laptops, internet mobile connections, extensions wires, relevant literacy assessment results of their schools, and printed copies of the ILT Book of Readings and ILT Participant Guidebook which may be accessed and downloaded through [bit.ly/ILTModulesMdq2024](https://bit.ly/ILTModulesMdq2024).** Further, they are highly encouraged to browse the learning package before the scheduled training.

6. **To ensure seamless execution and quality of training, no replacement or representative shall be allowed.** Participants who cannot participate in the training due to various reasons must submit a letter addressed to the Schools Division Superintendent *attn: SGOD-Human Resource Development Section* indicating their reasons for non-participation at least three days before the scheduled training.

7. **This learning and development activity is a Continuing Professional Development (CPD) accredited program by the Professional Regulation Commission (PRC) – Council for Professional Teachers with 8 CPD credit units. Hence, participants, resource speakers, and members of the Program Management Team, who are Licensed Professional Teachers (LPT), shall accomplish the registration form on or before August 12, 2024 through [bit.ly/ILTRegistrationCPDMdq2024](https://bit.ly/ILTRegistrationCPDMdq2024). Failure to register before the deadline may result to non-issuance of applicable CPD credit units.**

8. 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.”* Consequently, the following mechanisms shall be applied:

a. Monitoring and Evaluation (M&E)

Level 1 (Reaction) – End-of-Day Evaluation

Level 2 (Learning) – Pretest and Posttest

Level 3 (Behavior) – Submission of Outputs (*Shared Vision Statement, SMART Goals, and Project Initiative Plan*)

Level 4 (Results) – Improvement Learners Outcomes through the Implementation of the PIP and as reflected in the Project Initiative Report

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b. Issuance of Certificate of Participation

A Certificate of Participation shall be issued upon completion of the training as well as submission of the required outputs as follow:

TRAINING DAY	REQUIRED OUTPUT
Day 1	Shared Vision Statement
Day 2	SMART Goals
Day 3	Draft Project Initiative Plan
Day 4	Revised Project Initiative Plan
Day 5	Finalized Project Initiative Plan

This certificate shall indicate the total number of hours rendered in the training, as well as the PPSSH covered.

c. Issuance of Certificate of Completion

A Certificate of Completion shall be issued upon submission of the finalized Project Initiative Plan signed by the Schools Division Superintendent. Additional requirements include:

1. 85% passing rate in the posttest;
2. complete attendance in the training;
3. complete evaluation in the training; and
4. complete submission of outputs in the training.

This certificate shall indicate the PRC CPD credit units earned.

d. Issuance of Certificate of Recognition

A Certificate of Recognition shall be issued upon presentation of the Project Initiative Plan during the training. Additionally, a separate Certificate of Recognition shall be given to noteworthy project presentations, as evaluated by the panel of experts.

9. All participants, resource speakers, and members of the Program Management Team shall avail the provided accommodation at Balar Hotel and Spa, Balaring, Boac, Marinduque. The room assignments of participants shall be announced during the opening program of the training. Check-in and check-out schedules for the two batches are as follow:

BATCH	CHECK-IN	CHECK-OUT
Batch 1 (August 18-23, 2024)	August 18, 2024 2:00PM	August 23, 2024 12:00PM
Batch 2 (September 1-6, 2024)	September 1, 2024 2:00PM	September 6, 2024 12:00PM

10. Travel expenses, board and lodging, meals, and supplies of participants, resource speakers, and members of the Program Management Team shall be charged to SARO RO-4B-23-1184 subject to existing accounting and auditing rules and regulations. They are advised to process the reimbursement of their travel expenses within two weeks after the scheduled training.

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Malusak, Boac, Marinduque

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11. Participants, resource speakers, and members of the Program Management Team are entitled to compensatory time-off (CTO) or service credits in lieu of their services that will fall on weekends and holidays.
12. The following documents are enclosed for reference:
  - a. Enclosure 1: List of Participants
  - b. Enclosure 2: List of PMT Members and Trainers
  - c. Enclosure 3: Training Matrix
13. For clarifications, please contact Mr. Kyle David V. Atienza, Senior Education Program Specialist – Human Resource Development Section, through [kyledavid.atienza@deped.gov.ph](mailto:kyledavid.atienza@deped.gov.ph).
14. Immediate dissemination of and strict compliance with the contents of this Memorandum are desired.

  
**LYNN G. MENDOZA, EdD**  
OIC, Schools Division Superintendent

Encls: as stated

References: Memorandum DM-OUHROD-2022-0593  
Memorandum DM-OUHROD-2023-1394  
Memorandum HRDD-2023-028  
BHROD Unnumbered Advisory dated January 19, 2024

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

ELEMENTARY EDUCATION  
MONITORING AND EVALUATION  
TRAINING PROGRAMS

KINDERGARTEN EDUCATION  
READING EDUCATION

/SGOD-HRDS-KDA

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**LIST OF PARTICIPANTS**

*Division Rollout of Instructional Leadership Training (ILT):  
Strengthening Learning Conditions for Early Literacy*

<b>Batch 1 (August 18-23, 2024)</b>		
<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/OFFICE</b>
1. Jelly L. Sore	Education Program Supervisor	CID
2. Dr. Dingson A. De Sena	Public Schools District Supervisor	Torrijos District
3. Ulysis J. Galloniga	Teacher-In-Charge	Bantauyan PS
4. Romeo M. Malacas Jr.	Principal II	Poras ES
5. Cresencia L. Landoy	Head Teacher III	Tanza ES
6. Merlie L. Llave	Head Teacher I	Pili-Balogo ES
7. Rowena M Racelis	Head Teacher III	Buliasnin ES
8. Ronilo A. Nabing	Head Teacher III	Maligaya ES
9. Ariel M. Penaroyo	Teacher -In-Charge	Puyog ES
10. Nelsie M. Mampusti	Head Teacher III	Poctoy ES
11. Ricardo M. Maano	Principal II	Balimbing ES
12. Edwin M. Osinsao	Principal I	Agumaymayan ES
13. Joemar L. Linga	Principal II	Boac South CS
14. Arline M. Mayo	Principal II	Duyay ES
15. Maribel E. Orpalas	Principal II	Bantay ES
16. Mary Amor F. Jandusay	Principal II	Bangbangalon ES
17. Maribel E. Orpalas	Principal I	Bantay ES
18. Mary Ann M. Luistro	Principal I	Maybo ES
19. Pinky M. Mabiog	Principal I	Mainit ES
20. Nemia O. Belda	Head Teacher III	Bamban ES
21. Pacifico P. Belarmino	Head Teacher I	Catubugan ES
22. Melvin M. Logdat	Teacher-in-Charge	Tambunan ES
23. Dezza G Perlas	Principal II	Buenavista CS
24. Maribert S. de los Santos	Teacher In-Charge	Bicas-Bicas ES
25. Christian S. Fiegalan	Teacher-In-Charge	Timbo ES
26. Marvin M. Jinao	Teacher In-Charge	Tungib ES
27. Alfin C. Jambalos	Head Teacher I	Bagacay ES
28. Adelaida M. Saguid	Principal II	Caigangan ES
29. Glen P. Espirituo	Head Teacher III	Pag Asa ES
30. Vanneza F. Morgado	Teacher In-Charge	Daat PS
31. Francisco P. Quindoza	Principal I	Daykitin ES
32. Kathryn S. Asuncion	Principal III	Tiguion ES
33. Mylene Jasmin L. Rolloque	Principal I	Dawis ES
34. Mylene M. Forteza	Principal I	Bognuyan ES
35. Carolyn A. Lining	Head Teacher I	Pangi ES

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36. Jhonrex L. Sapunto	Principal I	Masiga ES
37. Venus D. Adonis	Principal I	Tapuyan ES
38. Minerva A. Malabayabas	Head Teacher III	Bahi ES
39. Mildred S. Madriaga	Head Teacher III	Tabionan ES
40. Junjun M. Sapungan	Head Teacher I	Bacongbacong ES
41. Susibeth M. Villaruel	Head Teacher I	Cabugao ES
42. Jhoan S. Mandita	Head Teacher I	Bachao ES
43. Leo L. Mapacpac	Principal II	Mogpog CS
44. Rhodora B. Pena	Principal II	Bintakay ES
45. Garry R. Monteagudo	Principal II	Balanacan ES
46. Dr. Gina M. Mapacpac	Principal II	Nangka ES
47. Dr. Francis L. Pacia	Principal II	Laon ES
48. Edgar L. Jardeleza	Principal I	Capayang ES

<b>Batch 2 (September 1-6, 2024)</b>		
<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/OFFICE</b>
1. Romualdo O. Magculang	Education Program Supervisor	CID
2. Eva Angelina Lampas	Principal I	Guisian ES
3. Marife Maano	Principal I	Paye ES
4. Alerma M. Ola	Teacher-In-Charge	Tarug ES
5. Odette L. Malco	Principal I	Sumangga ES
6. Reynaldo J. Ilagan Jr.	Principal I	Butansapa ES
7. Alita L. Marciano	Head Teacher III	Magapua ES
8. Darwin Pilar	Head Teacher I	Lamesa ES
9. Rona Mae M. Paradero	Principal II	Makapuyat ES
10. Mateo G. Garcia	Principal II	Santa Cruz East CS
11. Michelle L. Rivamonte	Head Teacher III	Tagum ES
12. Mandy R. Piguerra	Head Teacher I	Tambangan ES
13. Rosalina D. Regio	Principal I	Taytay ES
14. Josephine L. Pastorfide	Principal II	Tawiran ES
15. Noemi P. Rey	Head Teacher III	Devilla ES
16. Gener J. Vitto	Head Teacher II	Haguimit ES
17. Judith B. Quing	Teacher-in-Charge	Banogbog ES
18. Analyn Z. Monterozo	Principal I	Lamesa ES
19. Donwency R. Monterozo	Principal I	Aturan ES
20. Rafael P. Ariola	Principal II	Balogo ES
21. Arlene R. Diaz	Principal I	Dolores ES
22. Lorna Q. Rivamonte	Principal II	Kamandugan ES
23. Julio R. Constantino	Principal II	Lusok ES
24. Ma. Cristina P. Mangana	Principal I	Kasily ES
25. Rhoda R. Rodelas	Head Teacher I	Botilao ES
26. Lina R. Rolluqui	Principal II	Santa Cruz North CS
27. Marivic P. Plamio	Principal II	Buyabod ES

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28. Maria Cecilia R. Par	Principal II	Lipa ES
29. Analy R. Buhay	Principal I	Polo ES
30. Ma. Divina M. Puente	Principal I	San Antonio ES
31. Allan M. Fajardo	Principal I	Matalaba ES
32. Maria Paz S. Pernia	Principal II	Gabaldon ES
33. Apollo Pernia	Principal II	Santa Cruz South CS
34. George Giovanni P. Preclaro	Principal I	Tapian ES
35. Annalisa P. Rodas	Principal I	Maniwaya ES
36. Edna M. Jalos	Principal II	Marlangga ES
37. Joey M. Mataac	Head Teacher I	Talawan ES
38. Zimre F. Fadriquela	Principal I	Makawayan ES
39. Allan P. Retardo	Teacher-In-Charge	Bangwayin ES
40. Richard R. Zoleta	Head Teacher III	Poctoy ES
41. Donna Bella R. Rocha	Principal I	Tigwi ES
42. Ludy A. Roldan	Teacher In-Charge	Suha ES
43. Maria Vanissa R. Melendrez	Teacher In-Charge	Malinao ES
44. Gerlie M. Watiwat	Teacher In-Charge	Sinambahan PS
45. Meleah P. Rey	Head Teacher III	Cagpo ES
46. Grace V. Cabral	Head Teacher III	Sibuyao ES
47. Marlon D. Valenzuela	Principal I	Dampulan ES

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**LIST OF PMT MEMBERS AND TRAINERS**  
*Division Rollout of Instructional Leadership Training (ILT):  
 Strengthening Learning Conditions for Early Literacy*

<b>NAME</b>	<b>POSITION</b>	<b>SCHOOL/OFFICE</b>	<b>ROLE</b>
1. Ma. Leonora D. Imperio	Principal II	Alobo ES	Trainer
2. Norman P. Romasanta	Principal I	Malibago ES	Trainer
3. Erlan M. Maming	Principal III	Gasán CS	Trainer
4. Jake C. Yao	Master Teacher II	Mogpog CS	Trainer
5. John M. Chavez	CES	CID	Trainer/PMT
6. Florie M. Regencia	EPS	CID	Trainer
7. Myra R. Labay	PSDS	Boac South District	Trainer
8. Aurea L. Mazo	PSDS	Boac North District	Trainer
9. Maridel G. Lincallo	PSDS	Buenavista District	Trainer
10. Ma. Cecilia S. Manay	CES	SGOD	PMT
11. Kyle David V. Atienza	SEPS	SGOD	PMT
12. Dr. Fretzie P. Alcantara	SEPS	SGOD	PMT
13. Abet A. Faundo	EPS II	SGOD	PMT
14. Rey R. Raymundo	EPS II	SGOD	PMT
15. Kelvin Rei J. Labaguis	Clerk	OSDS	PMT

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**TRAINING MATRIX**

*Division Rollout of Instructional Leadership Training (ILT):  
Strengthening Learning Conditions for Early Literacy*

DATE AND TIME	DURATION	TOPIC / ACTIVITY	PERSON/S RESPONSIBLE
<b>Day 0   August 18, 2024 (Batch 1); September 1, 2024 (Batch 2)</b>			
12:00 – 3:00 PM	180 mins	Arrival, Settling, and Registration of the Participants	Program Management Team
3:01 – 4:30 PM	90 mins	Opening Program: <ul style="list-style-type: none"> <li>• Philippine National Anthem</li> <li>• Ecumenical Prayer</li> <li>• Acknowledgement of Participants</li> <li>• Messages</li> <li>• Activity Matrix and Objectives</li> <li>• M and E Mechanism</li> <li>• Photo Documentation</li> <li>• Reminders</li> </ul>	Program Management Team
4:31 – 5:00 PM	30 mins	Pre-Test	Program Management Team
5:01 – 6:00 PM	60 mins	Evaluation and Debriefing	Program Management Team
6:01 – 8:00 PM	120 mins	Dinner	
<b>Day 1   August 19, 2024 (Batch 1); September 2, 2024 (Batch 2)</b>			
6:00 – 8:00 AM	120 mins	Breakfast	
8:01 – 9:00 AM	60 mins	Opening Prayer Nationalistic Song Leveling of Expectations Reminders	Program Management Team
9:01 AM – 12:00 PM	210 mins	<b>Session 1 - Leading and Managing Schools as a Learning Organization in the New Normal</b>	Ma. Leonora D. Imperio
12:01 – 1:00 PM	60 mins	Lunch Break	
1:01 – 5:00 PM	240 mins	<b>Session 2 – Developing a Shared School Vision</b>	Norman P. Romasanta
5:01 – 5:30 PM	30 mins	Daily Evaluation	Program Management Team

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5:31 – 6:00 PM	30 mins	PMT Debriefing	Program Management Team
6:01 – 8:00 PM	120 mins	Dinner	
<b>Day 2   August 20, 2024 (Batch 1); September 3, 2024 (Batch 2)</b>			
6:00 – 8:00 AM	120 mins	Breakfast	
8:01 AM – 12:00 PM	240 mins	<b>Session 3 – Formulating SMART Goals for Literacy Instruction</b>	Erlan M. Maming
12:01 – 1:00 PM	60 mins	Lunch Break	
1:01 – 5:00 PM	240 mins	<b>Session 4– Strengthening Literacy Instruction</b>	Jake C. Yao
5:01 – 5:30 PM	30 mins	Daily Evaluation	Program Management Team
5:31 – 6:00 PM	30 mins	PMT Debriefing	Program Management Team
6:01 – 8:00 PM	120 mins	Dinner	
<b>Day 3   August 21, 2024 (Batch 1); September 4, 2024 (Batch 2)</b>			
6:00 – 8:00 AM	120 mins	Breakfast	
8:01 – 11:00 AM	180 mins	<b>Session 5 – The Project Initiative</b>	John M. Chavez
11:01 AM– 12:00 PM	60 mins	<b>Session 6 – Supporting Professional Growth Through Monitoring</b>	Florie M. Regencia
12:01 – 1:00 PM	60 mins	Lunch Break	
1:01 – 1:30 PM	30 mins	<b>Session 6 – Supporting Professional Growth Through Monitoring (continuation)</b>	Florie M. Regencia
1:31 – 5:00 PM	210 mins	<b>Session 7 – Supporting Professional Growth Through Coaching</b>	Myra R. Labay
5:01 – 5:30 PM	30 mins	Evaluation and Debriefing	Program Management Team
6:01 – 8:00 PM	120 mins	Dinner	
<b>Day 4   August 22, 2024 (Batch 1); September 5, 2024 (Batch 2)</b>			
6:00 – 8:00 AM	120 mins	Breakfast	

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8:01 – 10:50 AM	170 mins	<b>Session 8 – Qualities of a Literacy Leader</b>	Aurea L. Mazo
10:51 AM – 12:00 PM	70 mins	<b>Session 9 – GESI and Literacy Instruction</b>	Maridel G. Lincallo
12:01 – 1:00 PM	60 mins	Lunch Break	
1:01 – 2:00 PM	60 mins	<b>Session 9 – GESI and Literacy Instruction</b> <i>(continuation)</i>	Maridel G. Lincallo
2:01 – 5:00 PM	180 mins	Consultation and Finalization of Draft PIP	All Session Facilitators
5:01 – 5:30 PM	30 mins	Evaluation and Debriefing	Program Management Team
6:01 – 8:00 PM	120 mins	Dinner	
<b>Day 5   August 23, 2024 (Batch 1); September 6, 2024 (Batch 2)</b>			
6:00 – 8:00 AM	120 mins	Breakfast	
8:01 – 8:30 AM	30 mins	Management of Learning	Program Management Team
8:31 – 11:00 AM	150 mins	Presentation of Finalized Draft PIPs and Critiquing of Panel and the Participants	All session facilitators
11:01 AM – 12:00 PM	60 mins	Closing Program: <ul style="list-style-type: none"> <li>● Nationalistic Song</li> <li>● Ecumenical Prayer</li> <li>● Insights/Impressions</li> <li>● Statement of Challenge</li> <li>● Acceptance of Challenge</li> <li>● Giving of Certificates</li> <li>● Reminders</li> <li>● Closing Remarks</li> </ul>	Program Management Team

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