



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



January 28, 2025

DIVISION MEMORANDUM
No. **014** , s.2025

**CAPACITY- BUILDING ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT):
STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**

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

1. The roll - out on the Instructional Leadership Training (ILT) on Strengthening Learning Conditions for Early Literacy was conducted on the last quarter of 2024 to select school heads only. In order to provide equal opportunity for other school heads, this Division, through the Curriculum Implementation Division (CID), shall conduct the **Capacity -Building on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy** intended for untrained school heads on March 17-22, 2025 at Balar Hotel and Spa, Balaring, Boac, Marinduque.
2. This activity primarily aims to:
 - a. capacitate select untrained elementary 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 of the Kindergarten to Grade 3 learners in their respective school.
3. Participants in this activity, who shall register at <https://tinyurl.com/ILTReg2025> on or before March 14, 2025, are select school heads who are not yet trained in ILT. 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](https://tinyurl.com/ILTReg2025) .
4. To ensure seamless execution and quality of training, replacement or representative is not allowed. Participants who cannot participate in the training and / or will not avail of the accommodation at Balar Hotel and SPA and Hotel must inform this Office through the Chief of the Curriculum Implementation Division before the scheduled training.
5. This learning and development activity shall follow the program monitoring and evaluation guidelines and tools stipulated in DepEd Memorandum No. 44, s.



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2023 titled Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs.

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


LYNN G. MENDOZA, EdD
OIC- Schools Division Superintendent


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
TRAINING PROGRAMS



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Enclosure No. 1 to Division Memorandum No. 14, 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/OFFICE	ROLE
1. John M. Chavez	Chief ES	CID	PMT/ Lead -Trainer
2. Florie M. Regencia	EPS	CID	PMT
3. Aurea L. Mazo	PSDS	CID	PMT
4. Myra R. Labay	PSDS	CID	Trainer
5. Maridel G. Lincallo	PSDS	CID	Trainer
6. Kyle David V. Atienza	SEPS	SGOD	PMT
7. Dr. Fretzie P. Alcantara	SEPS	SGOD	PMT
8. Ma. Leonora D. Imperio	Principal II	Alobo ES	Trainer
9. Norman P. Romasanta	Principal I	Malibago ES	Trainer
10. Erlan M. Maming	Principal III	Gasas CS	Trainer
11. Jake C. Yao	MT II	Tapuyan ES	Trainer
12. Rhodora B. Peña	Principal I	Bintakay ES	Trainer
13. Ricardo Maaño	Principal II	Don Luis HMS	Trainer
14. Maribel Orpalas	Principal I	Bangbangalon ES	PMT
15. Charmaine J. Mogol	Librarian	CID	PMT



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

Enclosure No. 2 to Division Memorandum No. 014, s. 2025

MATRIX OF ACTIVITIES

CAPACITY-BUILDING ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT):
STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

Implementation Date: March 17-22, 2025

Date and Time	Duration	Topic / Activity	Person/s Responsible
Day 0 March 17, 2025			
12:00 – 3:00 PM	180 mins	- Arrival, Settling, and Registration of the Participants	Program Management Team
3:00 – 4:30 PM	90 mins	Opening Program: - Philippine National Anthem - Ecumenical Prayer - Acknowledgement of Participants - Messages - Activity Matrix and Objectives - M and E Mechanism - Photo Documentation - Reminders	Program Management Team
4:30 – 5:00 PM	30 mins	Pre-Test	Program Management Team
5:00 – 6:00 PM	60 mins	Evaluation and Debriefing	Program Management Team
6:00 – 8:00 PM	120 mins	Dinner	
Day 1 March 18, 2025			
6:00 – 8:00 AM	120 mins	Breakfast	
8:00 – 9:00 AM	60 mins	Opening Prayer Nationalistic Song Leveling of Expectations Reminders	Program Management Team

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9:00 – 12:00	210 mins	Session 1 - Leading and Managing Schools as a Learning Organization in the New Normal	Ma. Leonora D. Imperio
12:00 – 1:00	60 mins	Lunch Break	
1:00 – 5:00	240 mins	Session 2 – Developing a Shared School Vision	Norman P. Romasanta
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 March 19, 2025			
6:00 – 8:00 AM	120 mins	Breakfast	
8:00 – 12:00	240 mins	Session 3 – Formulating SMART Goals for Literacy Instruction	Erlan M. Maming
12:00 – 1:00	60 mins	Lunch Break	
1:00 – 5:00	240 mins	Session 4– Strengthening Literacy Instruction	Jake C. Yao
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 March 20, 2025			
6:00 – 8:00 AM	120 mins	Breakfast	
8:00 – 11:00	180 mins	Session 5 – The Project Initiative	John M. Chavez
11:00 – 12:00 NN	60 mins	Session 6 – Supporting Professional Growth Through Monitoring	Rhodora B. Peña
12:00 – 1:00	60 mins	Lunch Break	
1:00 – 1:30 PM	30 mins	Session 6 – Supporting Professional Growth Through Monitoring (continuation)	Rhodora B. Peña

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1:30 – 5:00	210 mins	Session 7 – Supporting Professional Growth Through Coaching	Myra R. Labay
5:00 – 5:30 PM	30 mins	Evaluation and Debriefing	Program Management Team
6:00 – 8:00 PM	120 mins	Dinner	
Day 4 March 21, 2025			
6:00 – 8:00 AM	120 mins	Breakfast	
8:00 – 10:50 AM	170 mins	Session 8 – Qualities of a Literacy Leader	Ricardo M. Maaño
10:50 – 12:00	70 mins	Session 9 – GESI and Literacy Instruction	Maridel G. Lincallo
12:00 – 1:00	60 mins	Lunch Break	
1:00 – 2:00	60 mins	Session 9 – GESI and Literacy Instruction (continuation)	Maridel G. Lincallo
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 March 22, 2025			
6:00 – 8:00 AM	120 mins	Breakfast	
8:00 – 8:30 AM	30 mins	Management of Learning	Program Management Team
8:30 – 11:00 AM	150 mins	Presentation of Finalized Draft PIPs and Critiquing of Panel and the Participants	All session facilitators
11:00 – 12:00	60 mins	Closing Program: • Closing Ecumenical Prayer • Insights/Impression • Statement of Challenge • Pledge of Commitment • Giving of Certificates • Reminders • Closing Remarks	Program Management Team

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LIST OF PARTICIPANTS

Capacity-Building on INSTRUCTIONAL LEADERSHIP TRAINING (ILT):
STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

	NAME	GENDER	POSITION	SCHOOL/OFFICE
1	Christoper Q. Recana	Male	Head Teacher I	Matuyatuya ES
2	Mario V. Almonte	Male	Head Teacher I	Bonliw Elementary School
3	Jaime R. Almonte	Male	Principal II	Buangan Elementary School
4	Girlye W. Mirano	Female	Teacher-In Charge	Sinambahan Primary School
5	Rosalia M. Almonte	Female	Head Teacher I	Cabuyo Elementary School
6	Maria Judhee S. Rivamonte	Female	Teacher-In Charge	Banukbok Primary School
7	Oliva R. Rivadenera	Female	Teacher-In Charge	Mabuhay Primary School
8	Rosa Lea R. Santellices	Female	Teacher-In Charge	Bayakbakin Elementary School
9	Carol R. De Luna	Female	Teacher-In Charge	Bolo Primary School
10	Gerry P. Rivamonte	Male	Principal II	Masaguisi ES
11	Ricardo A. Del Mundo Jr.	Male	Head Teacher II	Pansoy ES
12	Mandy R. Piguerra	Male	Head Teacher I	Tambangan ES
13	Genelyn J. Regio	Female	Principal I	Pulong Parang ES
14	Renante P. Eterno	Male	Teacher In-Charge	Biga E
15	Rosemarie P. Palermo	Female	Principal I	Banogbog ES
16	Noemi P. Rey	Female	Head Teacher III	Devilla ES
17	Lyra J. Nunez	Female	Head Teacher I	Danao ES
18	Melanie M. Arce	Female	Teacher-In-Charge	Hinadharan Elementary School
19	Rowena L. Macunat	Female	Teacher In-Charge	Mendez Elementary School
20	Ruth F. Mangi	Female	Teacher In-Charge	Argao Elementary School
21	Genevy M. Janda	Female	Teacher In-Charge	Mampaitan Elementary School
22	Marilyn A. Garay	Female	Teacher-In-Charge	Silangan Elementary School
23	Carina M. Magante	Female	Teacher-In-Charge	Pili Elementary School
24	Tonette L. Ornedo	Female	Teacher In-Charge	Hinanggayon ES
25	Elsa Q. Lingon	Female	Head Teacher III	Balaring-Cag anhao ES
26	Fernando M. Panuculan	Male	Head Teacher I	Amoingon ES

27	Daryl S. Janda	Male	Head Teacher I	Don Severino LMS
28	Junaira M. Pangcoga	Female	Principal I	Tugos ES
29	Marlon F. Espiritu	Male	Teacher II-TIC	Balagasan ES
30	Ricky H. Mantal	Male	Teacher II- TIC	Boi ES
31	Crizaldo Jinang	Male	Teacher I-TIC	Canat ES
32	Christian M Narvas	Male	TIC	Gaspar ES
33	Medeline S. Mondoñedo	Female	HT	Aurora Sevilla Sotto LES
34	Franklin S. Palomares	Male	Principal	Quatis ES
35	Charllote Grace S. Larga	Female	TIC	Bacongbacong ES
36	Karen Krista L. Saliendrez	Female	TIC	Tiguion I ES
37	Analyn V. Sapalaran	Female	HT	Pinggan ES
38	Delailah Lagria	F	Head Teacher I	Agot Elementary School
39	Karen Mae Monteagudo	F	Teacher In-Charge	Agumaymayan Elementary School
40	Vincent Maderazo	M	Teacher In-Charge	Hinapulan Elementary School
41	Eva Janda	F	Teacher In-Charge	Mahinhin ES
42	Mario Jose Medalla	M	Head Teacher II	Pawa Elementary School
43	Jose Jason Miciano	M	Teacher In-Charge	Puting Buhangin Elementary School
44	Ma. Monique J. de Luna	F	Principal I	Puyog Elementary School
45	Clarissa Jamig	F	Teacher In-Charge	Tumagabok ES
46	Romeo R. Palma	Male	Principal I	Kinyaman ES
47	Richard P. Ordillano	Male	Head Teacher III	Mongpong ES
48	Marie Antonette A. Romasanta	Female	Head Teacher III	Kaganhao ES
49	Miriam F. Quiogue	Female	Head Teacher II	Manlibunan ES
50	Analiza R. Paulin	Female	Head Teacher III	Labo ES
51	Arnel R. Robles	Male	Head Teacher III	Makulapnit ES
52	Rafael John G. Jao	Male	TIC	Libjo ES
53	Arlene L. Lumagui	Female	PRINCIPAL I	BANCORO ES
54	Bobby C. Villavicencio	Male	TIC	DAAT PS
55	Milarosa P. Salvacion	Female	TIC	LIPATA ES
56	Marinelle S. Marmol	Female	HEAD TEACHER II	LIBAS ES
57	Marilyn M. Milambiling	Female	TIC	MALBOG ES
58	Dexter S. Rolluque	Male	PRINCIPAL I	YOOK ES

59	Aldrin P. Reynoso	Male	Principal I	San Isidro Elementary School
60	Anelin P. Reginio	Female	Teacher In-Charge	Bangcuangan Primary School
61	Edna R. De Luna	Female	Head Teacher III	Punong Elementary School
62	Enrico M. Mercene	Male	Head Teacher III	Botilao Elementary School
63	Marilyn R. Alaras	Female	Principal 1	Hupi Elementary School
64	Alvin P. Reynoso	Male	Teacher In-Charge	Kalangkang Elementary School
65	Ronnel R. Real	Male	Principal II	Ipil Elementary School