



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V-BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

February 26, 2024

DIVISION MEMORANDUM

No. 68, s. 2024

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
CID and SGOD Personnel
OSDS Unit Heads
Public School Heads
All Others Concerned



1. In reference to Regional Memorandum No. 752, s. 2023 re: Division Roll Out of Instructional Leadership Training – ILT – Strengthening Learning Conditions for Early Literacy and in compliance with the rollout on the training, this Office will conduct the SDO Naga City Rollout of the said Instructional leadership Training on April 22-27, 2024 at a venue to be announced in a separate advisory. This duration is scheduled as follows:

April 22, 2024 – 8:00-5:00 p.m. – Division Staff Orientation Workshop (DSOW)
April 23-26, 2024 – 8:00 – 5:00 p.m. – Training Proper
April 27, 2024 – 8:00 – 5:00 p.m. – Program Management Team (PMT) Debriefing

2. This phase of training is designed for all Elementary School Heads, Public Schools District Supervisors and Education Program Supervisors in full support to teachers and school leaders. The objective of this training are the following;

- a. Collaborate with fellow school heads and PSDS to reach a consensus on a shared vision for instructional literacy;
- b. Develop a participatory process in engaging a broad base of school community stakeholders in developing a project initiative guided by the shared vision for literacy instruction- the processes of which will reflect the construct of the school as a learning organization;
- c. Implement literacy instructional leadership practices based on the demands of learning from home and face-to-face classes modalities; and
- d. Design a project initiative plan that covers the following topics:
 - d.1. constructs of school and classroom climate, learning conditions and instructional strategies that support their own social and emotional competencies and that of their students; and
 - d.2. the interdependence between school climate, SEL and literacy learning.



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

3. The expected participants and the composition of the Program Management Team with Term of Reference are attached to this memorandum for your guidance.
4. Participants are advised to bring laptop, extension wires, pocket wifi, and sample supervisory/school plan.
5. Since April 27, 2024 falls on Saturday, a Compensatory Overtime Credit (COC) per CSC-DBM Joint Circular No. 2, s. 2004 shall be granted to all members of the technical working committee and Service Credits shall be granted to Teacher TWG Member per DepEd Order 53, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credit to Teachers.
5. Expenses are chargeable against HRTD Fund with Sub- ARO Number – RO-5-24-0023 Fund and other Local Funds subject to the usual accounting and auditing rules and regulations.
6. For concerns, please contact Dr. Joseph M. Condono, Senior Education Program Specialist of Human Resource Development Sections (HRDS) at joseph.condono@deped.gov.ph.
7. Immediate dissemination and compliance are earnestly desired.

SUSAN S. COLLANO CESO V
Schools Division Superintendent

24020246
04 MAR 2024



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure No. 1 Division Memorandum No. CS s. 2024

Summary List of official Participants:

Top Management

No.	Official Participants	Designation	School/Office
1	Susan S. Collano CESO V	Schools Division Superintendent	SDO NAGA
2	Fernando C. Macaraig	Assistant Schools Division Superintendent	SDO NAGA
3	Anna Liza F. Abuloc	Chief, CID	SDO NAGA
4	Michael A. Del Rosario	OIC - Chief, SGOD	SDO NAGA

Program Management Team

No.	Name	Designation	School/Office
1	Joseph M. Condono	Program Manager	SDO Naga
2	Gina B. Bobis	Learning Managers/Resource Persons	SDO Naga
3	Margerie B. Bathen	Learning Managers/Resource Persons	SDO Naga
4	Mary Ann A. Papica	Learning Managers/Resource Persons	SDO Naga
5	Yvette San Juan	Learning Managers/Resource Persons	School Head- SRESSC
6	Josefina DLC Solis	Learning Managers/Resource Persons	SDO Naga
7	Corazon Fatima A. Silerio	Learning Managers/Resource Persons	SDO Naga
8	Kesiah P. Apa	Documenter	CID-ALS
9	Jessa Arca	Documenter	CID-ALS
10	Jobert P. Narvadez	Secretariat	SDO Naga
11	Clint Vera	Secretariat	CID-ALS
12	Sheila Andal	Secretariat	CID-ALS
13	John Mark De Guzman	Secretariat	SDO Naga
14	Arturo A. Armea	Welfare Officer	SDO Naga
15	Angela Rustia	Welfare Officer	SDO Naga
16	Eva Azanes	Welfare Officer	SDO Naga
17	Gilbert Garchitorena	Logistics Officer	CID-ALS
18	Maria Teresita R. Rentoy	M&E Coordinator	SDO Naga
19	Mark Arce	M&E Coordinator	NCSHS

DM 31, s. 2019 DM Rev. 01



☐ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph



24020246
04 MAR 2024



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

20	Mat Kevin Atole	M&E Coordinator	NCSHS
21	BAC Representative	Inspector	SDO Naga

Participants

No.	Official Participants	Designation	School/Office
1	Fernando Carandang	Public School District Supervisor	SDO NAGA- CID
2	Joretze S. Carandang	Public School District Supervisor	SDO NAGA- CID
3	Dante Santelices	Public School District Supervisor	SDO NAGA- CID
4	Ramil Pederio	Public School District Supervisor	SDO NAGA- CID
5	Emelyn Brofas	Public School District Supervisor	SDO NAGA- CID
6	Teresita Irma Dy-Cok	Public School District Supervisor	SDO NAGA- CID
7	Benedik Warren Ubante	Public School District Supervisor	SDO NAGA- CID
8	Elvin B. Monroy	Education Program Supervisor	SDO NAGA- CID
9	Rhea SB. Samino	Education Program Supervisor	SDO NAGA- CID
10	Herman E. Bobis	Education Program Supervisor	SDO NAGA- CID
11	Noel A. Balares	Education Program Supervisor	SDO NAGA- CID
12	Jarme D. Taumatorgo	Education Program Supervisor	SDO NAGA- CID
13	Emma B. Naguna	Education Program Supervisor	SDO NAGA- CID
14	Rudyard C. Balacano	Education Program Supervisor	SDO NAGA- CID
15	Eduardo C. Laureles	Education Program Supervisor	SDO NAGA- CID
16	Cezar T. Arriola	Education Program Supervisor	SDO NAGA- CID
17	Maria Rosario C. De Leon	School Head	Domingo Abcede ES
18	Frederick M. Baldoza	School Head	Naga Central School I
19	Grace E. Orbeta	School Head	R.V. Maramba ES
20	Juliet C. Curva	School Head	Naga Central School II
21	Cyril Vivo	Master Teacher II	Naga City SPED Center
22	Nancy T. Sibayan	School Head	Calauag ES
23	Flora A. Ocbian	School Head	Balatas ES
24	Neil Romano S. Manaog	School Head	Julian B. Meliton ES
25	Raquel Papa	School Head	Mac Mariano ES
26	Rowena O. Tabilog	School Head	Tinago CS
27	Gemma C. Falabi	School Head	Concepcion Grande ES
28	Marilyn B. Ste. Felipe	School Head	Del Rosario ES
29	Marites Olitoquit	School Head	Mabolo ES
30	Ginalyn B. Bulanon	School Head	Villa Grande ES
31	Luis P. Marasigan	School Head	Tabuco ES
32	Esmeralda B. Delos Reyes	School Head	Triangulo ES
33	Jayson Aliben	School Head	Jose Rizal ES
34	Ma. Lucila B. Aborde	School Head	Sabang ES
35	Oscar T. Yanzon	School Head	Sta Cruz ES

DM 31, s. 2019 DM Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph



24020246
04 MAR 2024



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

36	Apollo Sebello	School Head	Don Manuel Abella CS
37	Norbelia C. Avila	School Head	Pacol ES
38	Jesus Pascual B. Aguilar	School Head	San Isidro ES
39	Ma. Theresa Ruizo	School Head	Carolina ES
40	Juliet P. Mercado	School Head	Grandview ES
41	Sherell M. Bue	School Head	Morada-Ramos ES
42	Elizabeth G. Caraig	School Head	Yabu ES
43	Sheila A. Taugan	School Head	Panicuason ES
44	Ivy Marie Buñag	Master Teacher II	San Rafael ES SPED Center
45	Vicente B. Ocbian	School Head	Teodora Moscoso ES
46	Cielo Bequillo	School Head	Villa Corazon ES

24020246
04 MAR 2024



Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Enclosure No. 2 Division Memorandum No. 62 s. 2024

a. PROGRAM MANAGEMENT TEAM

Supervising Committee			
Name	Designation	Terms of Reference	Output
Joseph M. Condено	Program Manager	<ul style="list-style-type: none">● Orients the PMT and the resource persons/ subject matter experts on their terms of reference and the details of the program design● Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards● Leads in conducting debriefing with the PMT and resource speakers/ subject matter experts● Prepares the CPD documents for submission to the PRC through the NEAP-R	Project Proposal Procurement Documents PRC CPD Documents Completion Report
Corazon Fatima Silerio Gina Bobis Mary Ann Papica Margerie Bathán Yvette San Juan Josefina DLC Solis	Learning Managers/ Resource Persons	<ul style="list-style-type: none">● Leads the conduct of the program per session room● Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/ subject-matter experts● Prepares and maintains a conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities and by addressing emerging learning needs● Leads in conducting debriefing with the PMT and resource speakers/ subject matter experts in the session room● Ensures submission of outputs of participants in the session room is tracked	<ul style="list-style-type: none">• Resource Persons Task Guide• Slide decks• Workshop Templates

24020246
04 MAR 2024

Committee on Project Implementation			
Name	Designation	Terms of Reference	Output
Joseph M. Condено	Chair For Planning	Lead the Committee	Designation of assignments proposal and related documents Workshop-links of the participants
Corazon Fatima Silerio Gina Bobis Mary Ann Papica Margerie Bathán Yvette San Juan Josefina DLC Solis	Co-Chair(s) For Planning	Orient the committees Prepare the Proposal, Check the technical facilities, venue, Coordinate with involved personnel Assist the session management	

Committee on Documentation			
Name	Designation	Terms of Reference	Output
Kesiah P. Apa	Documenter	Leads the Committee	

DM 31, s. 2019 DM Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
☎ 0981 630 0070
✉ naga.city@deped.gov.ph





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Committee on Documentation			
Name	Designation	Terms of Reference	Output
Jessa Arca Marlyn Campillos	Members	<ul style="list-style-type: none"> Documents the proceedings of the learning sessions using the prescribed documentation template Takes photos of the different parts of the program delivery (minimum of 5) *Each breakout or session room should have an assigned documenter 	Completed attendance sheets via link and accomplishment reports two weeks after the event Certificates, communication, letters, and Documentary Reports

Committee on Monitoring and Evaluation			
Name	Designation	Terms of Reference	Output
Maria Teresa Rentoy Mat Kevin Atole Mark Arce	QAME Coordinator QAME Associates	<ul style="list-style-type: none"> Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist before the training starts Applies process observation and prescribed tools to monitor and evaluate program delivery Administers and analyzes the results of Level 1 evaluation which is to be presented during debriefing. Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation 	<ul style="list-style-type: none"> M&E Plan Daily M&E Report QR Code link for each class End of Evaluation Report Summary M&E report

Committee on Logistics			
Name	Designation	Terms of Reference	Output
Gilbert Garchitorea	Chair for Planning	<ul style="list-style-type: none"> Ensures the quality, adequacy, and availability of facilities, equipment supplies and materials, vehicles, and other resources to support the successful implementation of the program Leads ocular inspection of venues to ensure adherence to standards and specifications <p>Checks that session rooms are always ready for use and conducive to learning</p>	Evaluation Report on Facilities, supplies, and materials

24020246
04 MAR 2024

Committee on Wellness and Safety			
Name	Designation	Terms of Reference	Output
Arturo A. Armea	Chair for Planning	Leads the Committee	

DM 31, s. 2019 DM Rev. 01



✉ Roxas Avenue, Brgy. Triangulo, Naga City, Camarines Sur
 ☎ 0981 630 0070
 ✉ naga.city@deped.gov.ph





Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V—BICOL

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD NAGA

Committee on Wellness and Safety			
Name	Designation	Terms of Reference	Output
Angela Rustia Eva Azañes	Co-Chair(s) for Planning	<ul style="list-style-type: none">Ensures that provisions for inclusion, safety, security, health, and wellness of learners, MT, and resource persons are adequate and available at all times in the venueAttends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/ subject-matter experts (including incidents of social exclusion, sexual harassment, etc.)	<ul style="list-style-type: none">Emergency and safety planMedical Assistance planDaily Report on Assistance rendered

Secretariat			
Name	Designation	Terms of Reference	Output
Jobert P. Narvadez	Chair for Planning	Leads the Committee	<ul style="list-style-type: none">Daily Attendance ReportParticipants DirectoryOutput Tracker ReportSession documents report
Clint Vera Sheila Andal John Mark De Guzman	Co-Chair(s) for Planning	<ul style="list-style-type: none">Attends to registration needs of learnersEnsures that learners fill up attendance sheets every dayPrepares directory of participants based on registration formsAssists in the distribution of learning materials and suppliesAssists in posting and collection of session outputsCompiles session documents and learning resource materials	

24020246
04 MAR 2024