



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

Office of the Schools Division Superintendent

April 22, 2024

Division Memorandum No. 084. 2024

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

To:

Assistant Schools Division Superintendent
Education Program Chiefs
Education Program Supervisors
Public Schools District Supervisors/OIC PSDSs
Elementary School Heads
All Others Concerned

1. In reference to DepEd Memorandum DM OUHROD-2022-0184, the National Educators Academy of the Philippines (NEAP) shall conduct the Advancing Basic Education in the Philippines (ABC+) Project Professional Development (PD) Programs upscaling to streamline efforts in improving learning outcomes of the K to 3 learners in all regions. The Regional Office V through the Human Resource Development Division (HRDD) and National Educators Academy of the Philippines Region V in collaboration with the Curriculum and Learning Management Division and USAID ABC+ Project conducted the Regional Training of Trainers (RTOT) on ABC+ Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy last October 23-27, 2023 at NEAP-R Hall, DepEd ROV, Rawis, Legazpi City.

2. To fully support teachers and school leaders and to sustain efforts on Learning Recovery Program (LRP), this Office through the Human Resource Training and Development Section (HRTDS) and SGOD, in collaboration with the Curriculum Implementation Division (CID) shall conduct the **Sorsogon Province Division Rollout on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy on May 6-9, 2024, at a venue to be announced later.**



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3. This activity aims to:

a. foster culture of community of practice and collaboration among school heads and Division Supervisors 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 areas of constructing a school and classroom climate, learning conditions and instructional strategies that support their own social and emotional competencies and that of their students and the interdependence between school climate, SEL, and literacy learning.

4. The list of the participants, trainers, and PMT and the training matrix for the Division roll out are found in the enclosures:

Enclosure A- List of the participants, trainers, and PMT
Enclosure B- Training Matrix

5. Select District L and D coordinators are requested to serve as part of the Program Management Team (PMT) and shall also observe the conduct of the Division roll out as an on boarding mechanism for the district roll-out.

6. To ensure the organized conduct of the roll out, a **Division Staff Orientation Workshop (DSOW)** of the trainers and PMT shall be conducted on **April 29, 2024, 8:00 o'clock in the morning at the QMS Center, SDO Sorsogon.**

7. Cost of the board and lodging of all the participants, supplies, and other training expenses shall be charged from **HRTD-SubARO RO-5-24-0019** of this Office. While the travel and other incidental expenses of the participants and others concerned shall be charged from local funds and/or school MOOE, subject to the usual accounting and auditing rules and regulations.



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8. This Division Rollout warrants the participants with 15 CPD units. *Only upon completion of the 5-day training*, the participants will be provided with a copy of their CPD certificate.
7. Participants are advised to check in at 2:00p.m. of May 5, 2024. The first meal to be served is dinner.
8. For questions and clarifications, please contact Dr. Florencio P. Bermundo, Chief SGOD.
9. Widest dissemination of this Memorandum is desired.


WILLIAM E. GANDO, CESO VI
School Division Superintendent



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Enclosure A- DM no. 084 s.2024

LIST OF PARTICIPANTS

Name	Designation	Office
1. Alvin Rosare	EPS	CID
2. Jerry G. Firmanes	EPS	CID
3. Michelle H. Guadamor	EPS	CID
4. Owen N. Castillo	EPS	CID
5. Remus H. Zuñiga	EPS	CID
6. Rodel E. Pancho	EPS	CID
7. Sharon Vito	EPS	CID
8. Arnold Peralta	PSDS	Donsol East
9. Eduardo Pollarca	PSDS	Donsol West I
10. Vicente Alim	OIC PSDS	Donsol West II
11. Ed Sabalboro	PSDS	Pilar I
12. Ryan Homan	OIC PSDS	Pilar II
13. Corazon Montilla	OIC PSDS	Pilar III
14. Genelita Nantiza	OIC PSDS	Castilla East
15. Rosalina Burabod	PSDS	Castilla West
16. Joel Agripa	OIC PSDS	Castilla South
17. Marissa Bendecio	PSDS	Magallanes North
18. Emma Navas	PSDS	Magallanes South
19. Lucy Hamor	PSDS	Juban
20. Ma. Ines Galon	OIC PSDS	Irosin I
21. Manuel Estera	OIC PSDS	Irosin II
22. Isaias Bermas	PSDS	Bulan I
23. Juliet Tamboong	PSDS	Bulan II
24. Jose Francisco Arribas	OIC PSDS	Bulan III
25. Vicente Nocos	PSDS	Bulan IV
26. Adrian Eneria	OIC PSDS	Matnog I
27. Rodolfo Evasco Jr.	OIC PSDS	Matnog II
28. Imelda Grace Huab	OIC PSDS	Sta. Magdalena
29. Liny Grefal	OIC PSDS	Bulusan
30. Gloria Reymundo	OIC PSDS	Barcelona
31. Noel Agnote	PSDS	Gubat North
32. Lilia Zita Pura	PSDS	Gubat South
33. Rina Despuig	OIC PSDS	Pto. Diaz



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Casiguran District		
34. Anabelle H. Diaz	P-I	
35. Arturo Hicarte	P-I	
36. Ruel H. Borres	HT-III	
37. Rica H. Dino	HT-I	
38. Ramir H. Espedillon	T-III/TIC	
39. Janelito Hicap	TIC	
40. Jason C. Hagad	HT-I	
41. Marlene D. Hubilla	P-I	
Castilla East District		
42. Marites G. Tan	P-I	
43. Bliezel B. Mirabueno	TIC	
44. Ronald J. Dayanghirang	TIC	
45. Gina M. Laurinaria	TIC	
46. Erma A. Lesano	TIC	
47. Rowell A. Dichoso	P-I	
48. Arnulfo B. Chavez	HT-III	
Castilla West		
49. Cecile M. Sierte	P-I	
50. Honesto M. Camacho	ESHT-I	
51. Beatriz L. Lladones	ESHT-III	
52. Glezelda L. Bulawan	ESHT-III	
53. Beny J. Mirandilla	ESHT-I	
54. Nila P. Granadillos	ESHT-I	
55. Helen L. Ombao	P-I	
Castilla South		
56. Cristito B. Berja	TIC	
57. Marites L. Salomon	P-I	
58. Maricel L. Bernarte	TIC	
59. Efraem P. Mendez	TIC	
60. Edgar E. Jarabejo	P-I	
61. Ma. Lani L. Magollado	P-I	
62. Arnaldo B. Gabay	TIC	
Donsol East District		
63. Teddy M. Palencia	HT-III	
64. Domingo A. Lopera Jr.	P-I	
65. Franzhel T. Razo	HT-III	
66. Wilfredo B. Batalon	HT-II	



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67. Lyndon R. Pertez	P-I	
68. Bernardo C. Trestiza	HT-III	
69. Shirley B. Warde	HT-III	
Donsol West I		
70. Yuri C. Monzales	P-I	
71. Rhea A. Feliciano	P-I	
72. Rafael P. Sena	P-I	
73. Walter M. Belbes	HT-II	
74. Almaida R. Avisado	HT-II	
75. Maria Azel H. Geronimo	HT-I	
76. Rene C. Barola	HT-I	
Donsol West II		
77. Imelda C. Marbella	HT-III	
78. Sonia L. Mojar	HT-II	
79. William M. Lita	P-I	
80. Edison O. Alcantara	H-III	
81. Emily F. Abdula	P-I	
82. Eutequio B. Arias II	HT-II	
83. Elvis S. Palles	P-I	
Magallanes North District		
84. Jerry Chris R. Dado	HT-II	
85. Benhur P. Camacho JR.	P-I	
86. Mario R. Delosantos	HT-III	
87. Joey P. Hicom	HT-I	
88. Cecillia B. Sabado	P-I	
89. Lilian L. Hongo	HT-III	
90. Elvin B. Cornelo	P-I	
Magallanes South District		
91. Milo H. Romano	P-I	
92. Roxan G. Olivar	HT-I	
93. Jerran P. Hicom	HT-I	
94. Gina G. Tan	P-I	
95. Helen T. De Hitta	HT-III	
96. Nancy S. Belando	HT-II	
97. Leonardo D. Laguerta	HT-I	
Pilar I District		
98. Rolly Anthony L. Capobres	P-II	
99. Mary Ann M. Ascano	HT-I	



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100.	Gilbert A. Grifal	HT-I	
101.	Neptali N. Marmol	P-I	
102.	Jessica S. Ascano	P-I	
103.	Arvin L. Macabuhay	P-I	
104.	Jose Rodel M. Daz	HT-III	
Pilar II District			
105.	Salvador Millares	HT-III	
106.	John Mark L. Del Ayre	HT-III	
107.	Gemma A. Naron	HT-III	
108.	Dennis M. Majadillas	P-I	
109.	Lydia J. Socito	P-I	
110.	Carolyn M. Carrasco	P-I	
111.	Carlos L. Andes	HT-II	
Pilar III District			
112.	Lerma M. Bujatin	P-I	
113.	Mary Grace Z. Pega	P-I	
114.	Glenda Ravanilla	P-II	
115.	Ariel L. Razo	HT-III	
116.	Marvin James L. Robles	P-I	
117.	Genelita M. Anonuevo	P-I	
118.	Belen J. Aparicio	HT-III	
Barcelona District			
119.	Jose L. Trillanes	HT-III	
120.	Diosdado O. Embile	P-I	
121.	Ana Riza F. Bucio	HT-III	
122.	Mylene G. Galias	HT-I	
123.	Nilda F. Hizarsa	HT-II	
124.	Gina E. Floresca	HT-II	
125.	Alberto M. Embile	HT-III	
126.	Garry R. Estiller	HT-I	
Bulan I District			
127.	Roque M. Gepiga	P-III	
128.	Joseph A. Mellante	P-I	
129.	Marife Hugo	HT-II	
130.	Eden G. Panelo	HT-III	
131.	Erlando P. Zurbito Jr.	P-I	
132.	Alberto G. Gracilla	HT-II	
133.	Hidelisa D. Placer	P-I	



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134.	Eduardo Goboli	HT-I	
Bulan II District			
135.	Alexander B. Tagub	ESHT-III	
136.	Gladys L. Francisco	ESHT-III	
137.	Maria Linda D. Golimlim	P-I	
138.	Erwin A. Bartolata	ESHT-I	
139.	Cyril G. Palacio	P-I	
140.	Glenda A. Furing	HT-I	
141.	Milbert L. Gipano	HT-III	
142.	Marlon Tejada	HT-III	
Bulan III District			
143.	Christopher R. Sancho	HT-III	
144.	Ronald G. Latonero	HT-III	
145.	Emmanuel H. Gutay	P-I	
146.	Sharon G. Palacio	HT-III	
147.	Agnes H. Gestiada	P-I	
148.	Ma. Elena E. Retoma	MT-I/TIC	
149.	Romeo B. Geremias	P-I	
150.	Ronilo Godilo	HT-III	
Bulan IV District			
151.	Christy R. Magcayan	P-I	
152.	Plaridel G. Francisco	HT-III	
153.	Allan M. Gratil	MT-I/TIC	
154.	Darwin Gersalia	HT-III	
155.	Leo G. Geocada	HT-III	
156.	Florante G. Gipit	HT-I	
157.	Randy T. Rapi	HT-I	
158.	Nieves Gozo	P-I	
Bulusan District			
159.	Henry G. Margelino	P-I	
160.	Jocelyn F. Garalde	P-I	
161.	Larry F. Frilles	P-I	
162.	Magdalena B. Firmanes	HT-III	
163.	Cheryl L. Mendizabal	P-I	
164.	Ramon F. Atienza	P-I	
165.	Ma. Corazon F. Mendizabal	P-I	
166.	Garry N. Beltran	HT-III	
Gubat North District			



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168.	Juvilyn M. Red	P-II	
169.	Ricky E. Espineda	P-I	
170.	Ma. Francia J. Pollarca	P-I	
171.	Allan G. Demdam	P-I	
172.	Mateo E. Acuña	P-I	
173.	Froilan C. Espedido	P-I	
174.	Arlette E. Gonzalez	HT-III	
Gubat South District			
175.	Emma L. Gabion	P-I	
176.	Paterna R. Estabaya	HT-III	
177.	Aleli F. Espineda	P-I	
178.	Joselito E. Estiller	P-I	
179.	Mary Ann P. Ereño	HT-III	
180.	Imelda F. Espena	P-I	
181.	Melchor F. Breve	HT-III	
Irosin I District			
182.	Eddie P. Gestuada	P-I	
183.	Juvylyn G. Gabito	HT-I	
184.	Marivic J. Gragas	P-I	
185.	Edna Rosa B. Lim	P-I	
186.	Andrea E. Glipo	P-I	
187.	Emalyn L. Espadero	HT-II	
188.	Estrella F. Ocfemia	P-I	
189.	Gail F. Jao	HT-I	
Irosin II District			
190.	Ma. Evelyn E. Ril	P-I	
191.	Daisy T. Loza	HT-III	
192.	Joey A. Habla	P-I	
193.	Eleuterio F. Marchan	P-I	
194.	Jacqueline G. Hipos	P-I	
195.	Myrna M. Castillo	P-I	
196.	Lorenzo G. Hate	MT II/TIC	
197.	Ejeno B. Fornelos	HT-I	
Juban District			
198.	Janette B. Buban	P-I	
199.	Joel G. Jano	P-I	
200.	Leny A. Oplida	P-I	



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201.	Danilo E. Deuna	P-I	
202.	Aldrin G. Judin	HT-III	
203.	Robert Dolosa	P-I	
204.	Domingo H. Escalderon	P-I	
205.	Domingo J. Dolosa	HT-III	
Matnog I District			
206.	Jonathan A. Delovino	P-I	
207.	Claudine H. Escandor	P-I	
208.	Michelle R. Fungo	HT-I	
209.	Rigor E. Homo	P-I	
210.	Hazel O. Garrido	P-II	
211.	Dyra G. Garduque	HT-I	
212.	Mae G. Uychingco	HT-I	
213.	Nenia G. Gargallo	HT-I	
Matnog II District			
214.	Jean C. Molarto	P-I	
215.	Regie G. Zamora	TIC	
216.	Elisa B. Guardian	MT-II/TIC	
217.	Marvin G. Demorin	P-I	
218.	Julieta S. Bohol	HT-I	
219.	Melchin E. Conda	TIC	
220.	Ronnie B. Garduque	HT-I	
221.	Jhon Mark E. Patricio	HT-I	
Pto. Diaz District			
222.	Roberto A. Bagasala	TIC	
223.	Francisco S. Destura Jr.	P-I	
224.	Mila D. Despuig	HT-III	
225.	Karen D. Penarroyo	HT-I	
226.	Jessie L. Diesta	P-I	
227.	Marilyn E. Cunanan	TIC	
228.	Rea D. Donor	MT-I	
229.	Marilyn E. Cunanan	TIC	
Sta. Magdalena District			
230.	Ma. Rowena E. Haja	TIC	
231.	Veronica L. Barreda	HT-I	
232.	Vernie F. Fulgar	MT-I/TIC	
233.	Dominica C. Lee	HT-I	
234.	Daria P. Fungo	P-I	



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235.	Edwin L. Frencillo	HT-II	
236.	Mary Joy G. Bayting	HT-III	
237.	Fatima E. Hapal	TIC	
LEARNING FACILITATORS			
1. Maricel M. Dineros 2. Ferdinand E. Hamor 3. Aldrin Estipona 4. Sancho N. Arionuevo 5. Princess Anne G. Grajo			
PROGRAM MANAGEMENT TEAM			
Program Managers		1. William E. Gando 2. Wilfredo J. Gavarra 3. Florencio P. Bermundo 4. Gina Q. Tarog	
Training Managers		5. Jeff Howell Mape 6. Princess Anne G. Grajo	
Logistics/Resource Managers		7. Rex T. Barbin 8. Arnel David Duka 9. Randy H. Huerto 10. Tedy Jañola	
Welfare Officers		11. Belardo G. Hadap 12. <i>Nurses on duty</i>	
Monitoring and Evaluation Coordinators & QAME Associates		13. Leah Peran 14. Ronald Esteves 15. Jeremy Gacosta	
Registration and Attendance		16. Alma B. Fernando 17. Jesant Escobar 18. Joselito A. Halcon 19. Anabelle H. Diaz	
Certificates		20. Arvin Esmeña	
Documentation		21. John Joseph Perez	
Class Managers		22. Nicanor Bailon 23. Johny Jao So 24. Salvador Belen 25. Jerry Firmanes	

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

May 6-9, 2024 | Villa Isabel Hotel & Resort, Sorsogon City

Time	Day 0	May 6 Day 1	May 7 Day 2	May 8 Day 3	May 9 Day 4
08:00 am – 08:30 am 08:30 am – 10:00 am		<p>Plenary: Opening Program</p> <p>Module 1 Peter Senge's Characteristics of a Learning Organization</p>	<p>Plenary: Management of Learning</p> <p>Module 2 Well-being Social Emotional Learning (SEL) Gender Equity and Social Inclusion (GESI) Capacity to Care Growth Mindset Collaborative Problem-Solving</p>	<p>Plenary: Management of Learning</p> <p>Module 3 8:30-9:30 am Qualities of an effective leader 3 essential components to a high-quality literacy instructional program Overview on Domains of Literacy</p>	<p>Plenary: Management of Learning</p> <p>Module 4 Project Initiative Plan Content</p>
10:00 am – 10:30 am 10:30 am – 12:00 pm	<p><i>Travel Time from Residence to Venue</i></p>		Morning Break		
	<p><i>Travel Time from Residence to Venue</i></p>	<p>Module 1 Shared Vision Statement on Literacy Leadership Reminders for the afternoon session</p>	<p>Module 2 Guideline of formulating SMART Goals Reminders for the afternoon session</p>	<p>Module 3 10:00-12:00 pm Balanced Literacy Approach a Framework for Effective Literacy instruction Language Experience Approach as a strategy for Literacy Development Gender Equality and Social Inclusion guidelines for learning materials Framework for literacy instruction Language experience approach</p>	<p>Module 4 Coaching Cycle Coaching Model Reminders for the afternoon session Workshop: Use of Monitoring Checklist</p>

Time	Day 0	Day 1	Day 2	Day 3	Day 4
12:00 pm – 01:00 pm	<i>Lunch Break</i>				
01:00 pm – 03:00 pm	**Check-In** (02:00 PM) Registration	Self-Paced Task: Crafting of Shared Vision	Workshop: Development of SMART Goals	Training Groups: Presentation of proposed shared vision and SMART goals	Consultation: Finalization of draft Project Initiative Plan Final Consultation for final draft of PIP
03:00 pm – 03:30 pm	<i>Afternoon Break = Program Evaluation</i>				
03:30 pm – 05:00 pm	<ul style="list-style-type: none"> ● PMT Briefing (Final preparations and check) ● Coordination of arrival of participants 	Consultation: Shared Vision task Briefing with Regional Core Management Team	Consultation: SMART Goals tasks	Self-paced Work: Revision of Shared Vision and SMART Goal and Development of Project Initiative Plan	Consultation: Finalization of draft Project Initiative Plan Final Consultation for final draft of PIP *Closing Program
07:00 pm - 08:00 pm		Program Management Team Debriefing	Socials Night	Program Management Team Debriefing	