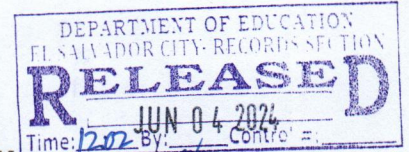




Republic of the Philippines  
**Department of Education**  
REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



**Office of the  
Schools Division Superintendent**

June 3, 2024

DIVISION MEMORANDUM  
No. 222, s. 2024

**DIVISION TRAINING OF TRAINERS ON THE ABC+ INSTRUCTIONAL  
LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR  
EARLY LITERACY**

To: **Division Chiefs**  
**Education Program Specialists**  
**All Elementary School Heads**  
**All Others Concerned**  
This Division

1. This Office informs the field of the conduct of the Division Training of Trainers on the ABC+ Instructional Leadership Training: Strengthening Learning Conditions for Early Literacy on **July 15-19, 2024**; venue of the aforesaid activity shall be announced in a separate memorandum.
2. This training program, Instructional Leadership Training: Strengthening Learning Conditions for Early Literacy (ILT) aims to:
  - a. support teachers in the actual application of literacy strategies, use of supplementary reading materials, and leading and facilitating LAC sessions;
  - b. build understanding of school's ability to better align instructions across grade levels (Kindergarten through Grade 3) through a cohesive, developmentally appropriate instruction that is integrated across subjects;
  - c. establish a school culture and climate that fully integrates SEL, fosters GESI, and promotes well-being inside and outside of the classroom;
  - d. (foster reflective, evidence-based practices by measuring teachers' skills and learners' learning outcomes using periodic, short, and quick tools such as classroom observation and formative assessment.
3. Participants of this training shall receive **15 CPD units** from the Professional Regulations Commission (PRC) upon completion of all the outputs and requirements needed.



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- Please see Attachment 1 for the indicated participant/s per school and Attachment 2 for the activity matrix/session flow.
- A pre-work activity shall be conducted on June 26 (*Wednesday*) at the Division Conference Room and shall be attended by the members of the Program and Learning Management Team:

<b>Program Management Team</b>	<b>Name</b>	<b>Designation</b>
	Randolph B. Tortola	SDS
	Conniebel C. Nistal, PhD	ASDS
	Rolly B. Labis, EdD	Chief, SGOD
	Karen Rose A. Serrania	SEPS-HRD
	Marilou B. Descallar	EPS-II HRD
	Maricris P. Quismundo	SEPS-M&E
	Cheriemy D. General	EPS-II M&E
<b>Learning Management Team</b>	Ninian A. Alcasid, PhD	Chief, CID
	Margie R. Valmoria, PhD	EPS-English
	Marie Jade A. Cacayan, PhD	EPS-Science

- Further, the Office shall adhere to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
- For dissemination, guidance, and strict compliance.

  
**RANDOLPH B. TORTOLA**  
Schools Division Superintendent

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

SGOD/KRAS/hrd

DTOT ILT ABC+



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**ATTACHMENT 1. BREAKDOWN OF PARTICIPANTS PER SCHOOL**

<b>Station</b>	<b>School Head</b>	<b>Reading Coordinator</b>
Amoros Elementary School	1	1
Badiangon Elementary School		1
Bolisong Elementary School	1	
Cogon Elementary School	1	1
El Salvador City Central School	1	1
Himaya Elementary School	1	1
Hinigdaan Elementary School	1	1
Kalabaylabay Integrated School	1	
Kibonbon Elementary School	1	
Molugan Central School	1	1
Pedro sa Baculio Elementary School	1	1
Sambulawan Elementary School	1	
San Francisco de Asis Elementary School	1	
Sinaloc Elementary School	1	
Taytay Elementary School	1	
Ulaliman Elementary School	1	1
<b>TOTAL</b>	15	9

**Other Participants:**

<b>Name</b>	<b>Designation/Task</b>
Lina C. Bejiga, PhD	EPS-Kindergarten/SPED
Genevieve E. Lusterio, PhD	EPS-Filipino
Letecia O. Pagayon	MT-II/ Division Trainer
1 Medical Responder	



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**ATTACHMENT 2. PROGRAM OF ACTIVITIES AND RESOURCE PERSONS**

**Division Training of Trainers (DTOT) on the ABC+ Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy**

<b>Time</b>	<b>Program of Activities</b>	<b>Resource Persons</b>
<b>Day 1</b>		
8:00-8:30 AM	Opening Program & Training Orientation	HRD
8:30-10:00 AM	Module 1. School as a Learning Organization for Effective Literacy Instruction Session 1.1. Leading and managing schools as a learning organization in the new normal	<b>NINIAN A. ALCASID, PhD</b> Chief, CID
10:30-12:00 AM	Session 1.2. Developing a shared vision statement on literacy leadership	
1:30-4:30 PM	Crafting of Shared Vision	PMT
4:31-5:00	Day 1 Evaluation	
<b>Day 2</b>		
8:30-10:30 AM	Module 2. Establishing SMART Goals and Learning Conditions for Effective Literacy Instruction Session 2.1. Formulating SMART goals for effective literacy instruction	<b>MARIE JADE A. CACAYAN, PhD</b> EPS-Science
10:30-12:00 AM	Session 2.2. Strengthening learning conditions for literacy instruction	<b>KAREN ROSE A. SERRANIA</b> SEPS-HRD
1:30-4:30 PM	Development of SMART Goals Consultation of Shared Vision and SMART Goal	<b>PMT</b>





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<b>Time</b>	<b>Program of Activities</b>	<b>Resource Persons</b>
<b>Day 3</b>		
8:00- 8:30 AM	MOL	<b>PMT</b>
8:30-10:00 AM	The Project Initiative Plan	<b>MARGIE R. VALMORIA, PhD</b> EPS-English
10:30-12:00 AM	Session 4.3. Supporting and monitoring teachers and school heads for early literacy through coaching	
1:30-4:30 PM	Revision of SMART goal and shared vision Development of Project Initiative Plan	<b>PMT</b>
<b>Day 4</b>		
8:30-10:30 AM	Module 3. Developing Literacy Leadership Session 3.1. Qualities of a Literacy Leader	<b>LETECIA O. PAGAYON</b> Master Teacher II
10:30-12:00 AM	Session 3.2. GESI and Literacy Instruction	
1:30- 4:30 PM	Consultation of Draft Project Initiative Plan	<b>PMT</b>





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Time	Program of Activities	Resource Persons
<b>Day 5</b>		
8:00- 8:30 AM	MOL	PMT
8:30-10:00 AM	Module 4. Supporting and Monitoring Teachers through Evidence-based Literacy Leadership Session 4.2. Supporting and monitoring teachers and school heads for early literacy through monitoring	<b>MARIE JADE A. CACAYAN, PhD</b> EPS-Science
10:30-12:00 AM	Finalization of the Project Initiative Plan	<b>MARGIE R. VALMORIA, PhD</b> EPS-English
1:30-4:30 PM	Closing and Program Evaluation	PMT



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