



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

October 8, 2024

REGIONAL MEMORANDUM

No. **1 2 2 0** s. 2024

**INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING
LEARNING CONDITIONS FOR EARLY LITERACY FOR
UNTRAINED ELEMENTARY SCHOOL HEADS**

To: Schools Division Superintendents
Regional Office Division Chiefs
All Others Concerned

1. Concerning Regional Memorandum No. 772, s. 2024, this Office, through the Human Resource Development Division (HRDD), shall conduct the **Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy for Untrained Elementary School Heads** on November 19-22, 2024 (Batch 1), and November 26-29, 2024 (Batch 2), and December 3-6, 2024 (Batch 3) in a venue to be announced later.

2. The participants in this Professional Development (PD) program are expected to: (a) familiarize the well-being framework to strengthen learning conditions for early literacy, (b) reflect on instructional leadership practices in supporting teachers in teaching early literacy, (c) draft research-based and data-driven project initiatives that will improve learning outcomes of Grades 1 to 3 learners in their respective schools as embedded in the School Improvement Plan (SIP) and as practiced in Continuous Improvement (CI), and (d) form linkages and share with other districts and schools existing good practices in the implementation of reading programs and interventions.

3. Check-in is at 2:00 p.m. on Day 0 and checkout is at noon on Day 4. Below are the training meal provisions.

Day/Meal	Day 0	Day 1	Day 2	Day 3	Day 4
	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast		✓	✓	✓	✓
A.M. Snacks		✓	✓	✓	✓
Lunch		✓	✓	✓	✓
P.M. Snacks	✓	✓	✓	✓	
Dinner	✓	✓	✓	✓	



4. The List of Resource Persons (Enclosure 1), Program Management Team (Enclosure 2), and Program of Activities (Enclosures 3.1-3.3) are attached for reference while the List of Participants shall be available through separate issuance.
5. For inquiries or concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through **hrdd.region8@deped.gov.ph**.
6. Expenses to be incurred by the board and lodging of the participants and training kits and supplies shall be charged against HRD PSF while the participants' travel expenses to their MOOE/Local Fund, subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO III
Regional Director 

Enclosures: As stated

Reference: As stated

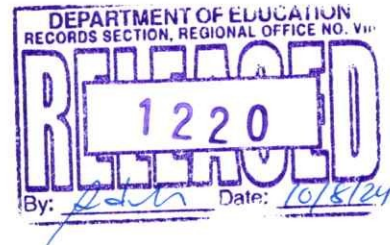
To be indicated in the Perpetual Index under the following subjects:

EARLY LITERACY

ILT

SCHOOL HEADS

HRDD-DSS



Enclosure No. 1 to Regional Memorandum No. 1220s. 2024

List of Resource Persons

No.	Name	Schools Division/Office/School	Position
1	Rowena T. Vacal	Regional Office, HRDD	Education Program Supervisor (EPS)
2	Mariam G. Aranas	Baybay City Division Office, Curriculum Implementation Division	EPS
3	Marilou M. Soria	Baybay City Division, Baybay II Central School	Principal IV
4	Marck Anthony M. Suyom	Baybay City Division Office, Human Resource Development Section	Senior Education Program Specialist (SEPS)
5	Josephine M. Casas	Biliran Division Office, School Governance Operations Division (SGOD)	EPS
6	Ma. Cristy Lyn G. Meracap	Biliran Division, Biliran District	Public Schools District Supervisor (PSDS)
7	Hazel B. Meneses	Borongan City Division, Eastern Samar National Comprehensive High School	Principal IV
8	Christopher D. Salino	Calbayog City Division, Carayman NHS	Principal I
9	Maria Gina O. Balicat	Eastern Samar Malobago ES, Dolores II District	Principal II
10	Ma. Ivy B. Avelino	Leyte Division, Cansamada ES	Principal II
11	Jayson Closa	Leyte Division, Palali CS, Macarthur District	Principal III
12	Heidi Marie C. Lagunzad	Leyte Division, Tolosa District	Principal IV/District-in-Charge
13	Hera Paz B. Yamson	Leyte Division, Bato School of Fisheries	Principal IV
14	Evelyn J. Vertudes	Northern Samar Division, Bobon School for Philippine Craftsmen	Master Teacher I/Department Head
15	Melisa R. Bughao	Ormoc City Division, District IV	PSDS
16	Paul Aaron O. Matuguina	Ormoc City Division, San Antonio IS	Head Teacher III
17	Ma. Gelma Mapatac	Samar Division, Sta. Rita III District	Principal III/District-in-Charge
18	Aileen B. Apostol	Tacloban City Division, New Hope ES	Principal II

Enclosure No. 2 to Regional Memorandum No. 1220 s. 2024

Program Management Team (PMT)

No.	Name	Office/School	Position	Role
1	Harvie D. Villamor	Human Resource Development Division (HRDD)	Chief Education Supervisor	Program Manager
2	Elena S. De Luna	National Educators Academy of the Philippines in the Region (NEAP R)	Assistant Schools Division Superintendent/ NEAP R Head	Co-Program Manager
3	Gertrudes C. Mabutin	Curriculum & Learning Management Division (CLMD)	OIC-Chief Education Supervisor	Learning Manager
4	Dandy G. Acuin	CLMD	EPS for Early Literacy	Co-Learning Manager/ Content Expert
5	Marlou D. Camposano	Quality Assurance Division (QAD)	EPS	M&E Monitor
6	Gerardo L. Adtoon	QAD	EPS	M&E Monitor
7	Dina S. Superable	HRDD	EPS	Chairperson/ Resource Person
Co-Chairpersons & Class Managers				
No.	Name	Office/School	Position	Batch
1	Raph Albert L. Gudes	San Juan IS	Principal I	Batch 1
2	Lerma F. Oquias	Baybay I Central School	Principal IV	Batch 1
3	Fritzie J. Lagrimas	Canlingga ES	Principal I	Batch 2
4	Maria Rheana A. Caparosa	Luna ES	Head Teacher I	Batch 2
5	Haydee C. Cayaco	Colawen ES	Head Teacher I	Batch 3
6	Fred Carlo B. Madeja	Alang-alang ES, Oras West District	Head Teacher II	Batch 3
7	Pee Jay P. Amadore	Regional Office, HRDD	Administrative Assistant I	Batch 1 - 3



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

Enclosure No. 3.1 to Regional Memorandum No. **1220** s. 2024

Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy
 November 19 - 22, 2024

Program of Activities (Batch 1)

Time	Day 0	Day 1	Day 2	Day 3	Day 4
8:00 – 8:30 a.m.		Preliminaries	Preliminaries & Management of Learning	Preliminaries & Management of Learning	Preliminaries & Management of Learning
8:30 – 9:30 a.m.		MODULE 1: School as Learning Organizations for Effective Literacy Instruction Session 1.1 Leading and Managing Schools as a Learning Organization in the New Normal Ma. Ivy B. Avelino	*Presentation of the Proposed Shared Vision and SMART Goals <i>*To be facilitated by the assigned RPs of the topic/s</i>	Session 3.2 Gender Equality and Social Inclusion (GESI) and Literacy Instruction Hazel B. Meneses Rowena T. Vacal	Sessions 4.2-3 Supporting Professional Growth Through Monitoring and Technical Assistance Jayson Ciosa Marilou M. Soria

9:30 - 10:15 a.m.	Heidi Marie C. Lagunzad	Self-paced Task: Revising the Shared Vision and SMART Goals	
10:15-10:30 a.m.	Health Break		
10:30 a.m. - 12:00	<p>Session 1.2 Developing a Shared School Vision</p> <p>Individual Workshop: Developing a Shared Vision</p> <p>Ma. Cristy Lyn G. Meracap Dina S. Superable</p>	<p>MODULE 3: Developing Literacy Leadership</p> <p>Session 3.1 Qualities of a Literacy Leader</p> <p>Hera Paz B. Yamson Mariam G. Aranas</p>	<p>Consultation: **Project Initiative Plan</p> <p><i>**RPs shall attend to the assigned group to provide TA</i></p> <p>***Presentation of the Project Initiative Plan</p> <p><i>***All RPs shall attend and provide TA during the presentation</i></p>
12:00 - 1:00 p.m.	Lunch Break		
1:00 - 2:00 p.m.	<p>MODULE 2: Formulating Smart Goals for Literacy Instruction</p> <p>Session 2.1 Formulating SMART</p>	<p>MODULE 4: Supporting and Monitoring Teachers and School Heads for Early Literacy</p> <p>Session 4.1 Project Initiative</p>	<p>Self-paced Task: Finalization of the Project Initiative Plan</p> <p><i>continuation...</i> Presentation of the Project Initiative Plan</p>
	Arrival & Registration of Participants		

2:00 - 2:30 p.m.	Goals for Literacy Instruction Individual Workshop: Formulating SMART Goals Christopher D. Salino Ma. Gina O. Balicat	Aileen B. Apostol Paul Aaron O. Matuguina			Post-test
2:30 - 2:45 p.m.			Health Break		Closing Program
2:45 - 3:00 p.m.	Session 2.2 Strengthening Literacy Instruction Conditions that Contribute to Effective Literacy Instruction: <ul style="list-style-type: none"> ▪ Well-being ▪ Social Emotional Learning (SEL) ▪ Gender Equity and Social Inclusion (GESI) ▪ Capacity to Care ▪ Growth Mindset ▪ Collaborative 	Self-paced Task: Developing a Project Initiative Plan (PIP)			End-of-Program Evaluation
3:00 - 4:45 p.m.	Pre-test Opening Program				Home Bound

	<p>Problem-solving</p> <p>Josephine M. Casas Ma. Gelma Mapatac</p> <p>Melisa R. Bughao Marck Anthony M. Suyom</p>	
4:45	End-of-Day Evaluation	
5:00 p.m.	<p>Class 1</p> <p>Class Manager Lead Resource Person</p>	<p>Raph Albert M. Gudes Hazel B. Meneses</p>
	<p>Class 2</p> <p>Class Manager Lead Resource Person</p>	<p>Lerma F. Oquias Mariam G. Aranas</p>

Prepared by:

DINA S. SUPERABLE
Education Program Supervisor

Noted by:

[Signature]
HARVIE D. VILLAMOR Edd
Chief of HRDD



Enclosure No. 3.2 to Regional Memorandum No. _____, s. 2024

Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy
November 26 - 29, 2024

Program of Activities (Batch 2)

Time	Day 0	Day 1	Day 2	Day 3	Day 4
8:00 - 8:30 a.m.		Preliminaries	Preliminaries & Management of Learning	Preliminaries & Management of Learning	Preliminaries & Management of Learning
8:30 - 9:30 a.m.		<p>MODULE 1: School as Learning Organizations for Effective Literacy Instruction</p> <p>Session 1.1 Leading and Managing Schools as a Learning Organization in the New Normal</p> <p>Evelyn J. Vertudes Heidi Marie C. Lagunzad</p>	<p>*Presentation of the Proposed Shared Vision and SMART Goals</p> <p><i>*To be facilitated by the assigned RPs of the topic/s</i></p>	<p>Session 3.2 Gender Equality and Social Inclusion (GESI) and Literacy Instruction</p> <p>Hazel B. Meneses Rowena T. Vacal</p>	<p>Sessions 4.2-3 Supporting Professional Growth Through Monitoring and Technical Assistance</p> <p>Jayson Closa Marilou M. Soria</p>
9:30 - 10:15 a.m.			<p>Self-paced Task: Revising the Shared Vision and SMART Goals</p>		
10:15-10:30 a.m.			Health Break		



<p>10:30 a.m. - 12:00</p>		<p>Session 1.2 Developing a Shared School Vision Individual Workshop: Developing a Shared Vision Ma. Cristy Lyn G. Meracap Dina S. Superable</p>	<p>MODULE 3: Developing Literacy Leadership Session 3.1 Qualities of a Literacy Leader Hera Paz B. Yamson Mariam G. Aranas</p>	<p>Consultation: **Project Initiative Plan **RPs shall attend to the assigned group to provide TA</p>	<p>***Presentation of the Project Initiative Plan ***All RPs shall attend and provide TA during the presentation</p>
<p>12:00 - 1:00 p.m.</p>	Lunch Break				
<p>1:00 - 2:00 p.m.</p>	<p>Arrival & Registration of Participants</p>	<p>MODULE 2: Formulating Smart Goals for Literacy Instruction Session 2.1 Formulating SMART Goals for Literacy Instruction Individual Workshop:</p>	<p>MODULE 4: Supporting and Monitoring Teachers and School Heads for Early Literacy Session 4.1 Project Initiative Aileen B. Apostol Paul Aaron O. Matuguina</p>	<p>Self-paced Task: Finalization of the Project Initiative Plan</p>	<p>continuation... Presentation of the Project Initiative Plan</p>

2:00 - 2:30 p.m.	Formulating SMART Goals Christopher D. Salino Ma. Gina O. Balicat			Post-test
2:30 - 2:45 p.m.	<p>Health Break</p> <p>Self-paced Task: Developing a Project Initiative Plan (PIP)</p>			Closing Program End-of-Program Evaluation
2:45 - 3:00 p.m.				
3:00 - 4:45 p.m.	Opening Program			Home Bound

	Melisa R. Bughao Marck Anthony M. Suyom		
4:45 - 5:00 p.m.	End-of-Day Evaluation		
	Class 1 Class Manager Lead Resource Person	Fritzie J. Lagrimas Hera Paz B. Yamson	
	Class 2 Class Manager Lead Resource Person	Maria Rheana A. Caparosa Paul Aaron O. Matuguina	

Prepared by:

DINA S. SUPERABLE
Education Program Supervisor

Noted by:

for: 10/06/2024
HARVIE D. VILLAMOR EdD
Chief of HRDD

Enclosure No. 3.2 to Regional Memorandum No. _____, s. 2024

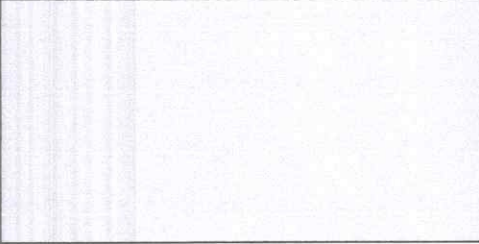
Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy
December 3 - 6, 2024

Program of Activities (Batch 3)

Time	Day 0	Day 1	Day 2	Day 3	Day 4
8:00 - 8:30 a.m.		Preliminaries	Preliminaries & Management of Learning	Preliminaries & Management of Learning	Preliminaries & Management of Learning
8:30 - 9:30 a.m.		<p>MODULE 1: School as Learning Organizations for Effective Literacy Instruction</p> <p>Session 1.1 Leading and Managing Schools as a Learning Organization in the New Normal</p> <p>Evelyn J. Vertudes Heidi Marie C. Lagunzad</p>	<p>*Presentation of the Proposed Shared Vision and SMART Goals</p> <p><i>*To be facilitated by the assigned RPs of the topic/s</i></p>	<p>Session 3.2 Gender Equality and Social Inclusion (GESI) and Literacy Instruction</p> <p>Hazel B. Meneses Rowena T. Vacal</p>	<p>Sessions 4.2-3 Supporting Professional Growth Through Monitoring and Technical Assistance</p> <p>Jayson Closa Marilou M. Soria</p>
9:30 - 10:15 a.m.			<p>Self-paced Task: Revising the Shared Vision and SMART Goals</p>		
10:15-10:30 a.m.			Health Break		

Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: region8.deped.gov.ph



<p>10:30 a.m. - 12:00</p>		<p>Session 1.2 Developing a Shared School Vision</p> <p>Individual Workshop: Developing a Shared Vision</p> <p>Ma. Cristy Lyn G. Meracap Dina S. Superable</p>	<p>MODULE 3: Developing Literacy Leadership</p> <p>Session 3.1 Qualities of a Literacy Leader</p> <p>Hera Paz B. Yamson Mariam G. Aranas</p>	<p>Consultation: **Project Initiative Plan</p> <p><i>**RPs shall attend to the assigned group to provide TA</i></p>	<p>***Presentation of the Project Initiative Plan</p> <p><i>***All RPs shall attend and provide TA during the presentation</i></p>
<p>12:00 - 1:00 p.m.</p>	<p>Lunch Break</p>				
<p>1:00 - 2:00 p.m.</p>	<p>Arrival & Registration of Participants</p>	<p>MODULE 2: Formulating Smart Goals for Literacy Instruction</p> <p>Session 2.1 Formulating SMART Goals for Literacy Instruction</p> <p>Individual Workshop:</p>	<p>MODULE 4: Supporting and Monitoring Teachers and School Heads for Early Literacy</p> <p>Session 4.1 Project Initiative</p> <p>Aileen B. Apostol Paul Aaron O. Matuguina</p>	<p>Self-paced Task: Finalization of the Project Initiative Plan</p>	<p><i>continuation...</i> Presentation of the Project Initiative Plan</p>



2:00 - 2:30 p.m.	Formulating SMART Goals Christopher D. Salino Ma. Gina O. Balicat			Post-test
2:30 - 2:45 p.m.	<p>Health Break</p> <p>Self-paced Task: Developing a Project Initiative Plan (PIP)</p>			Closing Program End-of-Program Evaluation
2:45 - 3:00 p.m.				
3:00 - 4:45 p.m.	Opening Program			Home Bound




	Melisa R. Bughao Marck Anthony M. Suyom		
4:45 -5:00 p.m.	End-of-Day Evaluation		
	Class 1 Class Manager Lead Resource Person	Haydee C. Cayaco Ma. Cristy Lyn G. Meracap	
	Class 2 Class Manager Lead Resource Person	Fred Carlo B. Madeja Melisa R. Bughao	

Prepared by:

DINA S. SUPERABLE
Education Program Supervisor

Noted by:

for:  **HARVIE D. VILLAMOR EDD**
Chief of HRDD

10/08/2024