



Republic of the Philippines
Department of Education
CARAGA REGION



October 6, 2023

REGIONAL MEMORANDUM
No. 0970, s. 2023

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

ADDENDUM TO RM 0747, S. 2023 RE: CONDUCT OF THE DIVISION ROLLOUT
OF THE ABC+ PROJECT ON INSTRUCTIONAL LEADERSHIP TRAINING:
STRENGTHENING CONDITIONS FOR EARLY LITERACY

1. Relative to the conduct of the ABC+ PD Programs Upscaling-ILT, the activities in **Enclosure 1** are to be adhered to for the conduct of the Division Rollout.
2. Details of the activities, expected participants, meals and accommodations provisions, and the Terms of Reference of the Division Core Management Team (DCMT) can be found in DM-OUHROD-2023-1394 hereto attached for reference.
3. Additional resources and training modules concentrating on literacy and numeracy can be accessed at <https://bit.ly/AddTeachTrainResource>.
4. Instead of the PDIS, the Schools Division Offices (SDOs) are encouraged to use existing IT systems and transmit necessary data to NEAP CO, copy furnish the NEAP in the Region (NEAP-R) in the following google drive:
 - a. For Program Completion Report Templates: <https://bit.ly/ILTComRepTemp>
 - b. For Submission of Program Completion Report: <https://bit.ly/ILTDivisionCompletionReport>
5. The program monitoring and evaluation guidelines and tools will follow the stipulation on DepEd Memorandum 044, s. 2023, *Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*.
6. The NEAP-CO Program Management Team will conduct actual field monitoring to the **SDO of Butuan City** and selected schools to check the progress and look into the gains and challenges of the program. The concerned SDO is requested to communicate the schedule and venue of the Division Rollout.
7. For questions or concerns, please contact Maria Ruth R. Edradan at hrrdd_caraga@deped.gov.ph.



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8. Immediate dissemination and appropriate action on this memorandum are earnestly desired.


MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl/s.: As stated

Reference/s: As stated

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

LANGUAGE

TRAINING PROGRAMS

WORKSHOPS

HRDD/mrre
10/06/2023



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DETAILS OF THE DIVISION ROLLOUT ACTIVITIES

Activity	Expected Attendees	Date	Modality/Venue
Orientation and Initial Planning of Division Core Management Team	➤ Division Core Management Team – Curriculum Implementation Division (CID) Chief, - Human Resource Development Section (HRDS) Specialist, - School Management Monitoring and Evaluation (SMME) Specialist, - Information Technology Officer (ITO), and 5 Regional Trainers	October 17, 2023	Online via MS Teams c/o Regional Core Management Team
Division Rollout	➤ One (1) Division Education Program Supervisor (EPS) for Literacy or Division Reading Focal ➤ One EPS for Kindergarten ➤ One (1) Public Schools District	3 rd to 4 th quarter of 2023	c/o SDOs



Activity	Expected Attendees	Date	Modality/Venue
	Supervisor (PSDS) ➤ School Heads (Elementary)		
Post Division Rollout Activities	➤ CID Chief ➤ HRD Specialist ➤ SMME Specialist ➤ ITO or Alternate IT Specialist ➤ EPS/PSDS	Q4 2023 onwards	Face-to-face



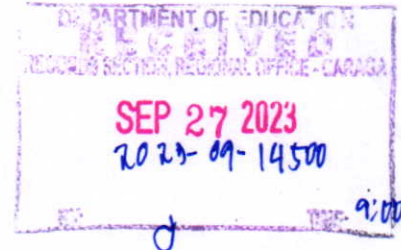


Republika ng Pilipinas
Department of Education

OFFICE OF THE UNDERSECRETARY
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

MEMORANDUM

DM-OUHROD-2023-1394



**TO : REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS
ALL OTHERS CONCERNED**

FROM : GLORIA JUMAMIL-MERCADO
Undersecretary for Human Resource and Organizational Development

**SUBJECT : CONDUCT OF THE DIVISION ROLLOUT OF INSTRUCTIONAL
LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING
CONDITIONS FOR EARLY LITERACY**

DATE : September 25, 2023

1. Relative to the conduct of the ABC+ PD Programs Upscaling - ILT National Training of Trainers (NTOT) and Regional Training of Trainers (RTOT). The details below are to be adhered to for the conduct of its Division Rollout.

a. Pre-Division Rollout Activities

i. Orientation and Initial Planning of Division Core Management Team

Expected Attendees	Date	Modality
Division Core Management Team (CID Chief, HRDS Specialist, SMME Specialist, IT Officer, and Regional Trainers)	3rd to 4th Quarter 2023	% Regional Core Management Team via Online or Face-to- Face

- ii. The division core management team (DCMT) will supervise the proceedings of the activity. This team is comprised of:**

- One (1) Chief Education Program Supervisor - Curriculum and Instruction Division
- One (1) Human Resource Development Specialist (SEPS or EPS II)
- One (1) School Management, Monitoring, and Evaluation Specialist (SEPS or EPS II)
- One (1) Information Technology Officer or Alternate IT Specialist

Since the DCMT did not take part in the RTOT, the ROs are hereby requested to conduct an orientation to the concerned personnel for smooth implementation of the program. The orientation schedule will be up to the discretion of the ROs and may be conducted virtually or as part of any scheduled face-to-face meetings as approved by the Regional Director.

b. Division Rollout

Cluster	Date	Venue
1 – South Luzon (Regions IV-A, IV-B, V, and NCR)	3rd to 4th Quarter 2023	c/o SDOs
2 – Visayas (Regions VI, VII, and VIII)		
3 – Mindanao (Regions IX, X, XI, XII, and CARAGA)		
4 – North Luzon (Regions I, II, III, and CAR)		

- i. The downloaded FY 2023 Human Resource Development (HRD) funds for the conduct of the division rollout should be able to cover the following participants:

- One (1) Division Education Program Supervisor for Literacy or Division Reading Focal
- One (1) Division Education Program Supervisor for Kindergarten
- One (1) Division Public School District Supervisor
- School Heads (Elementary)

Since the downloaded funds will not be able to cover all schools (elementary), the ROs and SDOs are directed to prioritize the participation of school heads (elementary) whose schools have been identified to need

improvement performance or low performance when it comes to literacy. Indigenous Peoples Education (IPeD), Madrasah Education Program (MEP), and Alternative Learning System (ALS) implementing elementary schools should also be given priority. In addition, ROs and SDOs are instructed to cascade this program to other school heads (elementary) who were not able to join through the conduct of Division or District training such as Learning Action Cells (LAC) or Mid-Year In-Service Training (INSET).

Please see Enclosure 1 for the complete *Breakdown of Participants*.

- ii. The resource persons for the training will be the five (5) trainers who attended the RTOT.

Please see Enclosure 2 for the *Terms of Reference* (TOR) of the division core management team and division participants.

- iii. For additional resources and training materials to be used by the participating school leaders in conducting INSET or LAC sessions at their respective schools, NEAP in agreement with ABC+ will be sharing professional development (PD) training modules concentrating on literacy and numeracy. These resources can be accessed at: <https://bit.ly/AddTeachTrainResource>
- iv. Considering the number of expected participants for the Division Rollout, the SDOs through coordination and approval from the RO can conduct clustered or district rollouts for quality assurance and ease of program management. The RO may also manage the rollout but only through proper communication with NEAP-CO and approval coming from the Schools Division Superintendents.
- v. The division rollout meal and accommodations provisions are as follows:

Inclusive Dates	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
	M	Tu	W	Th	F	S
Breakfast		✓	✓	✓	✓	✓
AM Snacks		✓	✓	✓	✓	✓
Lunch		✓	✓	✓	✓	
PM Snacks	✓	✓	✓	✓	✓	

Dinner	✓	✓	✓	✓	✓	
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- vi. Other training details will remain as indicated in DM-OUHROD-2022-0593, specifically item numbers 5 to 8, **EXCEPT** the provision about the utilization of the Professional Development Information System (PDIS) in item 5. a. i to ii. Instead of the PDIS, the Regions and Division are encouraged to use existing IT systems and transmit necessary data to NEAP-CO, copy furnish the NEAP in the Region (NEAP-R).

- Google Drive for Program Completion Report Templates
<https://bit.ly/ILTComRepTemp>
- Google Form for Submission of Program Completion Reports
<https://bit.ly/ILTDivisionCompletionReport>

c. Post-Division Rollout Activities

- Curriculum and Instruction Division (CID) Chief**
 - Lead in the review, monitoring, and evaluation of the work application plan and project initiative plan of the school heads.
 - Coordinate and collaborate with the School Governance and Operations Division (SGOD) Chief on the training of other division supervisors and school heads who were not able to join the division rollout.
- Human Resource Development (HRD) Specialist**
 - Assist in the CID preparation of documents for the training of other division supervisors and school heads who were not able to join the division rollout.
- School Management, Monitoring and Evaluation (SMME) Specialist**
 - Assist the CID in the monitoring of the work application plan and project initiative plan of the school heads through the tool/s provided.
 - Collaborate with CID in the evaluation of the impact of the training on the teachers and learners and prepare report/s and program recommendations.
- Information Technology Officer (ITO) or Alternate IT Specialist**
 - Assist the DCMT through the use of existing technologies for efficient data capture and treatment for the preparation of M&E reports.
 - Recommend technologies and innovations that can be used in the implementation of project initiatives courses through the EPS/PSDS.
- Education Program Supervisor/Public School District Supervisor**
 - Review and evaluate the work application plan and project initiative plan of the school heads.
 - Coordinate with other division supervisors in the monitoring and coaching of school heads.
 - Monitor and coach school heads on the implementation of the project initiative plan.

vi. **School Heads**

- Collaborate with the school community for the effective and efficient planning and implementation of the project initiative plan.
 - Coach teachers on the implementation of the project initiative plan through LAC.
 - Provide consistent technical assistance and coaching to teachers in the implementation of the project initiative plan.
 - Prepare project initiative plan report and study project enhancement and sustainability.
- d. The program monitoring and evaluation guidelines and tools will follow the stipulation on DepEd Memorandum 044 s. 2023, *Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs*.
- e. The NEAP-CO program management team will conduct field monitoring of the RO, the SDO, and selected schools to check the progress and look into the gains and challenges of the program.

Please see Enclosure 3 for the *Actual Program Monitoring* scheduled to be conducted by NEAP-CO.

2. For questions or concerns, please contact **Mr. Dustin Troy R. Joson**, NEAP-CO Program Manager and Senior Education Program Specialist of NEAP-PDD, via phone at (02) 8715-9919 or email at pdd.pdi@deped.gov.ph cc: dustintroy.joson@deped.gov.ph
3. Immediate dissemination and appropriate action on this memorandum are earnestly desired.

Enclosure 1: Breakdown of Participants
Enclosure 2: Terms of Reference
Enclosure 3: Actual Program Monitoring

Copy furnished:
Atty. Revsee A. Escobedo
Undersecretary for Operations

[NEAP/Joson]

Break down of Participants

Region I				
Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
Alaminos City	38	1	1	1
Batac City	26	1	1	1
Candon City	29	1	1	1
Dagupan City	34	1	1	1
Ilocos Norte	159	1	1	1
Ilocos Sur	226	1	1	1
La Union	157	1	1	1
Laoag City	34	1	1	1
Pangasinan I, Lingayen	184	1	1	1
Pangasinan II, Binalonan	232	1	1	1
San Carlos City	60	1	1	1
San Fernando City	27	1	1	1
Urdaneta City	46	1	1	1
Vigan City	18	1	1	1
Region II				
Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
Batanes	21	1	1	1
Cagayan	235	1	1	1

Koronadal City	45	1	1	1
North Cotabato	193	1	1	1
Sarangani	144	1	1	1
South Cotabato	158	1	1	1
Sultan Kudarat	173	1	1	1
Tacurong City	24	1	1	1
CARAGA Region				
Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
Agusan del Norte	83	1	1	1
Agusan del Sur	212	1	1	1
Bayugan City	57	1	1	1
Bislig City	51	1	1	1
Butuan City	54	1	1	1
Cabadbaran City	27	1	1	1
Dinagat Island	54	1	1	1
Siargao	60	1	1	1
Surigao City	65	1	1	1
Surigao del Norte	82	1	1	1
Surigao del Sur	194	1	1	1
Tandag City	27	1	1	1
Cordillera Administrative Region				
Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
Abra	141	1	1	1

Terms of Reference

Division Core Management Team	
Chief Education Program Supervisor - Curriculum and Instruction Division	• Will serve as the program manager that will lead the conduct of the division rollout from pre-implementation until post-implementation. • Will assign other SDO personnel to be part of the program management team as approved by the SDS. • Will lead in the preparation of the program completion report.
Human Resource Development Specialist (SEPS or EPS II)	• Will lead in the preparation of NEAP forms and templates for quality assurance. • Will prepare PRC CPD application requirements. • Will assist the program manager in the preparation of the program completion report.
School Management, Monitoring, and Evaluation Specialist (SEPS or EPS II)	• Will lead the program monitoring and provide data during team debriefs. • Will assist the program manager in the preparation of the program completion report.
Information Technology Officer or Alternate IT Specialist	• Will lead in the data capture for the training (e.g., registration, attendance, program and facilitators evaluation, pre and post-test, certificate distribution). • Will assist in the preparation of reports by providing the needed data.
Regional Trainers	• Will serve as the resource person in the conduct of the Division Rollout. • Will facilitate activities and critique training outputs. • Will provide additional technical assistance to division participants in the preparation of the training outputs that may be scheduled outside of the conduct of the division rollout.

Enclosure 3

Actual Program Monitoring

Region and SDO	Date
Region I, SDO Dagupan City	To be determined % SDO *The concerned SDOs are hereby requested to communicate immediately to the CO through the RO, NEAP-R the schedule and venue of the Division Rollout.
Region II, SDO Quirino	
Region III, SDO Mabalacat City	
CALABARZON Region, SDO Quezon Province	
MIMAROPA Region, SDO Calapan City	
Region V, SDO Albay	
Region VI, SDO Iloilo	
Region VII, SDO Bohol	
Region VIII, SDO Borongan City	
Region IX, SDO Zamboanga del Norte	
Region X, SDO Cagayan De Oro City	
Region XI, SDO Island Garden City of Samal	
Region XII, SDO Koronadal City	
CARAGA Region, SDO Butuan City	
NCR, SDO San Juan City	
CAR, SDO Benguet	