



Republic of the Philippines  
Department of Education  
CARAGA REGION



REGIONAL MEMORANDUM  
No. **0978**, s. 2024

SEP 19 2024

To: Schools Division Superintendents  
All Others Concerned

SCHEDULE OF MEETING WITH DIVISION EARLY LANGUAGE LITERACY AND  
NUMERACY (ELLN) COUNTERPARTS

1. In preparation for the Onsite Monitoring and Technical Assistance on the Implementation of Project Initiative Plan, Reading Program, and other related Early Language Literacy and Numeracy (ELLN) activities, a virtual meeting will be held on **September 24, 2024, at 2:00 in the afternoon** via MS Teams.

2. The activity aims to prepare the field on the documents pertinent to the monitoring and to properly arrange the schedules for each school in the division.

3. The participants in this meeting are the Division ELLN Coordinators, Reading Coordinators, and Project Initiative Plan In-charge. Each division is required to prepare a list of recommended schools using the template below:

| School | School ID | School Head | Title of Innovation for Literacy |
|--------|-----------|-------------|----------------------------------|
|        |           |             |                                  |
|        |           |             |                                  |

4. The tentative schedule for monitoring and technical assistance is as follows:

| Date          | Schools Division Office (SDO)                                                                              | Onsite Monitors/ Technical Assistance Providers                                                                                               |
|---------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| October 2024  | Agusan del Norte<br>Butuan City<br>Cabadbaran City<br>Dinagat Islands<br>Surigao del Norte<br>Surigao City | <i>Team A</i><br>Maria Consuelo C. Jamera<br>Rhea J. Yparraguirre<br>Bernard C. Abellana<br>Dr. Elena N. Capangpangan<br>Leowenmar A. Corvera |
| November 2024 | Agusan del Sur<br>Bayugan City<br>Bislig City<br>Siargao                                                   | <i>Team B</i><br>Bernabe L. Linog<br>Dr. Gladys S. Asis<br>Dr. Celsa M. Cataluña<br>Kevin Hope Z. Salvaña<br>Elizabeth M. Ysulan              |
| December 2024 | Surigao del Sur<br>Tandag City                                                                             |                                                                                                                                               |



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5. For inquires and more information, please contact Maria Consuelo C. Jamera, MTB-MLE and ELLN Regional Focal, at [mariaconsuelo.jamera@deped.gov.ph](mailto:mariaconsuelo.jamera@deped.gov.ph).

6. Immediate dissemination of this Memorandum is desired.

**MARIA INES C. ASUNCION**  
Director III  
Officer-In-Charge *gms*  
Office of the Regional Director

Encls.: None

Reference: Joint Memorandum dated April 2, 2024

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

LANGUAGE

LITERACY

MEETING

PROGRAM

CLMD/mcj  
9/19/2024



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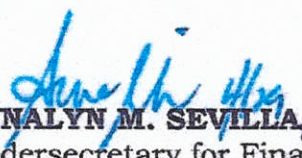
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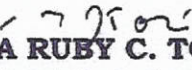
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**JOINT MEMORANDUM**

TO : **REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS**

ATTENTION : **REGIONAL EARLY LANGUAGE LITERACY AND NUMERACY  
COORDINATORS**

FROM :   
**ANNALYN M. SEVILLA**  
Undersecretary for Finance

SUBJECT :   
**ALMA RUBY C. TORIO**  
Assistant Secretary, Officer-in-Charge, Office of the  
Undersecretary for Curriculum and Teaching

DATE : **IMPLEMENTING GUIDELINES FOR THE UTILIZATION OF  
PROGRAM SUPPORT FUNDS TO REGIONAL OFFICES FOR  
THE EARLY LANGUAGE LITERACY AND NUMERACY  
PROGRAM FOR FISCAL YEAR 2024**

**April 2, 2024**

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The Department of Education (DepEd) is steadfast in its commitment to improving the literacy and numeracy proficiency of learners through the implementation of the Early Language Literacy and Numeracy (ELLN) Program pursuant to DepEd Order No. 12, s. 2015 titled Guidelines on the Early Language Literacy and Numeracy (ELLN) Program: Professional Development Component and in support of the MATATAG Education Agenda and the National Learning Recovery Program.

The ELLN Program Support Funds (PSF) to DepEd Regional Offices (ROs) for the Fiscal Year 2024 have been directly released from the National Office-Department of Budget and Management (DBM) to the ROs with the total amount of **Sixty-One Million Two Hundred Forty-Five Thousand Pesos (Php 61,245,000.00)**. Attached as Annex 1 is the breakdown of the ELLN Program Support Fund per Region.

The ROs may further download the funds to their respective Schools Division Offices (SDOs) which shall be utilized within the Fiscal Year (FY) 2024 subject to the usual accounting and auditing rules and regulations. The SDOs shall in turn submit the approved Division ELLN Work and Financial Plan (WFP) for verification and approval by their respective ROs.





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The PSF shall be used to cover the expenses and other eligible items of expenditure relative to:

1. the conduct of the region-wide roll-out training on ELLN focusing on the Science of Reading including strategies in teaching beginning reading for Kindergarten to Grades 3 teachers and school heads, such as board and lodging of the participants for in-person modality, supplies, and materials relative to the conduct of the training (e.g., notebook, pen, copy paper, USB/external drive, and other allowable expenses);
2. other ELLN-related activities in Kindergarten to Grade 3, such as, but not limited to the following:
  - Training on Developmentally Appropriate Practices (DAP)-ELLN,
  - Capacity Building on Kindergarten Child-Centered Approaches, DAP Principles, Play-based Activities and Assessment,
  - Orientation on the Utilization of Primer 1 and Bridging Primer 2 and 3, and
  - Completion of camera-ready Bridging Primer 3 Teacher's Guide and Learner's Material (i.e., region/division/team cluster/language writeshops);
3. Professional development activities, such as LAC Sessions, Collaborative Expertise sessions, etc. on instructional strategies employed in teaching for Catch-up Fridays;
4. Payment of honoraria of resource persons; and
5. ELLN Program monitoring including but not limited to transportation, meals, and other eligible expenses.

In the conduct of training for teaching beginning reading and strategies in teaching reading in content areas and reading intervention strategies, ROs, SDOs, and schools are highly encouraged to engage experts from Teacher Education Institutions (TEIs).

Below are the roles and responsibilities of the different levels of governance, such as but not limited to:

Central Office (CO) through the Bureau of Learning Delivery (BLD) shall:

- a. formulate guidelines relevant to the implementation of the ELLN Program including its release, utilization, monitoring, and reporting of the PSF;
- b. provide technical assistance (TA) to the ROs regarding the release, utilization, monitoring, and reporting of its PSF and program implementation; and
- c. monitor and report at the national level on the release and utilization of its PSF.

Regional Offices (RO) through the Curriculum and Learning Management Division (CLMD) and Finance Division shall:

- a. implement policies relevant to the conduct of the ELLN Program including guidelines on the release, utilization, monitoring, and reporting of its PSF;
- b. conduct regional training to school heads, Public Schools District Supervisors (PSDSs), K to 3 teachers, as applicable;





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- c. provide TA to the SDOs regarding the release, utilization, monitoring, and reporting of its PSF;
- d. monitor and report at the regional level regarding the release, utilization, monitoring, and reporting of its PSF; and
- e. prepare and submit the consolidated regional accomplishment report to the BLD – Teaching and Learning Division (TLD) within the first semester of FY 2024 or upon completion of the activity using the Google Drive link: <https://bit.ly/2024PSFELLN>. See Annex 2 for the template of the accomplishment report.

Schools Division Office (SDO) through the Curriculum Implementation Division (CID) and Finance Unit shall:

- a. implement policies relevant to the conduct of the ELLN Program including guidelines on the release, utilization, monitoring, and reporting of its PSF;
- b. conduct division training to school heads, PSDS, K to 3 teachers, as applicable;
- c. provide TA to the schools regarding the release, utilization, monitoring, and reporting of its program support funds and program implementation; and
- d. monitor and report at the regional level regarding the release, utilization, monitoring, and reporting of its PSF.

Relative to this, the Regional Directors (RDs) shall be responsible for approving requests from the RO and SDOs on the utilization of any excess ELLN-PSF provided that it shall be utilized for the conduct of ELLN-related activities subject to the usual accounting and auditing rules and regulations.

For information, guidance, and compliance.

Copy furnished: