

Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1061**, s. 2024

To: Schools Division Superintendents
All Others Concerned

ONSITE MONITORING AND TECHNICAL ASSISTANCE ON THE IMPLEMENTATION
OF PROJECT INITIATIVE PLAN, READING PROGRAM AND OTHER RELATED
EARLY LANGUAGE LITERACY AND NUMERACY (ELLN) ACTIVITIES

1. In line with the FY 2024 Early Language Literacy and Numeracy (ELLN) Program Support Fund: Professional Development, a monitoring and evaluation of the program's implementation will be conducted. Technical assistance will be provided to SDOs, Districts, and Schools implementing reading initiatives from October 2024 to December 2024 to enhance reading and numeracy skills of the K to 3 learners.
2. The activity shall monitor activities related to early literacy but not limited to:
 - a. division roll-out training on ELLN focusing on the Science of Reading including strategies in teaching beginning reading for Kindergarten to Grade 3 teachers and school heads; and
 - b. monitoring and evaluating the implementation of ELLN School Learning Action Cell; and
 - c. giving technical assistance to schools on their Project Initiative Plans (PIPs) and Reading Initiative Program Implementations.
3. Select elementary schools in each division shall be monitored by the Regional Monitoring Team, while the rest of the schools in the division shall be monitored by the Division Monitoring Team during the specified timeframe using the provided monitoring tool.
4. Each SDO is requested to submit a list of identified schools with a brief description of their reading initiatives, using the template below, on or before October 9, 2024, through this link: <https://bit.ly/RecommendedSchools>.

School	School ID	School Head	Title of Innovation for Literacy

5. Thus, each school shall prepare the documents to be validated:
 - a. ELLN Trained data
 - b. Assessment Results (CRLA/RMA/Phil-IRI/other assessment)
 - c. School Learning Action Cell Plan
 - d. Project Initiative Plan (PIP)
 - e. Reading Initiative Program



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6. The schedule for monitoring and technical assistance is outlined below but may be subject to changes due to weather conditions and interruptions to RO/CO activities.

Schools Division Office (SDO)	Date	Onsite Monitors/ Technical Assistance Providers
Agusan del Norte	Oct. 15-18, 2024	Team A Bernabe L. Linog Gladys S. Asis Celsa M. Cataluna Kevin Hope Z. Salvana Elizabeth M. Ysulan
Cabadbaran City	Oct. 21-24, 2024	
Butuan City	Oct. 28-31, 2024	
Dinagat Islands	Oct. 15-18, 2024	Team B Maria Consuelo C. Jamera Rhea J. Yparraguirre Bernard C. Abellana Elena N. Capangpangan Leowenmar A. Corvera
Surigao del Norte	Oct. 21-24, 2024	
Surigao City	Oct. 28-31, 2024	
Agusan del Sur	Nov. 5-8, 2024	Team A
Siargao	Nov. 12-15, 2024	
Bayugan City	Nov. 5-8, 2024	Team B
Bislig City	Nov. 12-15, 2024	
Surigao del Sur	Dec. 3-6, 2024	Team A
Tandag City	Dec. 3-6, 2024	Team B

7. The Regional/Division Monitoring Team will also conduct reading sessions to validate the profile of the Grades 1 to 3 learners by randomly selecting learners in the list based on the assessment result.

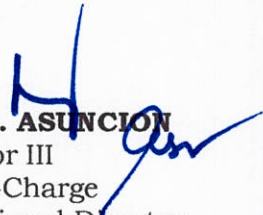
8. All monitoring and technical assistance results must be encoded at <https://bit.ly/2024ELLNMonitoring>.

9. Data gathered from this activity will be used to establish a baseline of literacy performance for KS1 learners. It will also measure the literacy and numeracy levels, identify literacy skills and competencies that are acquired by the KS1 learners and highlight the least learned skills and competencies that need to be targeted through instructional and/or intervention programs.

10. Travel expenses for all regional monitors and technical assistance providers, including transportation, per diem, and incidental expenses, shall be charged against FY 2024 GAA for Early Language, Literacy and Numeracy Program (ELLN), subject to the usual accounting and auditing rules and regulations.

11. For inquires and more information, please contact Maria Consuelo C. Jamera, MTB-MLE and ELLN Regional Focal, at mariaconsuelo.jamera@deped.gov.ph.

12. Immediate dissemination of this Memorandum is desired.


MARIA INES C. ASUNCION
Director III
Officer-In-Charge
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

MONITORING

PROGRAM

CLMD/mcj
10/07/2024



Republic of the Philippines
Department of Education

JOINT MEMORANDUM

TO : **REGIONAL DIRECTORS
SCHOOLS DIVISION SUPERINTENDENTS**

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

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

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

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

DATE : **April 2, 2024**

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: