



Republic of the Philippines  
**Department of Education**  
Region VI - Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

January 3, 2024

DIVISION MEMORANDUM  
NO. **007** s. 2024

**ADDITIONAL INFORMATION AND CHANGES TO DIVISION MEMORANDUM NO. 520, S. 2023 TITLED "DIVISION LITERACY AND NUMERACY TRAINING"**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary and Integrated Schools

1. Relative to Division Memorandum No. 520, s. 2023 titled "Division Literacy and Numeracy Training", the following additional information and changes are hereby made, to wit:
  - a. The walkthrough will be on January 4-5, 2024.
  - b. The schedule for training proper will be moved to January 13,14, 20, 2024 (First Batch: Kindergarten and ALS teachers), January 21,27,28, 2024 (Second Batch: Grade 1 teachers), February 3,4,10, 2024 (Third Batch: Grade 2 teachers), and 11,17,18, 2024 (Fourth Batch: Grade 3 teachers).
  - c. The venue will be at MVW Restaurant and Tourist Inn.
  - d. Kindergarten participants are requested to bring the SREA checklist and Curriculum Guide.
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of this Memorandum is desired.

  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent

Encl: As stated  
Reference: As stated  
To be included in the Perpetual Index  
under the following subjects:

BASIC EDUCATION

LITERACY

TRAININGS



**Address:** Banica, Roxas City  
**Contact Number:** (036) 620 2371  
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Republic of the Philippines  
**Department of Education**  
 Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

January 3, 2024

DIVISION MEMORANDUM  
 NO. s. 2024

*AND OTHERS*  
**ADDITIONAL INFORMATION RELATIVE TO DIVISION MEMORANDUM NO. 520,  
 S. 2023 TITLED “DIVISION LITERACY AND NUMERACY TRAINING”**

To: OIC, Office of the Assistant Schools Division Superintendent  
 Chief Education Supervisors  
 Curriculum Implementation Division  
 School Governance and Operations Division  
 Education Program Supervisors  
 Public Schools District Supervisors  
 Heads of Public Elementary and Integrated Schools

1. Relative to Division Memorandum No. 520, s. 2023 titled “Division Literacy and Numeracy Training”, the following changes are hereby made, to wit:
  - a. The walkthrough will be on January 4-5, 2024.
  - b. The schedule for training proper will be moved to January 13,14, 20, 2024 (First Batch: Kindergarten and ALS teachers), January 21,27,28, 2024 (Second Batch: Grade 1 teachers), February 3,4,10, 2024 (Third Batch: Grade 2 teachers), and 11,17,18, 2024 (Fourth Batch: Grade 3 teachers).
  - c. The venue will be at MVW Restaurant and Tourist Inn.
  - d. Kindergarten participants are requested to bring the SREA checklist and Curriculum Guide.
2. Other provisions of the aforementioned Memorandum remain in effect.
3. Immediate dissemination of this Memorandum is desired.

**MIGUEL MAC D. APOSIN EdD, CESO V**  
 Schools Division Superintendent

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Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OF CAPIZ**

October 18, 2023

**DIVISION MEMORANDUM**  
NO. 520 S. 2023

**DIVISION LITERACY AND NUMERACY TRAINING**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Concerned School Heads of Public Elementary and  
Integrated Schools

1. In line with the National Reading and Mathematics Program and the Division Basic Education Learning Recovery and Continuity Plan (BE-LRCP), this office, through the Curriculum Implementation Division shall conduct a Division Literacy and Numeracy Training. This will be conducted in four batches on November 24-26, 2023 (First Batch: Kindergarten and ALS teachers), December 1-3, 2023 (Second Batch: Grade 1 teachers), December 8-10, 2023 (Third Batch: Grade 2 teachers), and December 15-17, 2023 (Fourth Batch: Grade 3 teachers). The venue will be announced later.
2. Specifically, this activity aims to:
  - a. implement DepEd 3B's (Bawat Bata Bumabasa) Program;
  - b. enhance teachers' knowledge and skills in teaching reading and numeracy; and
  - c. improve the reading and numeracy performance of learners who are lagging behind.
3. The list of the division management team and consultants, resource persons, facilitators, and monitoring team, and the training matrix are found in Enclosure Numbers 1 and 2 respectively.
4. In the identification of the participants to this activity, there shall be no discrimination on account of age, civil status, religion or belief, ethnicity, political affiliation, employment status, disability, sexual orientation, gender identity or expression,, and other personal.




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5. Participants and trainers are entitled to service credits in accordance with DepED Order No. 53, s. 2003 titled: *Updated Guidelines on the Grant of Vacation Service Credits to Teachers*. On the other hand, Non-Teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
6. Expenses relative to the conduct of this workshop shall be charged against the Program Support Fund for National Learning Camp and LR Fund while transportation of participants is chargeable against school MOOE subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this Memorandum is desired.

*Mac*  
**MIGUEL MAC D. APOSIN EdD, CESO V**  
Schools Division Superintendent 

Encl.: As stated  
Reference: As stated  
To be indicated in the Perpetual Index  
under the following subjects:

TRAININGS  
LITERACY AND NUMERACY



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Enclosure number 1 - Division Memorandum No. 520 s. 2023

**A. LIST OF DIVISION MANAGEMENT TEAM AND CONSULTANTS,  
 RESOURCE PERSONS, FACILITATORS, AND MONITORING TEAM**

<b>MANAGEMENT TEAM and CONSULTANTS</b>	Dr. Segundina F. Dollete	CID-Chief	Dr. Merlie J. Rubio	EPS - Filipino
	Salvador Dale B. Artates	EPS-ENGLISH	Elenia P. Baranda	EPS – Math
	Immaculada Amores	SEPS-HRTD	Dr. Joy Arnold Lejos	Medical Officer
	Dr. Lalain Delos Santos	PSDS	Nurse	
<b>Resource Persons</b>	Name		Office/District	
	Dr. Merlie J. Rubio		SDO	
	Salvador Dale B. Artates		SDO	
	Dr. Lalain Delos Santos		SDO	
	Dr. Ma. Theresa V. Villagrancia		SDO	
	Elenia Baranda		SDO	
	Dr. Judith P. Tu		SDO	
	Roochie Villalba		Dumarao	
	Juvy Baranda		Ivisan	
	<b>Facilitators</b>	Dr. Ruth C. Gervero		SDO
Dr. Lourdes V. Oropio		Panay		
Abadesa Sabordo		Dumarao		
Noe Bebita		Pontevedra		
Reymund Magbanua		Dao		
Zandy Ponce		Mambusao East		
Rona Overencio		Mambusao East		
Donnalyn Olandesca		Sapian		
Irvin Garbo		Tapaz West		
<b>Monitoring Team</b>		Ronald Dile		SDO
	Sephora M. Roldan		SDO	
	Dr. Rolando Jamora		SDO	
	Ronie Reteracion		SDO	
	Alan Vincent Altamia		SDO	
	Andres Quiachon		SDO	
	Zaldy Caalam		SDO	
	Dr. Lallaine Fundal		SDO	
	Dr. Rey Azcarraga		SDO	
	Dr. Calin Bernales		SDO	
Dr. Angel Payo		SDO		
Dr. Fe Banez		SDO		



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Enclosure number 2 - Division Memorandum No. 520 s. 2023

**TRAINING MATRIX**

Date	Time	Activity/Topic	Resource Person/ In-Charge
Day 1	7:30-8:30	Registration	Dr. Sonora Ledesma/Mrs. Gemma Deseo
	9:00-10:00	Opening Program	Dr. Lourdes Oropio
	10:00-12:00	Reading Readiness Skills	Dr. Lalain E. Delos Santos
	12:00-1:00	LUNCH BREAK	
	1:00-3:00	Preparation of Learning Materials for Reading Readiness Skills	Dr. Lalain E. Delos Santos
	3:00-4:30	Presentation of Video Lessons on Beginning Reading in Filipino	Dr. Merlie J. Rubio
Day 2	8:30-9:00	MOL	
	9:00-10:30	Letter Sounds of Filipino and the English Alphabets	Roochie Villalba
	10:30-12:00	Transitioning from Familiar Sounds to New Sounds	Juvy Baranda
	12:00-1:00	LUNCH	
	1:30:3:00	Four Pronged Approach	Salvador Dale B. Artates
	3:00-4:30	The Teaching of Mathematics	Elenia P. Baranda
Day 3	8:30-9:00	MOL	
	9:00-12:00	Preparation of Learning Materials in Teaching Mathematics	Dr. Judith P. Tu
	12:00-1:00	LUNCH	
	1:30:3:30	Artificial Intelligence (AI)	Dr. Rolando B. Jamora
	3:30-4:30	CLOSING PROGRAM	



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**Allocation of Participants Per District**

<b>DISTRICT</b>	<b>Number of Kinder Teachers</b>	<b>Number of Grade 1 Teachers</b>	<b>Number of Grade 2 Teachers</b>	<b>Number of Grade 3 Teachers</b>	<b>Number of ALS Teachers</b>	<b>TOTAL</b>
1.Cuartero	18	25	25	25	3	96
2. Dao	20	26	20	25	1	92
3. Dumalag	19	26	25	26	3	99
4. Dumarao	36	40	36		3	155
5. Ivisan	15	25	23	23	3	89
6.Jamindan	25	34	32	33	3	127
7.Mambusao East	16	19	17	20	2	74
8.Mambusao West	14	14	18	17	2	65
9.Maayon	31	38	38	38	2	147
10.Panay	31	39	40	38	2	150
11.Panitan	24	33	28	30	3	118
12.Pontevedra	24	34	35	33	2	128
13.Pilar	34	38	37	37	2	148
14.Pres. Roxas	21	24	25	25	2	97
15.Sapian	23	24	23	25	3	98
16.Sigma	20	25	27	26	3	101
17.Tapaz East	22	31	27	34	6	120
18.Tapaz West	22	27	26	25	3	103
<b>TOTAL</b>	<b>415</b>	<b>522</b>	<b>502</b>	<b>520</b>	<b>48</b>	<b>2,007</b>



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