



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

February 5, 2024

DIVISION MEMORANDUM
NO. **086** S. 2024

DIVISION INSTRUCTIONAL LEADERSHIP TRAINING(ILT)

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, Secondary and Integrated Schools

1. This office, through the Curriculum Implementation Division will conduct the **Division Instructional Leadership Training (ILT) on March 19-23, 2024**. The venue will be announced later.
2. This activity aims to:
 - a. capacitate the participants on the content and strategies to be used in their respective schools in the preparation of Program Implementation Pan (PIP);
 - b. draft researched-based and data-driven project initiatives that will improve learning outcomes of the K-3 learners in their respective schools; and
 - c. form linkages and share with other schools noteworthy practices aligned with the Instructional Leadership Training (ILT) principles.
3. The allotted number of participants, list of Program Management Team, Resource Persons, facilitators, Monitoring Team and the training matrix are found in Enclosures 1 and 2 respectively.
4. The Public Schools District Supervisor of each district is tasked to choose the participants, preferably principals and head teachers.
5. In preparation for the five-day training, the Division Program Management Team and Trainers (see attached) will have a Planning Conference and Walkthrough on March 5-6, 2024.
6. The board and lodging of participants during the Planning Conference, Walkthrough, and Training Proper shall be charged against the ABC+ Project while their travel expenses and incidental expenses shall be charged against their respective school MOOE funds subject to the usual accounting and auditing rules and regulations.
7. 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*.



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8. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability or other factors, and personal circumstances contrary to the principles of equal opportunity.
9. Meals and accommodation provisions for the Training Proper are as follows:

Inclusive Dates	March 18, 2024 Day 0	March 19, 2024 Day 1	March 20, 2024 Day 2	March 21, 2024 Day 3	March 22, 2024 Day 4	March 23, 2024 Day 5
Breakfast	/	/	/	/	/	/
AM Snacks	/	/	/	/	/	/
Lunch	/	/	/	/	/	/
PM Snacks	/	/	/	/	/	/
Dinner	/	/	/	/	/	/
Accommodation	/	/	/	/	/	/

10. Only the Program Management Team and Trainers will avail of Day 0 accommodation in preparation for the Training Proper.
11. 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 indicated in the Perpetual Index
 under the following subjects:

PROGRAM
 TEACHERS
 TRAININGS



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Enclosure number 1 - Division Memorandum No. 086 s. 2024

A. Allocation of Participants Per District

DISTRICT	TOTAL
1.Cuartero	11
2. Dao	10
3. Dumalag	11
4. Dumarao	17
5. Ivisan	8
6.Jamindan	15
7.Mambusao East	10
8.Mambusao West	8
9.Maayon	16
10.Panay	15
11.Panitan	13
12.Pontevedra	13
13.Pilar	13
14.Pres. Roxas	10
15.Sapian	12
16.Sigma	12
17.Tapaz East	16
18.Tapaz West	10
TOTAL	220



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**B. DIVISION PROGRAM MANAGEMENT TEAM, RESOURCE PERSONS,
 FACILITATORS, AND MONITORING TEAM**

PROGRAM MANAGEMENT TEAM	Dr. Segundina F. Dollete	CID-Chief	Dr. Merlie J. Rubio	EPS - Filipino
	Dr. Ruth C. Gervero	EPS	Elenia P. Baranda	EPS – Math
	Immaculada Amores	SEPS-HRTD	Dr. Joy Arnold Lejos	Medical Officer
Resource Persons	Name		Office / District	
	Dr. Ruth C. Gervero		SDO	
	Dr. Merlie J. Rubio		SDO	
	Dr. Lalain Delos Santos		SDO	
	Dr. Ma. Theresa V. Villagrancia		SDO	
	Dr. Judith P. Tu		SDO	
	Jonel Sembrano		Maayon	
	Benny Blancaver		Pilar	
	Juvy Baranda		Ivisan	
	Abadesa Sabordo		Dumarao	
	Romy Bermudo		Cuartero	
	Connie Galupar		Tapaz East	
	Elizabeth Dela Cruz		Sapian	
	Glenda G. Gervero		Tapaz West	
	Janeth Palomo		Sigma	
	Juvy Reyes		Jamindan	
	Ladylyn Bibano		Panitan	
	Lourdes V. Oropio		Panay	
	Mae G. Frac		Dumalag	
Maria Roda Tolores		Dao		
Rona Overencio		Mambusao East		
Saturnina Mayo		Pontevedra		
Facilitators	Name		Office / District	
	Janeth Demandante		Mambusao East	
	Donnalyn Olandesca		Sapian	
	Sonora Ledesma		Dumarao	
	Lea Palmes		ALS	
	Arlyn Gabata		ALS	
	Joel Borce		ALS	
	Arnold Delfin		ALS	
Emmanuel Lati		SDO		
Monitoring Team	Name		Office / District	
	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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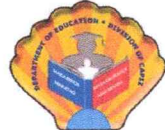
086

Enclosure no. 2 – Div. Memo. no. s. 2024

**DIVISION ROLLOUT ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT):
 STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**

TRAINING MATRIX

Day/Time	Section A	Section B	Section C	Section D
Day 1				
8:00 -10:00	Opening Program (Plenary)			
10:00 - 12:00 (Break Out)	Session 1:1 – Leading and Managing Schools as a Learning Organization in the New Normal (Abadesa Sabordo)	Session 1:2 – Developing a Shared School Vision (Elizabeth De la Cruz)	Session 1:1 – Leading and Managing Schools as a Learning Organization in the New Normal (Ma. Rhoda Tolores)	Session 1:2 – Developing a Shared School Vision (Jonel Sembrano)
12:00 - 1:00	LUNCH BREAK			
1:00 -3:00	Session 1:2 – Developing a Shared School Vision (Elizabeth De la Cruz)	Session 1:1 – Leading and Managing Schools as a Learning Organization in the New Normal (Abadesa Sabordo)	Session 1:2 – Developing a Shared School Vision (Jonel Sembrano)	Session 1:1 – Leading and Managing Schools as a Learning Organization in the New Normal (Ma. Rhoda Tolores)
3:00 – 5:00	Workshop for Module 1 (Abadesa Sabordo)	Workshop for Module 1 (Elizabeth De la Cruz)	Workshop for Module 1 (Ma. Rhoda Tolores)	Workshop for Module 1 (Jonel Sembrano)
Day 2				
8:00 – 8:30	Management Of Learning (MOL) - (Break Out)			
8:30 – 10:30	Session 2.1 – Formulating SMART Goals for Literacy Instruction (Saturnina Mayo)	Session 2.2 – Strengthening Literacy Instruction (Ladelyn Bebano)	Session 2.1 – Formulating SMART Goals for Literacy Instruction (Mae Frac)	Session 2.2 – Strengthening Literacy Instruction (Juvy Baranda)
10:30 – 12:00	Session 2.2 – Strengthening Literacy Instruction (Ladelyn Bebano)	Session 2.1 – Formulating SMART Goals for Literacy Instruction (Saturnina Mayo)	Session 2.2 – Strengthening Literacy Instruction (Juvy Baranda)	Session 2.1 – Formulating SMART Goals for Literacy Instruction (Mae Frac)
12:00 – 1:00	LUNCH BREAK			
3:00 – 5:00	Preparation and Presentation of SMART Goals and Shared Vision (Saturnina Mayo)	Preparation and Presentation of SMART Goals and Shared Vision (Ladelyn Bebano)	Preparation and Presentation of SMART Goals and Shared Vision (Mae Frac)	Preparation and Presentation of SMART Goals and Shared Vision (Juvy Baranda)



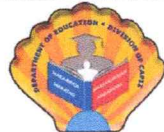
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Day/Time	Section A	Section B	Section C	Section D
Day 3				
8:00 - 8:30	Plenary Session - Management of Learning (MDL)			
8:30 - 10:30	Feedback Session (Lalain E. De los Santos & Judith P. Tu)			
10:30 - 12:00	Session 3.1 – Qualities of a Literacy Leader (Glenda Gervero)	Session 3.2 – GESI Literacy Instruction (Benny Blancaver)	Session 3.1 – Qualities of a Literacy Leader (Romy Bermudo)	Session 3.2 – GESI Literacy Instruction (Janeth Palomo)
12:00 - 1:00	LUNCH BREAK			
1:00 - 3:00	Session 3.2 – GESI Literacy Instruction (Benny Blancaver)	Session 3.1 – Qualities of a Literacy Leader (Glenda Gervero)	Session 3.2 – GESI Literacy Instruction (Janeth Palomo)	Session 3.1 – Qualities of a Literacy Leader (Romy Bermudo)
3:00 - 5:00	Workshop for Module 3 (Glenda Gervero)	Workshop for Module 3 (Benny Blancaver)	Workshop for Module 3 (Romy Bermudo)	Workshop for Module 3 (Janeth Palomo)
Day 4				
8:00 - 8:30	Plenary Session - Management Of Learning (MDL)			
8:30 - 10:30	Session 4.1: The Project Initiative (Lalain E. De los Santos & Judith P. Tu)			
10:30 - 12:00	Session 4.2 – Supporting Professional Growth Through Monitoring (Rona Overencio)	Session 4.3 – Supporting Professional Growth through Coaching (Lourdes Dropio)	Session 4.2 – Supporting Professional Growth Through Monitoring (Connie Galupar)	Session 4.3 – Supporting Professional Growth through Coaching (Ma. Theresa Villagracia)
12:00 - 1:00	LUNCH BREAK			
1:00 - 3:00	Session 4.3 – Supporting Professional Growth through Coaching (Lourdes Dropio)	Session 4.2 – Supporting Professional Growth Through Monitoring (Rona Overencio)	Session 4.3 – Supporting Professional Growth through Coaching (Ma. Theresa Villagracia)	Session 4.2 – Supporting Professional Growth Through Monitoring (Connie Galupar)
3:00 - 5:00	Workshop for Module 4 Project Implementation Plan (PIP) (Rona Overencio)	Workshop for Module 4 Project Implementation Plan (PIP) (Lourdes Dropio)	Workshop for Module 4 Project Implementation Plan (PIP) (Connie Galupar)	Workshop for Module 4 Project Implementation Plan (PIP) (Ma. Theresa Villagracia)



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Day/Time	Section A	Section B	Section C	Section D
Day 5				
8:00 - 8:30		Plenary Session - Management Of Learning (MDL)		
8:30 - 12:00		Presentation and Critiquing of Project Implementation Plan (L. De los Santos, J. Tu, M., Rubio, & R. Gervero)		
12:00 - 1:00		LUNCH BREAK		
1:00 - 2:00		Clearing House		
2:00 - 3:00		Next Steps Plan, Post Test, End of Program Evaluation		
3:00 - 5:00		Closing Program		



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