



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

August 4, 2025

DIVISION MEMORANDUM  
No. 351 . s. 2025

**DIVISION TRAINING WORKSHOP ON EARLY LANGUAGE LITERACY AND NUMERACY (ELLN) ON THE SCIENCE OF READING AND UNDERSTANDING CONTENT USING KEY STRATEGIES IN EARLY GRADES MATHEMATICS**

To: OIC-Office of the Assistant Schools Division Superintendent  
OIC-Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools  
All Others Concerned

1. In support of the implementation of Early Language Literacy and Numeracy (ELLN) Program, this office, through the Curriculum Implementation Division (CID), shall hold the **Division Training Workshop on Early Language Literacy and Numeracy (ELLN) on the Science of Reading and Understanding Content Using Key Strategies in Early Grades Mathematics** on August 22-25, 2025. The venue will be announced later.
2. This activity has the following objectives:
  - a. allow participants to gain knowledge on pedagogy of teaching reading and numeracy in early grades;
  - b. develop lessons for reading and numeracy for demonstration teaching;
  - c. formulate and demonstrate interventions and strategies to improve performance on Literacy and Numeracy; and
  - d. generate and address issues and concerns relative to the implementation of ELLN program.
3. The participants to this activity are the District Kindergarten Coordinators, District ELLN Focal, and selected K-3 Teachers from designated districts. Preparation and walkthrough of the Program Management Team will be on August 22, 2025, while the Actual Training -Workshop will be on **August 23-25, 2025**.
4. The following are attached to this Memorandum:
  - Enclosure No. 1 – List of Program Management Team and Trainers
  - Enclosure No. 2 – Allotment of Participants by District
  - Enclosure No. 3 – Registration Form
  - Enclosure No. 4 – Matrix of Activities



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5. Participants and facilitators are entitled to service credits in accordance with DepEd Order No. 53, s. 2003. Updated guidelines on the grants of Vacation Service Credits for Teachers. Further, non-Teaching personnel 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 Renumeration for Overtime Service Rendered.
6. The food and accommodation of participants shall be charged against Division MOOE and HRTD FUNDS. Travel expenses will be charged against local funds, subject to the usual auditing and accounting rules and regulations.
7. The first meal is morning snacks on August 23, 2025 (Saturday), and the last meal is pm snacks on August 25, 2025 (Monday).
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, religion, or other similar factors/ personal circumstances that run counter to the principles of equal opportunity.
9. This memorandum serves as Authority to travel for the participants.
10. Immediate dissemination of and compliance with this memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**LUZ U. BANSON**

OIC - Assistant Schools Division Superintendent  
In-charge of the Division

Encl.: As stated

Reference: None

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

CURRICULUM  
READING EDUCATION

LITERACY  
TRAINING PROGRAMS



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Enclosure No. 1 to Division Memorandum No. 351 s. 2025

**List of Program Management Team, Trainers and Technical Working Group**

Name	Designation	Office
1. Roel F. Bermejo	Schools Division Superintendent	SDO-Capiz
2. Luz U. Banzon, EdD	Asst. Schools Division Superintendent	SDO-Capiz
3. Rolando B. Jamora, EdD	OIC- Curriculum Implementation Division	CID Office
4. Edna Azcarraga, EdD	OIC – Schools Governance and Operation Division	SGOD Office

**EDUCATION PROGRAM SUPERVISORS**

1. Salvador Dale B. Artates	EPS (English)	CID Office
2. Elenia P. Baranda	EPS-Mathematics	CID Office
3. Alan Vincent B. Altamia	EPS- Values/Guidance	CID Office
4. Merlie J. Rubio, EdD	EPS- Filipino	CID Office
5. Ronie C. Reteracion	EPS- MAPEH	CID Office
6. Andres D. Quiachon	EPS- Science	CID Office
7. Edwin Jason D. Dueñas, PhD	EPS- LR	CID Office
8. Ruth C. Gervero, PhD	EPS- ALS	CID Office

**PUBLIC SCHOOLS DISTRICT SUPERVISORS**

Name	Designation	Office
1. Fe D. Bañez, PhD	Public Schools District Supervisor	Schools Districts of Ivisan & Sapián
2. Reynaldo D. Azcarraga, PhD	Public Schools District Supervisor	Schools Districts of Mambusao East & Mambusao West
3. Judith P. Tu, PhD	Public Schools District Supervisor	Schools Districts of President Roxas & Pilar
4. Ma. Theresa V. Villagrancia, EdD	Public Schools District Supervisor	School Districts of Jamindan & Sigma Districts
5. Calin A. Bernales, EdD	Public Schools District Supervisor	Schools Districts of Maayon & Panitan
6. Zaldy B. Caalam	Public Schools District Supervisor	Schools Districts of Panay, Pontevedra & Capiz NHS
7. Angel F. Payo, PhD	Public Schools District Supervisor	Schools Districts of Dumarao & Dumalag
8. Lalain E. Delos Santos, PhD	Public Schools District Supervisor	Schools Districts of Cuartero & Dao
9. Lallaine G. Fundal, PhD	Public Schools District Supervisor	Schools Districts of Tapaz East & Tapaz West



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**TRAINERS AND FACILITATORS**

<b>Name</b>	<b>Designation</b>	<b>Office</b>
1. Salvador Dale B. Artates	Education Program Supervisor	SDO
2. Alan Vincent B. Altamia	Education Program Supervisor	SDO
3. Edwin Jason D. Dueñas, PhD	Education Program Supervisor	SDO
4. Ma. Theresa V. Villagrancia, EdD	Public Schools District Supervisor	Schools Districts Jamindan & Sigma D
5. Fe D. Bañez, PhD	Public Schools District Supervisor	Schools Districts of Ivisan & Sapien
6. Lalain E. Delos Santos, PhD	Public Schools District Supervisor	Schools Districts of Cuartero & Dao
7. Reynaldo D. Azcarraga, PhD	Public Schools District Supervisor	Schools Districts of Mambusao East & Mambusao West
8. Benny A. Blancaver	ESP – III	Pilar ES, Schools District of Pilar
9. Narciso C. Falsario, Jr., EdD	ESP – III	Bula IS, Schools District of Mambusao East
10. Jonel Sembrano	ESP – II	Tuburan ES, Schools District Maayon District
11. Janeth C. Palomo, PhD	ESP – I	Amaga ES, Schools District of Sigma
12. Mae G. Frac	ESP – II	Sta. Cruz ES, Schools District of Dumalag
13. Jessica L. Lapeña	ESP – II	Angelo Llorente ES, Schools District of Mam. West
14. Elizabeth Dela Cruz	ESP – I	Maninang ES, Sapien District
15. Lolita Palacios, PhD.	HT – III	Milan ES, Schools District of Jamindan
16. Xyric Jan Andrade, PhD	HT – III	Roosevelt ES, Tapaz East

**FACILITATORS/PROCESS OBSERVERS**

<b>GROUP A</b>		
<b>Name</b>	<b>Designation</b>	<b>Office</b>
1. Violabel B. Navarra, EdD	ESP – III	Najus-an ES, Schools District of Mambusao East
2. Milagros J. Derayo	ESP – II	Tabuc ES, Schools District of Dao
3. Maryvic B. Catalan	HT – III	Libon ES, Schools District of Panay
4. Reymund L. Deocampo, EdD.	T-III/TIC	Dominador T. Esmeralda ES. Schools District of Maayon
<b>GROUP B</b>		
1. Maria Roda Tolores	ESP -II	Dao CS, Schools District of Dao
2. Rona Overencio	ESP -I	Balit ES, Schools District of Mambusao East
3. Ma. Rosalie D. Billano	HT-II	Justice Jose Hontiveros MS, Schools District of Panay
4. Ruel B. Carillo	HT – III	Manapao ES, Schools District of Pontevedra



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**TECHNICAL WORKING GROUP**

<b>GROUP A</b>		
<b>Name</b>	<b>Designation</b>	<b>Office</b>
1. Rosemary L. Artates	ESP – II	Panitan ES, District of Panitan
2. Ailyn D. Vergara	T-I	Leodegario D. Deocampo Sr. National High School
3. Evelyn Callar	T-II	Feliciano Yusay Consing National High School
4. Maricel Quiachon	T-II	Sapian National High School
5. Ermie Joy Joaquin	T-III	Vicente Andaya Sr. National High School
6. Amancio Villaruz	HT-I	Calaagus ES, Schools District of Mambusao East
<b>GROUP B</b>		
1. Jessiemar D. Diaz	HT -1	Tinigban IS, Panitan District
2. Ma. Sarah B. Baes	MT-II	Feliciano Yusay Consing National High School
3. Nashrudin A. Roxas	MT-II	Jose Diva Avelino Jr. National High School
4. Ginalyn Vergara	MT-1	Sapian National High School
5. Marica Nilda Eslabon	T-1	Capiz National High School
6. Joyce Delfin	T-1	Capiz National High School

**MEDICAL TEAM**

<b>GROUP A</b>		
1. Dr. Joy Arnold Lejos	Med. Officer III	SDO - Capiz
<b>GROUP B</b>		
1. Candelaria Talabucon	Nurse II/SMHP Focal Person	SDO - Capiz



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Enclosure No. 2 to Division Memorandum No. 351 s. 2025

**Allotment of Participants**

Districts	District Kindergarten Coordinators	District Kindergarten Teachers	District ELLN Focal	Grade 1 Teachers	Grade 2 Teachers	Grade 3 Teachers	Total
1. Dao	1	2	1	1	1	1	7
2. Cuartero	1	2	1	1	1	1	7
3. Dumalag	1	2	1	1	1	1	7
4. Dumarao	1	2	1	1	1	1	7
5. Ivisan	1	2	1	1	1	1	7
6. Jamindan	1	2	1	1	1	1	7
7. Maayon	1	2	1	1	1	1	7
8. Mambusao East	1	2	1	1	1	1	7
9. Mambusao West	1	2	1	1	1	1	7
10. Panay	1	2	1	1	1	1	7
11. Panitan	1	2	1	1	1	1	7
12. Pilar	1	2	1	1	1	1	7
13. Pontevedra	1	2	1	1	1	1	7
14. President Roxas	1	2	1	1	1	1	7
15. Sapián	1	2	1	1	1	1	7
16. Sigma	1	2	1	1	1	1	7
17. Tapaz East	1	2	1	1	1	1	7
18. Tapaz West	1	2	1	1	1	1	7
<b>Total</b>	<b>18</b>	<b>36</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>18</b>	<b>126</b>
<b>Grand Total</b>							<b>178</b>

Program Management Team	-	4
EPS	-	8
PSDS	-	9
Trainers/Facilitators	-	17
Technical Working Group	-	12
Medical Staff	-	2
Participants	-	126
<b>Total</b>	-	<b>178</b>



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Enclosure No. 4 to Division Memorandum ----- s, 2025

**Training Matrix**

**DIVISION TRAINING WORKSHOP ON EARLY LANGUAGE LITERACY AND NUMERACY (ELLN) ON THE SCIENCE OF READING AND UNDERSTANDING CONTENT USING KEY STRATEGIES IN EARLY GRADES MATHEMATICS**

**Training Date: August 22-25, 2025**

Day/Time	Topic/Activity	Speakers/Persons Involved
<b>Day 0- August 22, 2025</b>	Preparation of Topics, Revision, Preparation of Materials and Walk Through	EPS-English, TRAINERS, TWG
<b>Day 1- August 23, 2025</b>		
7:00 – 8:30	<b>Registration</b>	
8:30-10:00	<b><u>Opening Program</u></b>  Philippine National Anthem  Prayer  Regional Hymn  Capiz Hymn  Quality Policy Statement  Welcome Remarks  Executive Discourse  Statement of Purpose	          AVR          Rolando B. Jamora Chief, CID  Roel F. Bermejo Schools Division Superintendent  Salvador Dale B. Artates EPS, English  Program Host: Nashrudin A. Roxas
10:00 – 11:00 (PLENARY)	<b><u>Psychosocial Activities in the Workplace</u></b>	Alan Vincent B. Altamia EPS- Values/Guidance
12:00 – 1:00	<b>Health Break</b>	



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1:00-2:00	<b>Optimizing Learning Activities in Kindergarten (Blocks of Time)</b>	Lalain E. Delos Santos PSDS
2:00-3:00	<b>Developmentally and Culturally Responsive Mathematics Practices</b>	Elizabeth Dela Cruz ESP-1
3:00-3:15	<b>Health Break</b>	
3:15-4:15	<b>Nature of Reading</b>	Jonel D. Sembrano Principal I
4:30- 5:00	<b>Reminders for the Next Sessions, Room Assignments</b>	TWG
<b>Day 2 (August 24, 2025)</b>		
6:30-7:30	<b>Breakfast</b>	
	<b>Group A</b>	<b>Group B</b>
7:30-8:00	<b>MOL</b>	
8:00-9:30	<b>Session 1: Exploring Foundational Numeracy Skills for K to 3 Learners</b> Fe D. Bañes, PhD PSDS	<b>Session 1: Oral Language Development</b> Ma. Theresa V. Villagracia, EdD. PSDS
9:30-9:45 am	<b>Health Break</b>	
9:45-11:00 am	<b>Session 2: Science of Reading</b> Jessica L. Lapeña PhD ESP-II	<b>Session 2: Phonological /Phonemic Awareness</b> Mae G. Frac Principal II
11:00-12:00 nn	<b>Session 3: Vocabulary Development</b> Xyric Jan Andrade, PhD HT-III	<b>Session 3: Phonics Instruction</b> Benny A. Blancaver Principal II
12:00-1:00pm	<b>Lunch Break</b>	
1:00-1:15pm	<b>MOL</b>	
1:15-2:15 pm	<b>Session 4 Fluency</b> Janeth C. Palomo ESP-I	<b>Session 4 Reading Comprehension</b> Narciso C. Falsario Jr. EdD. ESP-III
2:15-3:15 pm	<b>Session 5: The Language Transition Process</b> Lolita Palacios PhD HT-III	<b>Session 5: Exploring Foundational Numeracy Skills for K to 3 Learners</b> Fe D. Bañes, PhD PSDS
3:15-3:30pm	<b>Health Break</b>	



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3:30-4:45pm	<b>Session 6: Differentiated Instruction in Numeracy for K to 3: Meeting Diverse Learners Needs</b> Reynaldo D. Azcarraga, PhD PSDS	<b>Session 6: The Language Transition Process</b> Lolita Palacios PhD HT-III
4:45- 5:00pm	Instructions for the Next Day -----TWG	
<b>Day 3 (August 25, 2025)</b>		
6:30-7:30am	<b>Breakfast</b>	
7:30-7:45am	<b>MOL</b>	
7:45-8:45am	<b>Session 7: Oral Language Development</b> Ma. Theresa V. Villagracia, EdD PSDS	<b>Session 7: Science of Reading</b> Jessica L. Lapena PhD ESP-II
8:45-9:45nn	<b>Session 8: Phonological /Phonemic Awareness</b> Mae G. Frac ESP-II	<b>Session 8: Vocabulary Development</b> Xyric Jan Andrade, PhD HT-III
9:45-10:00	<b>Health Break</b>	
10:00-11:00	<b>Session 9: Session Phonics Instruction</b> Benny A. Blancaver ESP-III	<b>Session 9: Fluency</b> Janeth C. Palomo, PhD ESP-I
11:00-12:00	<b>Session 10: Reading Comprehension</b> Narciso C. Falsario Jr. EdD ESP-III	<b>Session 10: Differentiated Instruction in Numeracy for K to 3: Meeting Diverse Learners Needs</b> Reynaldo D. Azcarraga, PhD PSDS
12:00-1:00pm	<b>Lunch Break</b>	
1:00-2:00pm	Demonstration Teaching in Kindergarten	
2:00-3:00pm	Demonstration Teaching in Grades 1-3	
3:00-5:00pm	Closing Program	



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