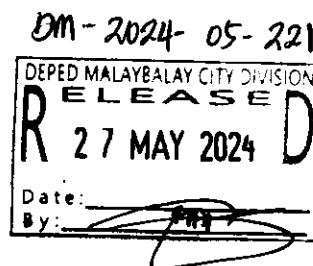




Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY



May 27, 2024

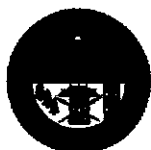
DIVISION MEMORANDUM

No. 221, s. 2024

DIVISION TRAINING OF TRAINERS (DTOT) FOR THE ABC+ INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

TO: Assistant Schools Division Superintendent
Chief- Education Supervisors, CID and SGOD
Public Elementary and Integrated School Heads
All Others Concerned
This Division

1. In accordance with the mandates of the Department of Education per Memorandum DM-HROD-NEAP-2023-1063 and Regional Memorandum No. 0585,s.2023, this Office informs the field on the conduct of the Division Training of Trainers for the **ABC+ Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy** on June 3-7,2024 at Sophie Red Hotel and Onshore Restaurant, Zone 9, Bobontugan, Jasaan, Misamis Oriental.
2. This training aims to:
 - 2.1. **capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, socio-emotional learning, and gender equity and social inclusion in fostering conditions for a positive learning environment;**
 - 2.2. **support and complement the implementation of national programs or initiatives such as but not limited to National Learning camp, National Reading Program and National Numeracy Program;**
 - 2.3. **Collaborate with fellow school heads and reach consensus on a shared vision for instructional leadership in literacy and be able to develop a process by which to engage a broad base of school community stakeholders in developing a project initiative guided by the shared vision for literacy instruction.**
 - 2.4. **implement literacy instructional leadership practices given the demands of learning from home and face to face classes modalities.**



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



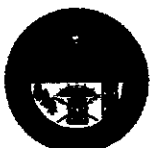
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- 2.5. design a project initiative plan.
3. Participants to this five-day training are the Elementary and Integrated School Heads and identified Supervisors as stated in Enclosure No. 1.
4. Further, participants are required to bring laptop with modem, extension cords, and Matatag Polo Shirts, White with Black Blazer (to be worn on Monday) and Blue with Orange Collar (to be worn on Friday).
5. Attached is Enclosure No. 2: Matrix of Activities for your reference that includes the Social Night with a Theme, "Summer Night in the Beach", thus prepare an appropriate decent outfit for this event.
6. First meal will be served on June 2,2024 and last meal will be served on lunch of June 7,2024. Board and lodging, training supplies and materials, travel and other incidental expenses of the participants shall be charged against NEAP downloaded funds LAA-10-24-154 subject to the usual accounting and auditing rules and regulations.
7. Queries related to this can be relayed to Imelda S. Bentillo, Education Program Supervisor.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No ____, s. 2024

**DIVISION TRAINING OF TRAINERS (DTOT) FOR THE ABC+ INSTRUCTIONAL LEADERSHIP TRAINING
(ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**

List of Participants

NAME OF PARTICIPANTS	DESIGNATION	SCHOOL	NAME OF PARTICIPANTS	DESIGNATION	SCHOOL
1.Noemi V. Hisona	HT -I	Capitan Angel IS	41.Myrna D. Pulido	HT-I	IAGES
2.Juan B. Bacang	P-I	Dalwangan ES	42. Maria Shiela E. Acasio	HT-I	Lalawan ES
3.Danny S. Flores	HT-I	Damitan ES	43.Teofilo L. Ontoy Jr.	P-II	Linabo CS
4.Genevieve P. Perino	P-I	Kalasangay CS	44.Mark Douglas M. Tuquib	HT-I	Paiwaig ES
5.Paulina M. Minao	HT-I	New Ilocos ES	45.Jonathan T. Daga-ang	P-I	San Martin-Sinaglanan ES
6.Jonathan G. Villaflores	HT-I	Baganao ES	46. Paul Patrick T. Padua	HT-I	San Roque IS
7.Nyms M. Docdocil	P-I	Can-ayan IS	47.Arimateo B. Halina	HT-I	Sawaga ES
8.Demie J. Pabillaran	P-I	Candiisan IS	48.Vincent M. Cabaling	HT-III	Dumayas ES
9.Bernie M. Abugan	HT-I	Incalbog ES	49.Genelyn G.Bello	HT-I	Langasihang
10.Ranier M. Rosalejos	HT-I	Kibalabag IS	50.AJ Grant L. Tortola	HT-I	Lunokan ES
11.Noralyn P. Ronolo	P-I	Kilap-agan IS	51.Evelyn E.Salem	HT-III	Maligaya ES
12. Mary Fe C. Gumayao	P-I	Sumpong CS	52. Ricky S. Barcena	P-I	Managok CS
13. John Mark C. Dela Peña	HT-I	Tag-ilanao ES	53.Brendo A. Bacul	HT-I	Matangpatang E
14. Almejandro R. Adrivan	HT-I	Tintina-an ES	54.Daniel Ocier	HT-I	Miglamín ES
15. Norven Sul Y. Dela Cruz	HT-I	Imbayao ES	55. Rene A. Aclub	HT-I	Busdi IS
16. Cresilda L. Canubas	HT-I	Sta. Ana ES	56.Jemma Ombayan	HT-I	Caburacanan
17. Armand Anthony S. Valde	P-I	BCT ES	57. Ariel J. Pataca	HT-I	Indalasa ES
18.Berna G. Bateriza	P-I	Barangay9 ES	58.Venus L. Glinogo	HT-I	Kibalabag ES
19.Lený G. Ama	P-I	Malaybalay City CS	59.Caren James A. Baluran	HT-I	Kulaman ES
20.Joven Flores	HT-I	MCCS	60. Lloyd Maganding	HT-I	Mapulo ES
21. Benjamin M. Buhawe	P-II	Airport Village ES	61.Wensley B. Sagayoc	HT-I	Pighalugan ES
22. Narita T. Padua	P-II	Casisang CIS	62.Dominel E. Plazos	HT-I	Pigpamulahan E
23. Abel P. Galler	P-I	Mabuhay IS	63.Don Kevin Gil E. Plazos	HT-I	Silae ES



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24. Amor Celeste P. Rojas	P-I	Natid-asan ES	64. Lester Dave Oludin	HT-I	St. Peter ES
25. Nelita J. Caballero	HT-I	Panamucan ES	65. Merry D. Lagunday	HT-III	Tuburan IS
26. Raquel S. Ombayan	P-I	San Jose ES	66. Victor F. Maestrado	P-I	Zamboanguita C
27. Fermar M. Montañez	HT-I	Balangbang ES	67. Vicente San Miguel	PSDS	OIC, Bagong Silang ES
28. Nairobi B. Baja	HT-I	Bendolan ES	68. Maria Concepcion S. Reyes	EPS-Literacy	Division Office
29. Gina Quilaton	P-I	Cabangahan ES	69. Sharon Mae A. Bongocan	EPS-Kinder	Division Office
30. Cyntia T. Berial	P-I	Laguitas ES	70. Purisima J. Yap	EPS LRMDS	Division Office
31. Maria Ella S. Rabino	P-I	Magsaysay IS	71. Ma. Sophia S. Reyes	HT-I	Regional Trainers
32. Roy C. Sumanduran	P-I	Mapayag IS	72. Marylan G. Tandog	P-I	
33. Sonny M. Rojas	P-II	Bangcud CS	73. Rulyn Z. Crusio	P-I	
34. Erwin Cabucos	HT-I	Bangcud CS	74. Rachel R. Valde	EPS	
35. Lorna C. Alboroto	HT-I	Binalbagan ES	75. Imelda S. Bentillo	EPS	
36. Servillano B. Balicanta	HT-III	Calawag ES	76. Ralph T. Quirog	CID-Chief	Division Core Management Team
37. Romel B. Leono	HT-I	Dapulan ES	77. Rex Dacanay	SEPS-HRD	
38. Alberto V. Berondo	P-I	Macote ES	78. Woodrow Merida	SEPS-HRD	
39. Renato R. Reyes	P-I	Padernal ES	79. Edelina Eborra	M & E	
40. Nimfa A. Caballero	HT-I	Simaya IS	80. Jennifer Madelo	Nurse	

Top Management:

Cherry Mae Limbaco-Reyes -- Schools Division Superintendent
 -Assistant Schools Division Superintendent
Ralph T. Quirog - CID Chief
Lorenzo O. Capacio - SGOD Chief



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Enclosure No. 2 of Division Memorandum No. _____ s, 2024

TITLE: DIVISION TRAINING OF TRAINERS (DTOT) FOR THE ABC+ INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

DATE: June 3-7,2024

VENUE: Sophie Red Hotel and Onshore Restaurant, Zone 9, Bobontugan, Jasaan , Mis Or.

DAY & TIME	ACTIVITY	FACILATATOR/SPEAKER
Day 0 Check-in First Meal- Dinner		
Day 1- 6:00-7:00 AM 7:00-7:30AM 7:30-8:00AM 8:00-8:30AM	<ul style="list-style-type: none"> • Breakfast • Registration, • Opening Program • Pre-test 	Rulyn Crusio Marylan Tandog Ma. Sophia Reyes Edelina Eborá
8:30-10:00AM (90 mins)	Session 1.1- Peter Senge's Characteristics of a learning Organization	Resource Person: Marylan G. Tandog
10:00-10:30AM	Health Break	
10:30-12:00 NN	Session 1.2-Shared Vision Statement on Literacy Leadership	Resource Person: Rulyn Z. Crusio
12:00-1:00PM	Lunch Break	
1:00-3:00PM	Self-Paced Task: Crafting of Shared Vision	Resource Person: Marylan G. Tandog
3:00-3:30PM	Health Break	
3:30-5:00PM	Cont.- Consultation: Shared Vision Task	Resource Person: Rulyn Z. Crusio
5:00-6:00PM	Wrap-Up, Debriefing with Division Core Management Team	Facilitators
DAY 2 6:30-7:30 AM 7:30-8:00AM	Breakfast MOL-Nationalistic song, Ecumenical Prayer, Energizer, Recap, Reminders	Assigned Group
8:00-10:00AM	Session 2.1-Strengthening Learning Conditions for Literacy Instruction	Resource Person: Rachel R. Valde
10:00-10:30AM	Health Break	
10:30-12:00NN	(Cont.) Strengthening Learning Conditions for Literacy Instruction	Resource Person: Rachel R. Valde
12:00-1:00PM	Lunch Break	
1:00-2:30PM	Session 2.2- Guidelines of Formulating SMART Goals	Resource Person: Ma. Sofia S. Reyes

2:30-3:00PM	Health Break	
3:00-5:00PM	Workshop & Consultation: Development of SMART Goals	Resource Person: Ma. Sofia S. Reyes
5:00-6:00PM	Wrap-Up, Debriefing with Division Core Management Team	Facilitators
5:30-7:30 PM	Socials- (Wear floral beach outfit)	Assigned Group
Day 3 6:30-7:30 AM 7:30-8:00 AM	Breakfast MOL-Nationalistic song, Ecumenical Prayer, Energizer, Recap, Reminders	Assigned Group
8:00-9:30AM	Session 3.1 <ul style="list-style-type: none"> • Qualities of an Effective Leader • 3 essential components to high quality literacy instructional program • Overview on Domains of Literacy 	Resource Person: Imelda Bentillo
9:30-10:00AM	Health Break	
10:00-12:00AM	Session 3.2 <ul style="list-style-type: none"> • Balanced Literacy Approach a Framework for Effective • Literacy Instruction • Language Experience Approach as a Strategy for Literacy Development • Gender Equality and Social Inclusion Guidelines for Learning Materials • Framework for Literacy Instruction • Language experience approach Announcement of Groupings	Resource Person: Imelda S. Bentillo
12:00-1:00PM	Lunch Break	
1:00-3:00PM	Session 3-(Continuation) BREAKOUT Presentation of Proposal shared vision and SMART Goals	BREAKOUT GROUPS Group 1-Marylan Tandog Group 2- Rulyn Crusio Group 3- Ma. Sofia Reyes Group 4-Rachel Valde Group 5-Imelda Bentillo
3:00-3:30PM	Health Break	
3:30-5:00PM	Session 3- (Continuation) <div style="background-color: black; width: 100px; height: 20px; margin-bottom: 5px;"></div> Self-paced Work: Revision of Shared Vision and SMART Goal and Development of Project Initiative Plan	BREAKOUT GROUPS Group 1-Marylan Tandog Group 2- Rulyn Crusio Group 3- Ma. Sofia Reyes Group 4-Rachel Valde Group 5-Imelda Bentillo
5:00-6:00PM	Wrap-Up, Debriefing with Division Core Management Team	Facilitators
Day 4 6:30-7:30 AM 7:30-8:00AM	Breakfast MOL-Nationalistic song, Ecumenical Prayer, Energizer, Recap, Reminders	
8:00-10:00AM	Session 4.1	Resource Person:

	PLENARY: Project Initiative Plan Content ██████████	Rachel R. Valde
10:00-10:30AM	Health Break	
10:30-12:00NN	Session 4.2 <ul style="list-style-type: none"> • Coaching Cycle • Coaching Model 	Resource Person: Imelda S. Bentillo
12:00-1:00PM	Lunch Break	
1:00-3:00PM	Session 4.2 (Continuation) ██████████ Consultation: Finalization of Draft Project Initiative Plan Final Consultation for Final Draft of PIP	Resource Person: Rachel Valde
3:00-3:30PM	Health Break/ Program Evaluation (QAME)	
3:30-5:00PM	██████████ Session 4 (Continuation) Consultation: Finalization of Draft Project Initiative Plan Final Consultation for Final draft of PIP	Resource Person: Imelda S. Bentillo
5:00-6:00PM	Wrap-Up, Debriefing with Division Core Management Team	Facilitators
Day 5 6:30-7:30 AM	Breakfast	
8:00-10:00AM	CLOSING PROGRAM <ul style="list-style-type: none"> • Nationalistic Song • Ecumenical Prayer • Insights • Challenge • Accepting the Challenge/Pledge od Commitment • Closing Remarks • Daily Evaluation • Reminders 	Marylan Tandog Rulyn Crusio Ma. Sophia S. Reyes
10:00-10:30AM	Program Evaluation (QAME)	
10:30-12:00AM	POST TEST	EDELINA EBORA
12:00-1:00 PM	Lunch Break	
1:00PM ONWARD	HOME SWEET HOME	

SCHOOL DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
REGION 10								
Bulodnon	194	1	1	1	4	5	206	2,513,200.00
Cagayan de Oro City	72	1	1	1	4	5	84	1,024,800.00
Carmiguin	55	1	1	1	4	5	67	817,400.00
El Salvador	15	1	1	1	4	5	27	329,400.00
Gingog City	79	1	1	1	4	5	91	1,110,200.00
Iligan City	85	1	1	1	4	5	97	1,183,400.00
Lanao del Norte	176	1	1	1	4	5	188	2,293,600.00
Malaybalay City	68	1	1	1	4	5	80	976,000.00
Misamis Occidental	156	1	1	1	4	5	168	2,049,600.00
Misamis Oriental	176	1	1	1	4	5	188	2,293,600.00
Oroquieta City	44	1	1	1	4	5	56	683,200.00
Ozamis City	48	1	1	1	4	5	60	732,000.00
Tangub City	55	1	1	1	4	5	67	817,400.00
Valencia City	58	1	1	1	4	5	70	854,000.00

TOTAL 15,677,800