



Republic of the Philippines  
Department of Education  
Region VIII  
SCHOOLS DIVISION OF CALBAYOG CITY  
Calbayog City

May 27, 2024

DIVISION MEMORANDUM

NO. 299, s. 2024

**FINAL UPDATE ON THE CONDUCT OF THE DIVISION ROLL-OUT ON  
INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING  
LEARNING CONDITIONS FOR EARLY LITERACY**

TO: Assistant Schools Division Superintendent  
CID and SGOD Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary & Secondary School Heads  
All Others Concerned

1. The field is hereby informed that the venue for the conduct of the *Division Roll-out on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy* on **June 4-7, 2024** is at **Red Iron Hotel, Calbayog City**.
2. There will be a *Convergence Meeting* for all the members of the Training Team on **June 3, 2024** (9:00 am) at the Division Conference Hall, to settle matters and finalize agreements concerning the implementation of the said activity.
3. The **Matrix of Activities, List of Participants** and the **Composition of the Training Team** are attached herewith as *Enclosures 1, 2 and 3*, respectively.
4. All identified participants are directed to preregister through this link:  
**<https://bit.ly/pre-regILT>**
5. Immediate dissemination and guidance of all concerned are desired.



MARGARITO A. CADAYONA JR. PhD, CESO VI  
OIC-Schools Division Superintendent



Project SHINES: *Care to Shine!*

**Division Rollout on Instructional Leadership Training (ILT):  
Strengthening Learning Conditions for Early Literacy**

**June 4-7, 2024**

**Red Iron Hotel, Calbayog City**

**INDICATIVE PROGRAM OF ACTIVITIES**

**CLASS A: CALBAYOG DISTRICTS**

**DAY 1**

<b>TIME</b>	<b>ACTIVITY/TOPIC</b>	<b>FACILITATOR</b>
7:30-8:00	● Arrival/Registration	Lorna C. Ogawa
8:00-8:45	● Preliminaries	Maychie T. Batulat
8:45 - 9:00	<b>Pre-test</b>	
9:00 - 10:45	<b>Session 1:</b> Leading and Managing Schools as Learning Organizations in the New Normal	Carmen Lourdes M. Tan
10:45 -12:00	<b>Session 2:</b> Developing a Shared School Vision for Literacy Leadership	Joey A. Catampo
12:00 – 1:00	<b>LUNCH</b>	
1:00 - 2:30	<b>Session 3:</b> Formulating SMART Goals for Literacy Instruction	Michael V. Pernia
2:30 -5:00	<b>Workshop 1:</b> Developing a Shared Vision and Formulating SMART Goals	Michael V. Pernia
Class Managers	Lorna C. Ogawa and Maychie T. Batulat	
QAME Team	Fernando P. Medrina and Nova S. Gaspan	

**DAY 2**

<b>TIME</b>	<b>ACTIVITY/TOPIC</b>	<b>FACILITATOR</b>
8:00-8:30	● Preliminaries ● Management of Learning (MOL)	Joey A. Catampo John Michael C. Jalayajay
8:30 - 9:30	Presentations of the Proposed Shared Vision and SMART Goals	Michael V. Pernia
9:30 - 10:15	<b>Session 4A:</b> Strengthening Literacy Instruction ▪ Well-being; & ▪ Socio-Emotional Learning (SEL)	Maychie T. Batulat
10:15 -11:00	<b>Session 4B:</b> Strengthening Literacy Instruction ▪ Gender Equality and Social Inclusion (GESI); & ▪ Capacity to Care	Maychie T. Batulat Fernando P. Medrina
11:00-12:00	<b>Session 4C:</b> Strengthening Literacy Instruction ▪ Growth Mindset; & ▪ Collaborative Problem-Solving	Fernando P. Medrina
12:00-1:00	<b>LUNCH</b>	
1:00-1:50	<b>Session 5A:</b> Qualities of a Literacy Leader	Nova S. Gaspan
1:50-2:40	<b>Session 5B:</b> The Balanced Literacy Approach	Lindy Lou J. Ayong
2:40-3:30	<b>Session 5C:</b> Language Experience Approach (LEA)	
3:30-5:00	<b>Session 6:</b> Gender Equality and Social Inclusion (GESI) and Literacy Instructions	Norman T. Cabugawan



Class Managers	Joey A. Catampo and John Michael C. Jalayajay
QAME Team	Christopher Salino and Lorna Ogawa

**DAY 3**

TIME	ACTIVITY/TOPIC	FACILITATOR
8:00-8:30	<ul style="list-style-type: none"> <li>● Preliminaries</li> <li>● Management of Learning (MOL)</li> </ul>	Norman T. Cabugawan Lindy Lou J. Ayong
8:30 - 9:30	<b>Session 7:</b> The Project Initiative Plan (PIP)	Christopher D. Salino John Michael C. Jalayajay
9:30 - 12:00	<b>Workshop 2:</b> <b>Self-paced Task:</b> Development of Project Initiative Plan	
12:00-1:00	<b>LUNCH</b>	
1:00-3:30	<i>Continuation of Workshop 2:</i> Developing/Crafting a Project Initiative Plan	Christopher D. Salino John Michael C. Jalayajay
3:30-5:00	<b>Presentation of PIPs</b> <b>Self-paced Task:</b> Finalization of the Project Initiative Plan	Observers: Christopher D. Salino John Michael C. Jalayajay Michael V. Pernia
Class Managers	Norman T. Cabugawan and Lindy Lou J. Ayong	
QAME Team	Nova S. Gaspan and Oscar D. Billate, Jr.	

**DAY 4**

TIME	ACTIVITY/TOPIC	FACILITATOR
8:00-8:30	<ul style="list-style-type: none"> <li>● Preliminaries</li> <li>● Management of Learning (MOL)</li> </ul>	Carmen Lourdes A. Tan Fernando P. Medrina
8:30 - 9:30	Continuation of: ***Presentation of the Project Initiative Plan	Observers: Christopher D. Salino John Michael C. Jalayajay Michael V. Pernia Norman T. Cabugawan
9:30 - 12:00	<b>Session 8:</b> Supporting Professional Growth through Monitoring and Coaching  ● Coaching Simulation	Lorna C. Ogawa
12:00-1:00	<b>LUNCH</b>	
1:00-3:30	> Post-test > Next Steps > Agreements	
3:30-5:00	Closing Activities	
Class Managers	Carmen Lourdes Tan and Fernando P. Medrina	
QAME Team	Michael V. Pernia and Marita P. Senolos	

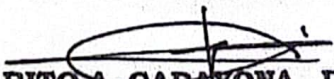
Prepared by:

Recommending Approval:

*ms*  
**MARITA P. SENOLOS**  
Senior Education Program Specialist (HRD)

*AT*  
**AVELINA P. TUPA, EdD.**  
OIC- Chief, SGOD

APPROVED:

  
**MARGARITO A. CABAYONA, JR. PhD, CESO VI**  
OIC-Schools Division Superintendent

**Division Rollout on Instructional Leadership Training (ILT):  
Strengthening Learning Conditions for Early Literacy**

**June 4-7, 2024**

**Red Iron Hotel, Calbayog City**

**INDICATIVE PROGRAM OF ACTIVITIES**

**CLASS B: OQUENDO AND TINAMBACAN DISTRICTS**

**DAY 1**

<b>TIME</b>	<b>ACTIVITY/TOPIC</b>	<b>FACILITATOR</b>
7:30-8:00	● Arrival/Registration	Kristian Aldrin B. Cruda
8:00-8:45	● Preliminaries	Merlinda D. Elbano
8:45 - 9:00	<b>Pre-test</b>	
9:00 - 10:45	<b>Session 1:</b> Leading and Managing Schools as Learning Organizations in the New Normal	Blesildo A. Orquin
10:45 - 12:00	<b>Session 2:</b> Developing a Shared School Vision for Literacy Leadership	Dioleriano Y. Cacait, Jr.
12:00 - 1:00	<b>LUNCH</b>	
1:00 - 2:30	<b>Session 3:</b> Formulating SMART Goals for Literacy Instruction	Nelson A. Managaysay
2:30 -5:00	<b>Workshop 1:</b> Developing a Shared Vision and Formulating SMART Goals	Dioleriano Y. Cacait, Jr. Chona C. Valenzuela
Class Managers	Kristian Aldrin B. Cruda and Merlinda D. Elbano	
QAME Team	Malvin D. Regulacion and Nimfa S. Doroja	

**DAY 2**

<b>TIME</b>	<b>ACTIVITY/TOPIC</b>	<b>FACILITATOR</b>
8:00-8:30	● Preliminaries ● Management of Learning (MOL)	Nelson A. Managaysay Rosalia M. Rivera
8:30 - 9:30	Presentations of the Proposed Shared Vision and SMART Goals	Dioleriano Y. Cacait, Jr. Chona C. Valenzuela
9:30 - 10:15	<b>Session 4A:</b> Strengthening Literacy Instruction ▪ Well-being; & ▪ Socio-Emotional Learning (SEL)	Merlinda D. Elbano
10:15 -11:00	<b>Session 4B:</b> Strengthening Literacy Instruction ▪ Gender Equality and Social Inclusion (GESI); & ▪ Capacity to Care	Malvin D. Regulacion
11:00-12:00	<b>Session 4C:</b> Strengthening Literacy Instruction ▪ Growth Mindset; & ▪ Collaborative Problem-Solving	Paulete G. Ayong
12:00-1:00	<b>LUNCH</b>	
1:00-1:50	<b>Session 5A:</b> Qualities of a Literacy Leader	Nimfa S. Doroja
1:50-2:40	<b>Session 5B:</b> The Balanced Literacy Approach	Nimfa S. Doroja
2:40-3:30	<b>Session 5C:</b> Language Experience Approach (LEA)	Kristian Aldrin B. Cruda
3:30-5:00	<b>Session 6:</b> Gender Equality and Social Inclusion (GESI) and Literacy Instructions	Jaysam M. Casaljay
Class Managers	Nelson A. Managaysay and Rosalia M. Rivera	



QAME Team | Oscar D. Billate, Jr. and Blesildo A. Orquin

**DAY 3**

TIME	ACTIVITY/TOPIC	FACILITATOR
8:00-8:30	<ul style="list-style-type: none"> <li>● Preliminaries</li> <li>● Management of Learning (MOL)</li> </ul>	Malvin D. Regulacion Paulete G. Ayong
8:30 - 9:30	<b>Session 7:</b> The Project Initiative Plan (PIP)	Blesildo A. Orquin
9:30 - 12:00	<b>Workshop 2:</b> <b>Self-paced Task:</b> Development of Project Initiative Plan	Blesildo A. Orquin
12:00-1:00	<b>LUNCH</b>	
1:00-3:30	<i>Continuation of Workshop 2:</i> Developing/Crafting a Project Initiative Plan	Blesildo A. Orquin
3:30-5:00	<b>Presentation of PIPs</b> <b>Self-paced Task:</b> Finalization of the Project Initiative Plan	Dioleriano Y. Cacaít, Jr. Chona C. Valenzuela
Class Managers	Malvin D. Regulacion and Paulete G. Ayong	
QAME Team	Jaysam M. Casaljay and Nelson A. Managaysay	

**DAY 4**

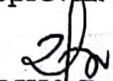
TIME	ACTIVITY/TOPIC	FACILITATOR
8:00-8:30	<ul style="list-style-type: none"> <li>● Preliminaries</li> <li>● Management of Learning (MOL)</li> </ul>	Jaysam M. Casaljay Kristian Aldrin B. Cruda
8:30 - 9:30	Continuation of: ***Presentation of the Project Initiative Plan	Observers: Nimfa S. Doroja Dioleriano Y. Cacaít Jr. Blesildo A. Orquin
9:30 - 12:00	<b>Session 8:</b> Supporting Professional Growth through Monitoring and Coaching  ● Coaching Simulation	Chona C. Valenzuela
12:00-1:00	<b>LUNCH</b>	
1:00-3:30	<ul style="list-style-type: none"> <li>&gt; Post-test</li> <li>&gt; Next Steps</li> <li>&gt; Agreements</li> </ul>	
3:30-5:00	Closing Activities	
Class Managers	Jaysam M. Casaljay and Kristian Aldrin B. Cruda	
QAME Team	Merlinda D. Elbano and Paulette G. Ayong	

Prepared by:

Recommending Approval:

  
**MARITA P. SENOLOS**

Senior Education Program Specialist (HRD)

  
**AVELINA P. TUPA, EdD.**

OIC- Chief, SGOD

APPROVED:

  
**MARGARITO A. CADAYONA, JR. PhD, CESO VI**

OIC-Schools Division Superintendent



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Strengthening Learning Conditions for Early Literacy**

June 4-7, 2024

Red Iron Hotel, Calbayog City

<b>Shortlist of Participants</b>					
<b>A. School Heads</b>					
No.	Calbayog 1	No.	Calbayog 5		Oquendo 3
1	Adora P. Montañez	33	Bernardo J. Tahil	64	Dondon S. Ale
2	Emmalyn A. Tan	34	Cynthia S. Tarrayo	65	Elizabeth Domanog
3	Gerome C. Silva	35	Elisa Cambaya	66	Manuel Sapinit Jr
4	Herman T. Verano	36	Janice B. Jose	67	Maria Teresa D. Macabidang
5	Irene N. Paghunasan	37	Louie M. Termo	68	Nicolas B. Tarrayo Jr.
6	Jovie M. Bido	38	Rafael M. Mente	69	Rolando M. Lacho
7	Marcia C. Tocayon	39	Robirth M. Ornopia	70	Sonia M. Cuizon
8	Omar D. Comonical	40	Wilfredo A. Managaysay J	71	Wilfredo R. Tozon
	Calbayog 2				Tinambacan 1
			Calbayog 6	72	Eliseo A. Sintos
9	Cresenciano B. Llego	41	Bernie J. Abing	73	Maria Luz C. Murillo
10	Danilo G. Mirales	42	Cynthia D. Pagatpat	74	Maria Rose C. Ibajo
11	Juliet B. Monar	43	Marlynda A. Pacheco	75	Merlita C. Añora
12	Lea L. Jordan	44	Myrna C. Pecayo	76	Monalyn G. Sarmiento
13	Leona L. Yulo	45	Norman E. Sagayap	77	Myrna J. Resulta
14	Rodrigo R. Ventures, Jr.	46	Sara B. Demit	78	Rowena L. Oyo-a
		47	Zenaida C. Saavedra		
	Calbayog 3				Tinambacan 2
15	Bonifacio P. Pondang		Oquendo 1	79	Alma L. Rojas
16	Crisanto T. Pacho	48	Barbara C. Relampago	80	Arsenio A. Sintos, Jr.
17	Jacinto D. Refuncion Jr.	49	Jeffrey D. Llaneta	81	Loridel L. Obinguar
18	Josephine G. Magbutay	50	Leilani G. Apes	82	Oscar D. Billate Jr.
19	Ma. Salma L. Ortiz	51	Lope D. Locaya		
20	Nieves C. Javines	52	Maximo T. Pacho Jr		
21	Randy A. Nable	53	Nerefe B. Eclipse		
	Calbayog 4				Tinambacan 3
22	Emelie O. Tarrayo		Oquendo 2	83	Jaime E. Sagayap, Jr.
23	Enrico G. Tomalon	54	Acela A. Buen	84	Langie Boy Enriquez
24	Gerardo L. Domayan	55	Alma T. Pajarito	85	Lilia Adel
25	Leonida A. Siago	56	Arnolfo Abellar	86	Lolita M. Labian
26	Ma. Samila L. Advincula	57	Bartolome R. Doroja	87	Merardo S. Comayingking
27	Maria Gina G. Adizas	58	Berly C. Manzanero	88	Michael S. Buenaventura
28	Marian G. Cui	59	Ma. Rona L. Delos Reyes	89	Normel C. Galias
29	Maricel G. Merencillo	60	Marianita P. Bejasa	90	Zarrah V. Allego
30	Maricel P. Alegria	61	Rhuel R. Yongotyongot		
31	Mary Jean P. Lim	62	Sheryl Jean M. Garcia		
32	Rosalita G. Data	63	Sol T. Abad		

<b>B. Supervisors</b>				
	<b>Public Schools District Supervisors (PSDS)</b>		<b>Education Program Supervisors (EPS)</b>	
1	Nora G. Capetillo	13	Dr. Geraldine P. Sumbise	
2	Maria Teresa S. Simon	14	Dr. Nelson R. Bello	
3	Anabelle O. Yangzon	15	Dr. Avelina P. Tupa	
4	Jose O. Abon	16	Dr. Joy B. Saldana	
5	Reynaldo T. Bernales	17	Dr. Lourdes L. Matan	
6	Teresa D. Villa	18	Dr. Erwin L. Purcia	
7	Noemi S. Castante	19	Ricky S. Cano	
8	Benedicto Merales	20	Joshua Sherwin T. Lim	
9	Gina U. Moreno	21	Noel E. Sagayap	
10	Alma R. Caber	22	Arnold M. Jaraba	
11	Elbert G. Ongcal	23	Merochita M. Garcia	
12	Ester A. Siozon	24	Dr. Renato S. Cagomoc	

Prepared by:

*MP*  
**MARITA P. SENOLOS**  
 SEPS (HRD)

APPROVED:

*MF*  
**MARGARITO A. CEDAYAGA, JR. PhD, CESO VI**  
 OIC- Schools Division Superintendent