



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division Superintendent


MEMORANDUM

MLA-2023- 154

**TO :** DR. NILITA L. RAGAY, OIC-ASDS/CES-CID  
DR. ANNA LEE A. AMORES, EPS-English  
DR. RENANTE A. JUANILLO, EPS-Filipino  
MS. KATHERINE Y. SEDILLO, EPS-Kindergarten  
DR. EMELYN D. BOLONGAITA, PSDS-Tayasan District 1  
DR. GERALDINE B. OLMILLO, EPS II-HRDS

**Thru: The PSDS and School Head**

DR. SUSANA S. AUSTERO – Principal, Zamboanguita CES  
MR. ALJER R. TERIO – Principal, Batangan Elem. School  
MS. GEA C. ALONZO – Master Teacher, Sibulan Central ES

**FROM :**   
SENEN PRISCILLO P. PAULIN, CESO V  
Schools Division Superintendent

**SUBJECT :** REGIONAL TRAINING OF TRAINERS (RTOT) FOR THE  
INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING  
LEARNING CONDITIONS FOR EARLY LITERACY

**DATE :** March 9, 2023

1. This office informs you of your attendance on the conduct of **Regional Training of Trainers (RTOT) for the Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy on March 13-17, 2023 at the DepEd Ecotech Center, Sudlon, Lahug, Cebu City.**
2. You are requested to register through the link: <https://tinyurl.com/RegistrationILT> on or before March 10, 2023 and are expected to bring the following data:
  - a. current EGRA/EGMA results;
  - b. Performance Indicators; and
  - c. C. School Improvement Plan (SIP).
3. Expenses for Meals and other expenses incurred relative to the conduct of the activity shall be charged against **OSEC-7-22-6494 Funds**, subject to the usual accounting and auditing rules and regulations.
4. PSDS and School Head are requested to issue an Authority to Travel to the above personnel while for the division-based personnel, this Memorandum is serve as an Authority to Travel.
5. For further reference, please refer to the attached Regional Memorandum No. 0148, s. 2023.
6. For your guidance and compliance.

SPPP/MKP-JMA-NLR/CID-NLR/ching

10 MAR 2023



**Address:** Kagawasan Avenue, Capitol Area, Daro, Dumaguete City  
**Telephone Nos.:** (035)225-2838 / 225-2376 / 422-7644  
**Email Address:** negros.oriental@deped.gov.ph



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

MAR 08 2023

REGIONAL MEMORANDUM

No. **0148**, s. 2023

**REGIONAL TRAINING OF TRAINERS (RTOT) FOR THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**

To: Schools Division Superintendents (SDSs)  
All Others Concerned

1. The Department of Education – Regional Office VII, through the Curriculum and Learning Management Division (CLDM), in collaboration with the Human Resource Development Division (HRDD) will conduct the **Regional Training of Trainers for the Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy** on March 13-17, 2023 at the DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. The said activity aims to capacitate the expected trainers from the 20 Schools Divisions of Region VII on instructional leadership in strengthening the learning conditions of early literacy.
3. The expected participants in this activity are the select trainers from the 20 Schools Division Offices (SDOs), namely:
  - a. one (1) Elementary Master Teacher (MT);
  - b. one (1) Elementary School Head (SH);
  - c. one (1) Public Schools District Supervisor (prior experience as an elementary SH/MT is preferred)
  - d. one (1) Education Program Supervisor (English);
  - e. one (1) Education Program Supervisor (Filipino);
  - f. one (1) Education Program Supervisor (Kindergarten);
  - g. one (1) Chief Education Supervisor, Curriculum Implementation Division; and
  - h. one (1) Senior Education Program Specialist/Education Program Specialist II of the HRDS of the SGOD.
4. The participants are expected to register through the link: <https://tinyurl.com/RegistrationILT> **on or before March 10, 2023.**
5. The participants are expected to bring the following data:
  - a. current EGRA/EGMA results;
  - b. Performance Indicators; and
  - c. School Improvement Plan (SIP).
6. For more details, enclosed are the following:
  - a. Enclosure No. 1 – *Program Schedule Matrix*; and
  - b. Enclosure No. 2 – *Program Management Team (PMT)*.



**Address:** Doña M. Gaisano St., Sudlon, Lahug, Cebu City  
**Telephone Nos.:** (032) 231-1433; (032) 414-7399  
**Email Address:** region7@deped.gov.ph

7. The participants and members of the PMT are requested to observe the following:

Participants				PMT			
Check-in	Check-out	First Meal	Last Meal	Check-in	Check-out	First Meal	Last Meal
2:00 PM March 12, 2023	2:00 PM March 17, 2023	Lunch March 12, 2023	PM Snacks March 17, 2023	8:00 AM March 12, 2023	2:00 PM March 17, 2023	AM Snacks March 12, 2023	PM Snacks March 17, 2023

8. The last meal for both the PMT and participants staying at the Ecotech Center in the evening of March 17, 2023 is breakfast on March 18, 2023.

9. Expenses for Meals and other expenses incurred relative to the conduct of the activity shall be charged against **OSEC-7-22-6494 Funds**, subject to the usual accounting and auditing rules and regulations.

10. For queries, you may reach us at 09177174965, and look for Mr. Misael G. Borgonia, Chief Education Supervisor – HRDD.

11. For the information and compliance of all concerned.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**

Director IV  
Regional Director



**REGIONAL TRAINING OF TRAINERS ON INSTRUCTIONAL LEADERSHIP TRAINING:  
STRENGTHENING LEARNING CONDITIONS**

March 13-17, 2023

**PROGRAM MANAGEMENT TEAM (PMT)**

<b>Program Director</b>	Dr. Salustiano T. Jimenez
<b>Assistant Program Director</b>	Dr. Cristito A. Eco
<b>Program Managers</b>	Mr. Misael G. Borgonia, Chief, HRDD Dr. Maria Jesusa C. Despojo, Chief, CLMD
<b>Assistant Program Managers</b>	Dr. Emiliano B. Elnar, Jr., Chief, QAD Dr. Benjamin D. Tiongzon, Chief, PPRD Mr. Tomas T. Pastor, Chief, ESSD Miss Ida F. Cabantan, Chief, ASD Ms. Merden L. Bryant, Chief, FTAD
<b>Finance Officer</b>	Mr. Sylvio H. Sabino, Chief, FD
<b>Training Managers</b>	Dr. Gilda B. Bancog, EPS, CLMD Dr. Eduardo C. Omana, EPS, CLMD Mr. Cesar Restauero, EPS, CLMD Dr. Elaine F. Perfecio, EPS, CLMD Dr. Juvelyn C. Otero, EPS, CLMD Ms. Helen D. Sabino, EPS, HRDD Dr. Rosa H. Cabotaje, EPS, HRDD
<b>Secretariat/Logistics Officers</b>	Ms. Johnelyn Valleser, EPS II, NEAP-R Mr. John F. Andrada, EPS II, HRDD Ms. Roselle S. Aguilar, DM, HRDD Mr. Rosario M. Pagal, Jr., AdAs, HRDD Mr. Ferdinand R. Alba, AdAs, NEAP-R
<b>Quality Assurance, and Monitoring and Evaluation Associates/PMT Monitors</b>	Dr. Sofronio Paragoso, EPS, QAD Dr. Emerson Degamo, EPS, QAD Dr. Ma. Felina Calledo, EPS, QAD Dr. Grace C. Pepito, EPS, QAD
<b>Health and Wellness Officers</b>	Dr. Rogelio Villamor, RO Dr. Melissa Paradela, RO
<b>Communication and Technology Officers &amp; Monitors</b>	Ms. Johnnyline P. Jagdon Mr. Kristian Pondar Ms. Dimple F. Mancol Mr. Reymark Mabunay
<b>Facilitators</b>	Dr. Gilda Bancog, RO VII Dr. Juvelyn Otero, RO VII Dr. Eduardo Omana, RO VII Dr. Elaine Perfecio, RO VII Ms. Doris Esmero, RO VII Mr. Cesar Restauero, RO VII Dr. Mary Ann Ramos, Danao City Ms. Luthgarda Borgonia, Cebu Province Ms. Lorna Soco, Cebu Province Mr. Alger Terio, Negros Oriental Ms. Jennifer Acedillo, City of Naga Ms. Charm Vidaemie Abellana, Bogo City Dr. Maricon Gumba, Cebu City Ms. Imelda Gealon, Cebu Province Ms. Annaliza Mapula, City of Naga Dr. Pamela Rodemio, Cebu Province

**REGIONAL TRAINING OF TRAINERS (RTOT) FOR THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**

March 13-17, 2023 @DepEd Ecotech Center, Lahug, Cebu City

**PROGRAM SCHEDULE MATRIX (PSM)**

Time	Day 1	Day 2	Day 3	Day 4	Day 5
7:30-8:00			<b>Management of Learning</b>		
8:00-10:00	Opening Program Expectation Setting	8:00-9:00 Crafting of School Shared Vision 9:00-11:00 4. Formulation of SMART Goals  Writeshop (11:00-12:00)	6. Developing Literacy Leadership and Literacy Instructional Strategies  Competency Audit	7. Supporting and Mentoring Teachers and School Heads for Early Literacy	Presentation of PIP
10:00-12:00	1. Professional Development Information System (PDIS)			Coaching Simulation	Preparation and Presentation of Plan for the Division Training of Trainers (DToT)
12:00-1:00			LUNCH BREAK		
1:00-3:00	2. Leading and Managing Schools as a Learning Organization	5. Strengthening Literacy Instruction Conditions that Contribute to Effective Literacy Instruction <ul style="list-style-type: none"> <li>• Well-being</li> <li>• Social Emotional Learning (SEL)</li> <li>• Gender Equity and Social Inclusion (GESI)</li> <li>• Capacity to Care</li> <li>• Growth Mindset</li> <li>• Collaborative Problem-Solving</li> </ul>	Lesson Development	8. Project Initiative	Closing Program
3:00-5:00	3. Developing a Shared School Vision		Demonstration Teaching  Instructional Supervision	PIP Development	Home Sweet Home

	Ms. Flordeliza Erojo, Dumaguete City Ms. Sisinia Vasquez, Talisay City Ms. Angelie Guangco, Cebu Province Ms. Susana Limbago, Bohol Ms. Juvy Ayenza, Bohol Province Ms. Eudes Beltran, Dumaguete City
<b>Class Managers</b>	Ms. Maria Christine Ramirez, Cebu City Mr. Ken Brian Alegado, Carcar City Ms. Michelle Ozoa, Tanjay Mr. Aladdin Cabanig, Cebu Province
<b>Process Observers</b>	Ms. Frethsie Fabroa, Mandaue City Ms. Nestila Terol, Bogo City Ms. Yvonne Gera, City of Naga Ms. Grace Catacutan, Tanjay City