MEMORANDUM
DM-OUHROD-2023-_1394_

TO	:	**REGIONAL DIRECTORS** **SCHOOLS DIVISION SUPERINTENDENTS** **ALL OTHERS CONCERNED**
FROM	:	**GLORIA JUMAMIL-MERCADO** _Undersecretary for Human Resource and Organizational Development_
SUBJECT	:	**CONDUCT OF THE DIVISION ROLLOUT OF INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**
DATE	:	**September 25, 2023**

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1. Relative to the conduct of the ABC+ PD Programs Upscaling - ILT National Training of Trainers (NTOT) and Regional Training of Trainers (RTOT). The details below are to be adhered to for the conduct of its Division Rollout.

   a. **Pre-Division Rollout Activities**

      i. **Orientation and Initial Planning of Division Core Management Team**

Expected Attendees	Date	Modality
Division Core Management Team (CID Chief, HRDS Specialist, SMME Specialist, IT Officer, and Regional Trainers)	3rd to 4th Quarter 2023	% Regional Core Management Team via Online or Face-to-Face

      ii. The division core management team (DCMT) will supervise the proceedings of the activity. This team is comprised of:

- One (1) Chief Education Program Supervisor - Curriculum and Instruction Division
- One (1) Human Resource Development Specialist (SEPS or EPS II)
- One (1) School Management, Monitoring, and Evaluation Specialist (SEPS or EPS II)
- One (1) Information Technology Officer or Alternate IT Specialist

Since the DCMT did not take part in the RTOT, the ROs are hereby requested to conduct an orientation to the concerned personnel for smooth implementation of the program. The orientation schedule will be up to the discretion of the ROs and may be conducted virtually or as part of any scheduled face-to-face meetings as approved by the Regional Director.

b. **Division Rollout**

Cluster	Date	Venue
1 – South Luzon (Regions IV-A, IV-B, V, and NCR)	3rd to 4th Quarter 2023	c/o SDOs
2 – Visayas (Regions VI, VII, and VIII)		
3 – Mindanao (Regions IX, X, XI, XII, and CARAGA)		
4 – North Luzon (Regions I, II, III, and CAR)		

i. The downloaded FY 2023 Human Resource Development (HRD) funds for the conduct of the division rollout should be able to cover the following participants:

- One (1) Division Education Program Supervisor for Literacy or Division Reading Focal
- One (1) Division Education Program Supervisor for Kindergarten
- One (1) Division Public School District Supervisor
- School Heads (Elementary)

Since the downloaded funds will not be able to cover all schools (elementary), the ROs and SDOs are directed to prioritize the participation of school heads (elementary) whose schools have been identified to need

improvement performance or low performance when it comes to literacy. Indigenous Peoples Education (IPEd), Madrasah Education Program (MEP), and Alternative Learning System (ALS) implementing elementary schools should also be given priority. In addition, ROs and SDOs are instructed to cascade this program to other school heads (elementary) who were not able to join through the conduct of Division or District training such as Learning Action Cells (LAC) or Mid-Year In-Service Training (INSET).

Please see Enclosure 1 for the complete *Breakdown of Participants.*

ii. The resource persons for the training will be the five (5) trainers who attended the RTOT.

Please see Enclosure 2 for the *Terms of Reference* (TOR) of the division core management team and division participants.

iii. For additional resources and training materials to be used by the participating school leaders in conducting INSET or LAC sessions at their respective schools, NEAP in agreement with ABC+ will be sharing professional development (PD) training modules concentrating on literacy and numeracy. These resources can be accessed at: https://bit.ly/AddTeachTrainResource

iv. Considering the number of expected participants for the Division Rollout, the SDOs through coordination and approval from the RO can conduct clustered or district rollouts for quality assurance and ease of program management. The RO may also manage the rollout but only through proper communication with NEAP-CO and approval coming from the Schools Division Superintendents.

v. The division rollout meal and accommodations provisions are as follows:

Inclusive Dates	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
	M	Tu	W	Th	F	S
Breakfast	■	✓	✓	✓	✓	✓
AM Snacks	■	✓	✓	✓	✓	✓
Lunch	■	✓	✓	✓	✓	■
PM Snacks	✓	✓	✓	✓	✓	■

| Dinner | ✓ | ✓ | ✓ | ✓ | ✓ | |

vi. Other training details will remain as indicated in DM-OUHROD-2022-0593, specifically item numbers 5 to 8, **EXCEPT** the provision about the utilization of the Professional Development Information System (PDIS) in item 5. a. i to ii. Instead of the PDIS, the Regions and Division are encouraged to use existing IT systems and transmit necessary data to NEAP-CO, copy furnish the NEAP in the Region (NEAP-R).

- Google Drive for Program Completion Report Templates https://bit.ly/ILTComRepTemp
- Google Form for Submission of Program Completion Reports https://bit.ly/ILTDivisionCompletionReport

c. **Post-Division Rollout Activities**

i. **Curriculum and Instruction Division (CID) Chief**
   - Lead in the review, monitoring, and evaluation of the work application plan and project initiative plan of the school heads.
   - Coordinate and collaborate with the School Governance and Operations Division (SGOD) Chief on the training of other division supervisors and school heads who were not able to join the division rollout.

ii. **Human Resource Development (HRD) Specialist**
   - Assist in the CID preparation of documents for the training of other division supervisors and school heads who were not able to join the division rollout.

iii. **School Management, Monitoring and Evaluation (SMME) Specialist**
   - Assist the CID in the monitoring of the work application plan and project initiative plan of the school heads through the tool/s provided.
   - Collaborate with CID in the evaluation of the impact of the training on the teachers and learners and prepare report/s and program recommendations.

iv. **Information Technology Officer (ITO) or Alternate IT Specialist**
   - Assist the DCMT through the use of existing technologies for efficient data capture and treatment for the preparation of M&E reports.
   - Recommend technologies and innovations that can be used in the implementation of project initiatives courses through the EPS/PSDS.

v. **Education Program Supervisor/Public School District Supervisor**
   - Review and evaluate the work application plan and project initiative plan of the school heads.
   - Coordinate with other division supervisors in the monitoring and coaching of school heads.
   - Monitor and coach school heads on the implementation of the project initiative plan.

vi. **School Heads**
- Collaborate with the school community for the effective and efficient planning and implementation of the project initiative plan.
- Coach teachers on the implementation of the project initiative plan through LAC.
- Provide consistent technical assistance and coaching to teachers in the implementation of the project initiative plan.
- Prepare project initiative plan report and study project enhancement and sustainability.

d. The program monitoring and evaluation guidelines and tools will follow the stipulation on DepEd Memorandum 044 s. 2023, *Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs.*

e. The NEAP-CO program management team will conduct field monitoring of the RO, the SDO, and selected schools to check the progress and look into the gains and challenges of the program.

Please see Enclosure 3 for the *Actual Program Monitoring* scheduled to be conducted by NEAP-CO.

2. For questions or concerns, please contact **Mr. Dustin Troy R. Joson,** NEAP-CO Program Manager and Senior Education Program Specialist of NEAP-PDD, via phone at (02) 8715-9919 or email at *pdd.pdi@deped.gov.ph* cc: *dustintroy.joson@deped.gov.ph*

3. Immediate dissemination and appropriate action on this memorandum are earnestly desired.

Enclosure 1: Breakdown of Participants
Enclosure 2: Terms of Reference
Enclosure 3: Actual Program Monitoring

Copy furnished:
Atty. Revsee A. Escobedo
Undersecretary for Operations

[NEAP/Joson]

Break down of Participants

Region I				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Alaminos City	38	1	1	1
Batac City	26	1	1	1
Candon City	29	1	1	1
Dagupan City	34	1	1	1
Ilocos Norte	159	1	1	1
Ilocos Sur	226	1	1	1
La Union	157	1	1	1
Laoag City	34	1	1	1
Pangasinan I, Lingayen	184	1	1	1
Pangasinan II, Binalonan	232	1	1	1
San Carlos City	60	1	1	1
San Fernando City	27	1	1	1
Urdaneta City	46	1	1	1
Vigan City	18	1	1	1
Region II				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Batanes	21	1	1	1
Cagayan	235	1	1	1

Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
Cauayan City	65	1	1	1
City of Ilagan	88	1	1	1
Isabela	254	1	1	1
Nueva Vizcaya	168	1	1	1
Quirino	87	1	1	1
Santiago City	32	1	1	1
Tuguegarao City	29	1	1	1
Region III				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Angeles City	43	1	1	1
Aurora	68	1	1	1
Balanga City	18	1	1	1
Bataan	84	1	1	1
Bulacan	221	1	1	1
Cabanatuan City	57	1	1	1
City of San Jose Del Monte	36	1	1	1
Gapan City	33	1	1	1
Mabalacat City	40	1	1	1
Malolos City	47	1	1	1
Meycauayan City	25	1	1	1
Nueva Ecija	209	1	1	1
Olongapo City	28	1	1	1
Pampanga	220	1	1	1

Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
San Fernando City	39	1	1	1
San Jose City	50	1	1	1
Science City of Muñoz	34	1	1	1
Tarlac	216	1	1	1
Tarlac City	88	1	1	1
Zambales	128	1	1	1
CALABARZON Region				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Antipolo City	46	1	1	1
Bacoor City	28	1	1	1
Batangas	171	1	1	1
Batangas City	83	1	1	1
Binan City	26	1	1	1
Cabuyao City	19	1	1	1
Calamba City	52	1	1	1
Cavite	131	1	1	1
Cavite City	12	1	1	1
Dasmarinas City	28	1	1	1
General Trias City	27	1	1	1
Imus City	26	1	1	1
Laguna	130	1	1	1
Lipa City	67	1	1	1
Lucena City	44	1	1	1

Quezon	258	1	1	1
Rizal	106	1	1	1
San Pablo City	65	1	1	1
San Pedro City	20	1	1	1
Sta. Rosa City	18	1	1	1
Sto. Tomas City	25	1	1	1
Tanauan City	44	1	1	1
Tayabas City	31	1	1	1

MIMAROPA Region				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Calapan City	49	1	1	1
Marinduque	92	1	1	1
Occidental Mindoro	154	1	1	1
Oriental Mindoro	217	1	1	1
Palawan	215	1	1	1
Puerto Princesa City	75	1	1	1
Romblon	109	1	1	1

Region V				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Albay	233	1	1	1
Camarines Norte	127	1	1	1
Camarines Sur	289	1	1	1

Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
Catanduanes	117	1	1	1
Iriga City	40	1	1	1
Legaspi City	44	1	1	1
Ligao City	55	1	1	1
Masbate	193	1	1	1
Masbate City	36	1	1	1
Naga City	30	1	1	1
Sorsogon	225	1	1	1
Sorsogon City	68	1	1	1
Tabaco City	40	1	1	1
Region VI				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Aklan	160	1	1	1
Antique	241	1	1	1
Bacolod City	46	1	1	1
Bago City	36	1	1	1
Cadiz City	51	1	1	1
Capiz	209	1	1	1
Escalante City	27	1	1	1
Guimaras	97	1	1	1
Himamaylan City	44	1	1	1
Iloilo	330	1	1	1
Iloilo City	54	1	1	1

Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
Kabankalan City	68	1	1	1
La Carlota City	24	1	1	1
Negros Occidental	241	1	1	1
Passi City	38	1	1	1
Roxas City	41	1	1	1
Sagay City	53	1	1	1
San Carlos City	59	1	1	1
Silay City	32	1	1	1
Sipalay City	35	1	1	1
Victorias City	19	1	1	1
Region VII				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Bais City	41	1	1	1
Bayawan City	67	1	1	1
Bogo City	23	1	1	1
Bohol	311	1	1	1
Canlaon City	24	1	1	1
Carcar City	33	1	1	1
Cebu	299	1	1	1
Cebu City	68	1	1	1
City of Naga, Cebu	29	1	1	1
Danao City	46	1	1	1
Dumaguete City	18	1	1	1

Guihulngan City	77	1	1	1
Lapu-Lapu City	44	1	1	1
Mandaue City	27	1	1	1
Negros Oriental	213	1	1	1
Siquijor	64	1	1	1
Tagbilaran City	17	1	1	1
Talisay City	26	1	1	1
Tanjay City	67	1	1	1
Toledo City	50	1	1	1

Region VIII				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Baybay City	70	1	1	1
Biliran	62	1	1	1
Borongan City	51	1	1	1
Calbayog City	79	1	1	1
Catbalogan City	50	1	1	1
Eastern Samar	209	1	1	1
Leyte	277	1	1	1
Maasin City	62	1	1	1
Northern Samar	260	1	1	1
Ormoc City	83	1	1	1
Samar (Western Samar)	222	1	1	1
Southern Leyte	149	1	1	1

Tacloban City	47	1	1	1

Region IX

Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
Dapitan City	50	1	1	1
Dipolog City	38	1	1	1
Isabela City	53	1	1	1
Pagadian City	62	1	1	1
Zamboanga City	87	1	1	1
Zamboanga del Norte	216	1	1	1
Zamboanga del Sur	225	1	1	1
Zamboanga Sibugay	214	1	1	1

Region X

Division	School Heads (Elem.)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor
Bukidnon	194	1	1	1
Cagayan de Oro City	72	1	1	1
Camiguin	55	1	1	1
El Salvador	15	1	1	1
Gingoog City	79	1	1	1
Iligan City	85	1	1	1
Lanao del Norte	176	1	1	1
Malaybalay City	68	1	1	·1
Misamis Occidental	156	1	1	1

Misamis Oriental	176	1	1	1
Oroquieta City	44	1	1	1
Ozamis City	48	1	1	1
Tangub City	55	1	1	1
Valencia City	58	1	1	1
Region XI				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Davao City	150	1	1	1
Davao De Oro	168	1	1	1
Davao del Norte	110	1	1	1
Davao del Sur	111	1	1	1
Davao Occidental	87	1	1	1
Davao Oriental	139	1	1	1
Digos City	36	1	1	1
Island Garden City of Samal	51	1	1	1
Mati City	54	1	1	1
Panabo City	45	1	1	1
Tagum City	29	1	1	1
Region XII				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
General Santos City	77	1	1	1
Kidapawan City	58	1	1	1

Koronadal City	45	1	1	1
North Cotabato	193	1	1	1
Sarangani	144	1	1	1
South Cotabato	158	1	1	1
Sultan Kudarat	173	1	1	1
Tacurong City	24	1	1	1
CARAGA Region				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Agusan del Norte	83	1	1	1
Agusan del Sur	212	1	1	1
Bayugan City	57	1	1	1
Bislig City	51	1	1	1
Butuan City	54	1	1	1
Cabadbaran City	27	1	1	1
Dinagat Island	54	1	1	1
Siargao	60	1	1	1
Surigao City	65	1	1	1
Surigao del Norte	82	1	1	1
Surigao del Sur	194	1	1	1
Tandag City	27	1	1	1
Cordillera Administrative Region				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Abra	141	1	1	1

Apayao	83	1	1	1
Baguio City	45	1	1	1
Benguet	186	1	1	1
Ifugao	114	1	1	1
Kalinga	81	1	1	1
Mt. Province	101	1	1	1
Tabuk City	86	1	1	1
National Capital Region				
Division	**School Heads (Elem.)**	**Education Program Supervisor (Literacy)**	**Education Program Supervisor (Kinder)**	**Public School District Supervisor**
Caloocan City	53	1	1	1
City of San Juan	9	1	1	1
Las Piñas City	22	1	1	1
Makati City	25	1	1	1
Malabon City	28	1	1	1
Mandaluyong City	20	1	1	1
Manila	74	1	1	1
Marikina City	17	1	1	1
Muntinlupa City	19	1	1	1
Navotas	15	1	1	1
Paranaque City	26	1	1	1
Pasay City	21	1	1	1
Pasig City	28	1	1	1
Quezon City	95	1	1	1

Taguig City and Pateros	30	1	1	1
Valenzuela City	42	1	1	1

Terms of Reference

Division Core Management Team	
Chief Education Program Supervisor - Curriculum and Instruction Division	• Will serve as the program manager that will lead the conduct of the division rollout from pre-implementation until post-implementation. • Will assign other SDO personnel to be part of the program management team as approved by the SDS. • Will lead in the preparation of the program completion report.
Human Resource Development Specialist (SEPS or EPS II)	• Will lead in the preparation of NEAP forms and templates for quality assurance. • Will prepare PRC CPD application requirements. • Will assist the program manager in the preparation of the program completion report.
School Management, Monitoring, and Evaluation Specialist (SEPS or EPS II)	• Will lead the program monitoring and provide data during team debriefs. • Will assist the program manager in the preparation of the program completion report.
Information Technology Officer or Alternate IT Specialist	• Will lead in the data capture for the training (e.g., registration, attendance, program and facilitators evaluation, pre and post-test, certificate distribution). • Will assist in the preparation of reports by providing the needed data.
Regional Trainers	• Will serve as the resource person in the conduct of the Division Rollout. • Will facilitate activities and critique training outputs. • Will provide additional technical assistance to division participants in the preparation of the training outputs that may be scheduled outside of the conduct of the division rollout.

Enclosure 3

Actual Program Monitoring

Region and SDO	Date
Region I, SDO Dagupan City	To be determined % SDO *The concerned SDOs are hereby requested to communicate immediately to the CO through the RO, NEAP-R the schedule and venue of the Division Rollout.
Region II, SDO Quirino	
Region III, SDO Mabalacat City	
CALABARZON Region, SDO Quezon Province	
MIMAROPA Region, SDO Calapan City	
Region V, SDO Albay	
Region VI, SDO Iloilo	
Region VII, SDO Bohol	
Region VIII, SDO Borongan City	
Region IX, SDO Zamboanga del Norte	
Region X, SDO Cagayan De Oro City	
Region XI, SDO Island Garden City of Samal	
Region XII, SDO Koronadal City	
CARAGA Region, SDO Butuan City	
NCR, SDO San Juan City	
CAR, SDO Benguet	