



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

January 23, 2024

REGION MEMORANDUM
NEAP-2024-009

**CONDUCT OF THE DIVISION ROLLOUT OF INSTRUCTIONAL LEADERSHIP
TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS
FOR EARLY LITERACY**

To: Schools Division Superintendents

1. This has reference to **DM-OUHROD-2023-1394** titled “**Conduct of the Division Rollout of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy.**”

2. Relative to the implementation of the division rollout, all Schools Division Offices shall create Division Core Management Team (DCMT) composed of the following:

- a. one (1) Chief Education Program Supervisor – Curriculum and Instruction Division
- b. one (1) Human Resource Development Specialist (SEPS or EPS II)
- c. one (1) School Management, Monitoring, and Evaluation Specialist (SEPS or EPS II)
- d. one (1) Information Technology Officer or Alternate IT Specialist

3. The conduct of the division rollout should be scheduled on the first quarter of 2024 with the following target participants:

- a. one (1) division EPS for Literacy/Reading Focal
- b. one (1) division EPS for Kindergarten
- c. one (1) division PSDS
- d. elementary school heads

4. 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. *See enclosure for the breakdown of participants.*

5. The resource persons shall be the trainers who attended the Regional Training of Trainers held in NEAP Region XII, General Santos City, dated September 23-27, 2023.

6. The link containing the Quality-assured Training Resource Package for ILT shall be sent through the DepEd email of the division rollout focal person.

7. In addition, all SDOs through the DCMT are requested to accomplish the tracker through this link <https://bit.ly/42cjOgo> on or before January 31, 2024.

8. Meals and accommodation provisions are as follows:



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Day/Meals	Day 0	Day 1	Day 2	Day 3	Day 4	Day 5
Breakfast		/	/	/	/	/
AM snacks		/	/	/	/	/
Lunch		/	/	/	/	
PM snacks	/	/	/	/	/	
Dinner	/	/	/	/	/	

9. See other links below relative to the conduct of the division rollout:

Program Completion Report Templates	https://bit.ly/ILTComReTemp
Submission of Program Completion Report	https://bit.ly/ILTDivisionCompletionReport

10. See the following attachments for your reference:

Attachment 1: DM-OUHROD-2023-1394 titled Conduct of the Division Rollout of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy

Attachment 2: Region Memorandum NEAP-2024-004 titled Downloading of Funds for the Conduct of the Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT)

11. For further information, contact **Henry Fritz H. Diaz**, Senior Education Program Specialist – HRDD-NEAP through henryfritz.diaz@deped.gov.ph.

12. Immediate dissemination of this memorandum is desired.


CARLITO D. ROCAFORT
 Director IV

Encl.: As stated

Reference: DM-OUHROD-2023-1394

Allotment: None

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

TRAINING

HFHD/HRDD-NEAP/RM- CONDUCT OF THE DIVISION ROLLOUT OF INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY/010/January 23, 2024



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Enclosure to Region Memorandum NEAP-2024-009

BREAKDOWN OF PARTICIPANTS

SDO	SH (Elementary)	EPS Literacy/Reading	EPS Kinder	PSDS
General Santos	77	1 each		
Kidapawan	58			
Koronadal	45			
North Cotabato	193			
Sarangani	144			
South Cotabato	158			
Sultan Kudarat	173			
Tacurong	24			