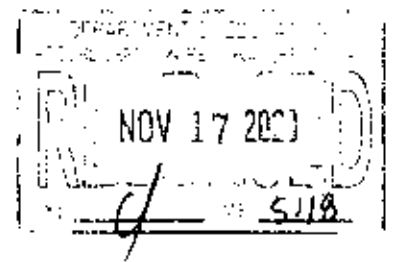




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



16 NOV 2023

**REGIONAL MEMORANDUM**

No. 696.2023

**UPDATES IN THE CONDUCT OF THE DIVISION ROLLOUT OF ADVANCING  
BASIC EDUCATION IN THE PHILIPPINES - INSTRUCTIONAL  
LEADERSHIP TRAINING (ABC+ ILT)**

To: Assistant Regional Director  
All Schools Division Offices  
All Others Concerned

1. Relative to the conduct of the different professional development programs stated in DM-OUHROD-2023-0851 titled "List of Priority Professional Development Programs for Teachers and School Leaders with Activities to be charged against HRD Funds in ROs and SDOs", the Schools Division Offices (SDO) are reminded of the important guidelines attached to this memorandum in the conduct of the Division Rollout of the ABC+ Instructional Leadership Training.
2. The Division Rollout originally scheduled for 3<sup>rd</sup> to 4<sup>th</sup> quarter of 2023 is reset in the 1<sup>st</sup> Quarter of 2024.
3. DM-HROD-NEAP-2023-1063 titled "Conduct of the Division Roll-out of the ABC+ Project on Instructional Leadership Training (ILT)" emphasizes the following:
  - a. the fund to be downloaded per SDO;
  - b. the composition of the participants;
  - c. the allowable expenditure of the funds to be downloaded per SDO;
  - d. the implementation process; and,
  - e. the required documentation reports
4. DM-OUHROD-2023-1394 titled "Conduct of the Division Rollout of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy" emphasizes the following:
  - a. Pre-Division / Division / Post-Division Rollout Activities;
  - b. the program monitoring and evaluation guidelines and tools as indicated in DM 44, s. 2023 titled "Interim Guidelines for Quality Assurance and Monitoring and Evaluation of the National Educators Academy of the Philippines Core Programs"; and,
  - c. the Actual Program Monitoring of NEAP Central Office.
5. A separate memorandum shall be released for the pre-division rollout activities pending the confirmation of the SDOs for availability for online orientation.
6. SDO-Human Resource Development Section (HRDS) should coordinate with the Regional Office for the application for PRC crediting of the program to be conducted if they have not yet applied for PRC accreditation.

7. For queries and clarifications, please contact the Human Resource Development Division (HRDD) OIC Chief Rosita C. Agnasi via 09071734621 or through the email address [car.neapr@deped.gov.ph](mailto:car.neapr@deped.gov.ph).

8. Immediate dissemination of and strict compliance with this memorandum is directed.

  
**ESTELA P. LEON-CARINO EdD, CESO III**  
Director IV / Regional Director 

*/HRDD/KCA/SJD/DeAn*

*Updates In The Conduct Of The Division Rollout Of Advancing Basic Education In The Philippines - Instructional Leadership Training (ABC+ ILT)*



Republika ng Pilipinas

## Department of Education

NATIONAL EDUCATORS ACADEMY OF THE PHILIPPINES

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October 03, 2023

### ADVISORY

To ensure the quality of the training resources, the Conduct of the Division Rollout on Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy (DM-OUHROD-2023-1394), originally scheduled this 3rd to 4th Quarter of 2023, shall be reset in 1st Quarter of 2024.

Furthermore, the downloaded FY 2023 continuing HRD funds shall be maximized in the division rollout through the inclusion and participation of additional school heads (elementary)/education program supervisors/public school district supervisors that were not included in the original number of participants.

For more information and clarification, kindly contact **Mr. Dustin Troy R. Joson**, Senior Education Program Specialist and NEAP-CO Program Manager at [pdd.pdi@deped.gov.ph](mailto:pdd.pdi@deped.gov.ph) cc: [dustintroy.joson@deped.gov.ph](mailto:dustintroy.joson@deped.gov.ph).

For your guidance.

  
**JENNIFER A. LOPEZ**

Director III

Officer-in-Charge, Office of the Director IV

National Educators Academy of the Philippines



Republika ng Pilipinas

## Department of Education

OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

### MEMORANDUM

DM-HROD-NEAP-2023-1063

TO : **Regional Directors**  
**Schools Division Superintendents**  
**All Others Concerned**

FROM :   
**GLORIA JUNAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : **CONDUCT OF THE DIVISION ROLLOUT OF THE ABC+  
PROJECT ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

DATE : **August 07, 2023**

1. In furtherance of its mandate of providing capacity-building programs for public school teachers and school leaders, the National Educators Academy of the Philippines (NEAP) has embarked on a partnership with the Advancing Basic Education in the Philippines (ABC+) project aimed at improving the outcomes of early literacy, numeracy, and socio-emotional learning in the country.
2. The core interventions to be provided include the development and implementation of professional development programs for teachers and instructional supervisors, the development of developmentally-appropriate reading materials for Kindergarten to Grade 3 in the Mother Tongue, and systems strengthening as well as capacity development along these core areas of work.
3. In FY 2022, NEAP conducted the National Training of Trainers (NTOT) for the **Instructional Leadership Training: Strengthening Learning Conditions for Early Literacy**. NEAP likewise downloaded funds to the DepEd Regional Offices for the conduct of the Regional Training of Trainers (RTOT) amounting to Eighteen Million Eighty-Seven Thousand Two Hundred Pesos and 00/100 (Php 18,087,200.00).
4. For this year, FY 2023, NEAP shall once again download funds amounting to Two Hundred Sixty-Six Million Three Hundred Ninety-Nine Thousand Two Hundred Pesos and 00/100 (Php 266,399,200.00) to the Regional Offices for the conduct of the Division Rollout of the said program (Enclosure 1):

<b>Region</b>	<b>No. of Pax</b>	<b>Total</b>
1	1,438	17,543,600.00
2	1,087	13,261,400.00
3	1,924	23,472,800.00
<b>CALABARZON</b>	1,728	21,081,600.00
<b>MIMAROPA</b>	995	12,139,000.00
5	1,653	20,166,600.00
6	2,157	26,315,400.00
7	1,748	21,325,600.00
8	1,777	21,679,400.00
9	1,041	12,700,200.00
10	1,449	17,677,800.00
11	1,112	13,566,400.00
12	968	11,809,600.00
<b>CARAGA</b>	1,110	13,542,000.00
<b>CAR</b>	933	11,382,600.00
<b>NCR</b>	716	8,735,200.00
<b>TOTAL</b>	<b>21,836</b>	<b>266,399,200.00</b>

5. The Division Rollout aims to:

- a. Capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, social-emotional learning, and gender equity and social inclusion (GESI) in fostering conditions for a positive learning environment;
- b. Draft research-based and data-driven project initiatives that will improve learning outcomes of the K to 3 learners in their respective schools as embedded in the School Improvement Plan (SIP) and as practiced in Continuous Improvement (CI);
- c. Support and complement the implementation of national programs or initiatives such as but not limited to National Learning Camp (NLC), National Reading Program (NRP), and National Mathematics Program (NMP); and,
- d. Form linkages and share with other districts and schools, some noteworthy practices aligned with Instructional Leadership Training (ILT) principles.

6. Participants in the Division Rollout:

- a. Regional Trainers
- b. Division Core Management Team (DCMT)
  - i. Chief Education Program Supervisor, Curriculum and Implementation Division
  - ii. Specialist, Human Resource Development Service
  - iii. Specialist, School Management, Monitoring, and Evaluation
  - iv. Officer or Alternate, Division Information Technology Office
- c. Division Participants
  - i. Education Program Supervisors for literacy or reading and

- ii. kindergarten
- ii. Public School District Supervisors
- iii. School Heads (elementary)

7. The funds shall be downloaded to the DepEd Regional Offices. The Regional Offices shall have the responsibility of downloading the funds to the Schools Division Offices in their respective jurisdictions.
8. To facilitate the conduct of the downloading of funds, the Regional Offices are directed to submit Letters of Acceptance (Enclosure 2) covering the total amount allocated for each region (as indicated above), should all the Schools Division Offices (SDO) under its jurisdiction have signified their assent to accept the same. Should a particular SDO turn down said funds, the respective Regional Office shall accept and indicate the reduced amount.
9. The funds to be downloaded consists of the following:
  - a. Board and lodging of the Regional Trainers, DCMT, and the participants at Php 2,000.00 per night, per person;
  - b. Supplies and materials of the Regional Trainers, DCMT, and the participants at Php 200.00 per person; and,
  - c. Travel expenses of the Regional Trainers, DCMT, and the participants at Php 2,000.00 per person.
10. The funds may be used for the following expenses:
  - a. Board and lodging of the Regional Trainers, DMCT, and the participants, the use of the function room/s, provision of audio-visual system or facility and other equipment and requirements prescribed by pertinent accounting and auditing rules and regulations;
  - b. Supplies and materials, which may include the printing of training modules and activity sheets and purchase of paper materials, writing tools and implements, flash drives for storage of e-copies of the training resources, and other training supplies, as may be required;
  - c. Transportation cost and per diem of the Regional Trainers, DMCT, and the participants; and,
  - d. Other expenses in support of the conduct of the division rollout, are deemed eligible expenses provided these are classified under MOOE.

#### 11. Implementation Process

- a. The DCMT prepares the Division Rollout implementation plan (Enclosure 3) for review and approval by the Schools Division Superintendent.
- b. DCMT informs the RO and NEAP-CO of the approved conduct date.
- c. The DCMT implements the division rollout based on the approved implementation plan.
- d. DCMT prepares and uploads their physical and financial accomplishment in the Program Management Information System (PMIS) as indicated in DepEd Order No. 11, s. 2021 "Guidelines on the Operationalization of PMIS."
- e. Likewise, DCMT prepares and submits the following to the NEAP Quality Assurance Division 10 working days after the conduct of the program:
  - i. NEAP Program Completion Report (Enclosure 4)
  - ii. Completion Report Attachment (Enclosure 5)
  - iii. Participants' Profile - Template (Enclosure 6)

All Enclosures may be downloaded from <https://bit.ly/ILTComReTemp>

**12. Monitoring and Evaluation Activities**

- a. The ABC+ ILT Program Manager and other NEAP representatives, in coordination with Regions and selected Schools Divisions, will conduct the monitoring of the program.
- b. The monitoring activities shall involve the following activities:
  - i. Review and discussion of the division rollout program and facilitator evaluation results
  - ii. Discussion on post-division rollout activities and their corresponding M&E

13. Should a particular School Division Office will not be able to conduct the division rollout on the date they have stipulated in the implementation plan, due to circumstances beyond their control, it is imperative that they coordinate with the Regional Office and Central Office for their course of action.

14. To ensure effective and efficient implementation of the activities funded through downloading of funds, SDOs are required to report the status of the utilization of the fund (Enclosure 7) to NEAP-PDD through the respective Regional Director.

15. For more information, please contact Mr. Dustin Troy Joson, NEAP-CO Program Manager and Senior Education Program Specialist of NEAP-PDD, through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) cc: [dustintroy.joson@deped.gov.ph](mailto:dustintroy.joson@deped.gov.ph) or via telefax number (02) 8715-9919.

16. Immediate dissemination of and strict compliance with this issuance is directed.

*Enclosure 1: Breakdown of Budget*

*Enclosure 2: Template of Letters of Acceptance (LOA)*

*Enclosure 3: Template of Implementation Plan*

*Enclosure 4: Template of Program Completion Report*

*Enclosure 5: Template of Attachment to Program Completion Report*

*Enclosure 6: Template of Participants' Profile*

*Enclosure 7: Template of Budget Utilization Report*

*[NEAP/Joson]*

Department of Education  
National Educators Academy of the Philippines  
Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT  
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**Budget Allocation**

<b>Region</b>	<b>No. of Pax</b>	<b>Total</b>
1	1,438	17,543,600.00
2	1,087	13,261,400.00
3	1,924	23,472,800.00
CALABARZON	1,728	21,081,600.00
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9	1,041	12,700,200.00
10	1,449	17,677,800.00
11	1,112	13,566,400.00
12	968	11,809,600.00
CARAGA	1,110	13,542,000.00
CAR	933	11,382,600.00
NCR	716	8,735,200.00
<b>TOTAL</b>	<b>21,836</b>	<b>266,399,200.00</b>



SCHOOLS DIVISION OFFICE	PARTICIPANTS						TOTAL	Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer		
AR								
Bohra	141	1	1	1	4	5	153	1,866,600.00
Dayao	83	1	1	1	4	5	95	1,159,000.00
Iguio City	45	1	1	1	4	5	57	695,400.00
Inguet	186	1	1	1	4	5	198	2,415,600.00
Igao	114	1	1	1	4	5	126	1,537,200.00
Ililinga	81	1	1	1	4	5	93	1,134,600.00
L. Province	101	1	1	1	4	5	113	1,378,600.00
Subuk City	86	1	1	1	4	5	98	1,195,600.00
<b>TOTAL</b>							<b>11,382,600</b>	

Department of Education  
National Educators Academy of the Philippines  
Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT  
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**Implementation Plan**

**A. PROGRAM PROFILE**

<b>PROGRAM TITLE</b>	Division Roll Out of the ABC+ Project on Instructional Leadership Training (ILT)
<b>RATIONALE</b>	<p>The Division Roll Out aims to:</p> <ol style="list-style-type: none"> <li>Capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, socio-emotional learning, and gender equity and social inclusion (GESI) in fostering conditions for a positive learning environment;</li> <li>Draft research-based and data-driven project initiatives that will improve learning outcomes of Kindergarten to Grade 3 learners in their respective schools;</li> <li>Support and complement the implementation of national programs or initiatives such as, but not limited to National Learning Camp (NLC), National Reading Program (NPR), and National Mathematics Program (NMP); and,</li> <li>Form linkages and share with other districts ad schools, some noteworthy practices aligned with the Instructional Leadership Training (ILT) principles.</li> </ol>
<b>PROGRAM OUTCOME</b>	<p>Trained school leaders in instructional leadership Trained public school teachers on literacy, numeracy, and socio-emotional learning</p>
<b>MAJOR FINAL OUTCOME</b>	Improved outcomes of early literacy, numeracy, socio-emotional learning

**B. PROFILE OF THE TARGET PARTICIPANTS**

<b>TARGET JOB GROUPS</b>	<b>NUMBER OF EXPECTED PARTICIPANTS</b>
<b>PARTICIPANTS</b>	
School Heads	
Education Program Supervisor (Literacy or Reading)	
Education Program Supervisor (Kinder)	
Public School District Supervisor	
<b>DIVISION CORE MANAGEMENT TEAM</b>	
Chief Education Program Supervisor (Curriculum and Implementation Division)	
Specialist (Human Resource Development Service)	
Specialist (School Management, Monitoring, and Evaluation)	
Officer (Division Information Technology Office)	
<b>REGIONAL TRAINERS</b>	
<b>TOTAL</b>	

**C. IMPLEMENTATION PLAN**

ACTIVITIES	OBJECTIVE	OUTPUT	MODALITY and PLATFORM	TARGET PAX	NUMBER OF PAX <i>(Breakdown)</i>	NUMBER OF DAYS	TARGET DATES	PROPOSED VENUE
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

**D. BUDGET ESTIMATE**

ACTIVITY	NO. OF PAX	EXPENDITURE				TOTAL
		Board and Lodging	Supplies	Travel Expenses	Others	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

**E. DIVISION CORE MANAGEMENT TEAM**

<b>NAME OF PERSONNEL</b>	<b>OFFICE</b>	<b>ROLE</b>	<b>TERMS OF REFERENCE</b>
	Curriculum and Implementation Division		
	Human Resource Development Service		
	School Management, Monitoring, and Evaluation		
	Division Information Technology Office		

Department of Education  
 National Educators Academy of the Philippines  
 Professional Development Division

**DIVISION ROLL-OUT OF THE ABC+ PROJECT  
 ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**Implementation Plan**

**A. PROGRAM PROFILE**

PROGRAM TITLE	Division Roll Out of the ABC+ Project on Instructional Leadership Training (ILT)
RATIONALE	<p>The Division Roll Out aims to:</p> <ol style="list-style-type: none"> <li>a. Capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, socio-emotional learning, and gender equity and social inclusion (GESI) in fostering conditions for a positive learning environment;</li> <li>b. Draft research-based and data-driven project initiatives that will improve learning outcomes of Kindergarten to Grade 3 learners in their respective schools;</li> <li>c. Support and complement the implementation of national programs or initiatives such as, but not limited to National Learning Camp (NLC), National Reading Program (NPR), and National Mathematics Program (NMP); and,</li> <li>d. Form linkages and share with other districts and schools, some noteworthy practices aligned with the Instructional Leadership Training (ILT) principles.</li> </ol>
PROGRAM OUTCOME	<p>Trained school leaders in instructional leadership                  Trained public school teachers on literacy, numeracy, and socio-emotional learning</p>
MAJOR FINAL OUTCOME	Improved outcomes of early literacy, numeracy, socio-emotional learning

**B. PROFILE OF THE TARGET PARTICIPANTS**

TARGET JOB GROUPS	NUMBER OF EXPECTED PARTICIPANTS
<b>PARTICIPANTS</b>	
School Heads	
Education Program Supervisor (Literacy or Reading)	
Education Program Supervisor (Kinder)	
Public School District Supervisor	
<b>DIVISION CORE MANAGEMENT TEAM</b>	
Chief Education Program Supervisor (Curriculum and Implementation Division)	
Specialist (Human Resource Development Service)	
Specialist (School Management, Monitoring, and Evaluation)	
Officer (Division Information Technology Office)	
<b>REGIONAL TRAINERS</b>	
<b>TOTAL</b>	

**Break down of Participants:**

	<b>Name</b>	<b>Position</b>	<b>School</b>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			



**C. IMPLEMENTATION PLAN**

	ACTIVITIES	OBJECTIVE	OUTPUT	MODALITY and PLATFORM	TARGET PAX	NUMBER OF PAX (Breakdown)	NUMBER OF DAYS	TARGET DATES	PROPOSED VENUE
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

**D. BUDGET ESTIMATE**

	ACTIVITY	NO. OF PAX	Board and Lodging	Supplies	EXPENDITURE Travel Expenses	Others	TOTAL
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**E. DIVISION CORE MANAGEMENT TEAM**

<b>NAME OF PERSONNEL</b>	<b>OFFICE</b>	<b>ROLE</b>	<b>TERMS OF REFERENCE</b>
	Curriculum and Implementation Division		
	Human Resource Development Service		
	School Management, Monitoring, and Evaluation		
	Division Information Technology Office		

Department of Education  
National Educators Academy of the Philippines  
Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT  
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**PROGRAM COMPLETION REPORT**

<b>Learning Service Provider:</b>		
<b>Contact Person:</b>	<b>Designation:</b>	
<b>Contact No.:</b>	<b>Email Address:</b>	
<b>Program/Course Title:</b>		
<b>Date/s of Conduct:</b>		
<b>Venue:</b>		
<b>Total No. of Participants:</b>	<b>Male:</b>	<b>Female:</b>

**Executive Summary:**

*May include the program description and its objectives, and the daily proceedings of the conduct of the program.*

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**M and E Analysis**

*Analysis should include:*

- *Summary of results from the participants' evaluation of the program (level 1)*
- *Summary of Results from the participants' learning of the program (pre/post-test – see Program Completion Report Attachment)*

*Strengths and areas for improvement should be identified in this section*

*\*Use separate page if necessary*

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**General Comments and Issues Encountered**

*In this section make any general comments about the program and identify any issues encountered in relation to:*

- *its delivery*
  - *resource persons/ learning facilitators*
  - *participants*
  - *content of program*
  - *delivery strategies*
  - *training materials*
- *its management*
  - *prior to delivery*
  - *during the training proper*

*Other issues*

---

**Photo Documentation**

- *Must be PDF File*
- *5 pictures per day only*
- *Each day should contain descriptions*

**Recommendations**

*In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns)*

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I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP is to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Sign off by the Program/Course Manager or its equivalent

**P/C Manager:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_









Department of Education  
 National Educators Academy of the Philippines  
 Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT  
 ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**Budget Utilization Report**

<b>No. of Expected Participants</b>	
<b>No. of Actual Participants</b>	

<b>Expense Item</b>	<b>A Allocation</b>	<b>B Obligated</b>	<b>C Disbursed</b>	<b>Balance (A-C)</b>
Board and Lodging				
Supplies				
Travel Expenses				
<i>Others, please specify</i>				
<b>TOTAL</b>				

Prepared By:

Approved By:

Signature Above Printed Name  
 Position  
 Date and Time: \_\_\_\_\_


Signature Above Printed Name  
 Position  
 Date and Time: \_\_\_\_\_



Republika ng Pilipinas  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY  
HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT

**MEMORANDUM**  
**DM-OUHROD-2023-1394**

**TO :** REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED

**FROM :** GLORIA JUANIL-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

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**

<b>Expected Attendees</b>	<b>Date</b>	<b>Modality</b>
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**

<b>Cluster</b>	<b>Date</b>	<b>Venue</b>
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	✓	✓	✓	✓	✓	
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- 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](mailto:pdd.pdi@deped.gov.ph) cc: [dustintroy.joson@deped.gov.ph](mailto: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. Reymon A. Encabado**  
**Undersecretary for Operations**

*{NEAP/Joson}*

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
<b>CARAGA Region</b>				
<b>Division</b>	<b>School Heads (Elem.)</b>	<b>Education Program Supervisor (Literacy)</b>	<b>Education Program Supervisor (Kinder)</b>	<b>Public School District Supervisor</b>
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
<b>Cordillera Administrative Region</b>				
<b>Division</b>	<b>School Heads (Elem.)</b>	<b>Education Program Supervisor (Literacy)</b>	<b>Education Program Supervisor (Kinder)</b>	<b>Public School District Supervisor</b>
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
<b>National Capital Region</b>				
<b>Division</b>	<b>School Heads (Elem.)</b>	<b>Education Program Supervisor (Literacy)</b>	<b>Education Program Supervisor (Kinder)</b>	<b>Public School District Supervisor</b>
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



### Terms of Reference

<b>Division Core Management Team</b>	
<p>Chief Education Program Supervisor - Curriculum and Instruction Division</p>	<ul style="list-style-type: none"> <li>• Will serve as the program manager that will lead the conduct of the division rollout from pre-implementation until post-implementation.</li> <li>• Will assign other SDO personnel to be part of the program management team as approved by the SDS.</li> <li>• Will lead in the preparation of the program completion report.</li> </ul>
<p>Human Resource Development Specialist (SEPS or EPS II)</p>	<ul style="list-style-type: none"> <li>• Will lead in the preparation of NEAP forms and templates for quality assurance.</li> <li>• Will prepare PRC CPD application requirements.</li> <li>• Will assist the program manager in the preparation of the program completion report.</li> </ul>
<p>School Management, Monitoring, and Evaluation Specialist (SEPS or EPS II)</p>	<ul style="list-style-type: none"> <li>• Will lead the program monitoring and provide data during team debriefs.</li> <li>• Will assist the program manager in the preparation of the program completion report.</li> </ul>
<p>Information Technology Officer or Alternate IT Specialist</p>	<ul style="list-style-type: none"> <li>• Will lead in the data capture for the training (e.g., registration, attendance, program and facilitators evaluation, pre and post-test, certificate distribution).</li> <li>• Will assist in the preparation of reports by providing the needed data.</li> </ul>
<p>Regional Trainers</p>	<ul style="list-style-type: none"> <li>• Will serve as the resource person in the conduct of the Division Rollout.</li> <li>• Will facilitate activities and critique training outputs.</li> <li>• 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.</li> </ul>

*Enclosure 3*

### Actual Program Monitoring

Region and SDO	Date
Region I, SDO Dagupan City	<p>To be determined % SDO</p> <p>*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.</p>
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	