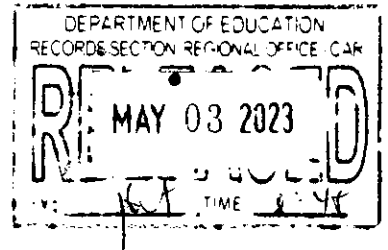




Republic of the Philippines
Department of Education
Cordillera Administrative Region



May 2, 2023

REGIONAL MEMORANDUM

No. 201-2023

CONDUCT OF THE INSTRUCTIONAL LEADERSHIP TRAINING (ILT) REGIONAL TRAINING OF TRAINERS (RTOT)

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

1. Relative to the DM-OUHROD-2022-0593 and DM-OUHROD-2022-0184 on detailing the conduct of Advancing Basic Education in the Philippines (ABC+) Project Professional Development Programs Upscaling Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy, the Regional Training of Trainers (RTOT) shall be conducted **on June 4-9, 2023** at the **El Cielito Inn, Baguio City**.
2. The objective of the training is for participants to be given the opportunity to implement a project initiative using instructional supervision practices grounded on a positive climate to improve literacy in the early grades, specifically:
 - a. Collaborate with fellow supervisors and school heads and reach consensus on shared vision for instructional leadership in literacy and be able to develop a process by which to engage a broad base of school community stakeholders in developing a project initiative; and
 - b. Design a project initiative plan that covers constructs of school and classroom climate, learning conditions and instructional strategies that support the social and emotional competencies of their students.
3. Participants to the RTOT shall serve as trainers in the conduct of the Division Roll-out, and should meet the qualifications as indicated in Enclosure A. Schools Division Offices (SDOs) are to submit their official participants using the template below and emailed to car.neapr@deped.gov.ph.
4. The 5-day training is detailed in the Enclosure B for guidance of the participants, speakers and facilitators. Participants are required to bring their laptops, chargers and extension cords for the self-paced tasks and presentation of outputs.
5. Before the conduct of the RTOT, The Regional Management Team (RMT) composed of those who attended the National Training of Trainers are required to be on the venue 1:30 PM of June 4, 2023 for briefing and final preparations.
6. First meal shall be dinner of June 4, 2023 and last meal shall be PM Snacks of June 9, 2023.



Address: Wangal, La Trinidad, Benguet, 2601
Telephone No: (074) 422 – 1318 | Fax No.: (074) 422-4074
Website: www.depedcar.ph | Email Address: car@deped.gov.ph

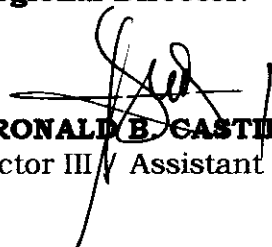
DepEd-CAR: Weaver of HOPE and Transformation
"Holistic Opportunities for all to be Performing and Excellent
Cordilleran Learners"

7. For inquiries and technical assistance, contact the NEAPCAR through Jennifer P. Ande, Chief Education Supervisor and Officer In-charge via 09190073814.

8. Strict compliance to this memorandum is directed.

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

For The Regional Director:


RONALD B. CASTILLO, CESO V
Director III / Assistant Regional Director

Enclosure A: Qualifications and Distribution of Participants

A. Qualifications of Regional Training of Trainers

- Must be an elementary school head, Public Schools District Supervisor and Education Program Supervisor;
- With a technical background in Early Language, Literacy and Numeracy (ELLN) Program and / or Early Grade Reading;
- Has completed the School Head's Development Program (SHDP) Foundation Course, preferred;
- Has a strong background in curriculum and school operations;
- Have had experience as a trainer or facilitator, including online training and facilitation;
- Computer literate, tech-savvy, familiar with online platforms;
- Has good command of English and Filipino; and
- Must not be more than 55 years of age.

B. Distribution of Participants per Schools Division Office

DIVISION	PARTICIPANTS			NTOT Speakers	Total
	SCHOOL HEAD	EPS (English & Filipino)	PSDS		
Abra	3	2 (English & Filipino)		2 PSDS, 1 MT	8
Apayao	4	2 (English & Filipino)	2		8
Baguio City	3	1 (English)	1	1 EPS, 1 MT, 1 PSDS	8
Benguet	6	1 (Filipino)	3	2 EPS, 1 SH	13
Ifugao	3	1 (Filipino)	1	1 SH, 1 PSDS, 1 EPS	8
Kalinga	2	2 (English & Filipino)	1	2 SH, 1 PSDS	8
Mt. Province	4	2 (English & Filipino)	2		8
Tabuk City	1	2 (English & Filipino)	2	2 SH, 1 MT	8
Regional Office				5	5
Total	26	13	12	23	74

ENCLOSURE B: ADVANCING BASIC EDUCATION IN THE PHILIPPINES (ABC+) INSTRUCTIONAL LEADERSHIP TRAINING: STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY (ILT) REGIONAL TRAINING OF TRAINERS (RTOT)

**PROGRAM IMPLEMENTATION ACTIVITIES (5-DAY TRAINING MATRIX)
(JUNE 18-23, 2023: BAGUIO CITY)**

DATE & TIME	TOPIC	RESOURCE PERSONS	OUTPUT / OUTCOME
June 18, 2023 (Day 0) 2:00 – 5:00 PM	Regional Management Team Briefing (Final Preparations) Coordination of arrival of participants Briefing with Regional Management Team and Co-facilitators	Regional Management Team NEAP CAR TWG Hotel Staff	
June 19, 2023 (Day 1) 7:30 – 8:00 AM 8:00 – 8:30 AM	Attendance Check (Attendance Sheet and PDIS) Opening Program National Anthem Prayer Cordillera Hymn DepEd Quality Policy Statement Acknowledgment of Participants Statement of Purpose and Overview of the Program Welcome Remarks and Message	 ELVERNICE S. FANGED EPS II, NEAPR – DEPED CAR JENNIFER P. ANDE PhD CES, OIC NEAPR – DEPED CAR ESTELA P. LEON-CARIÑO, EdD, CESO III Director IV / Regional Director	 Pretest
Module 1: School as a Learning Organization for Effective Literacy Instruction			
8:30 – 10:15 AM	Session 1.1: Leading and managing schools as a learning organization in the new normal	Group 1: MARIA MEDEA C. VALLEJO SEPS, SDO TABUK CITY Group 2: DEXTER B. ANDRES EPS, NEAPR – DEPED CAR	Completing of worksheets in the Participant's Manual Reflection Journal Analysis of a school as a learning organization Development of a shared vision
10:15 – 10:30 AM 10:30 – 12:00 Noon	AM HEALTH BREAK Session 1.2: Developing a shared vision statement on literacy leadership	Group 1: IMELDA LICYAG EPS, SDO IFUGAO Group 2:	Completing of worksheets in the participant's manual Reflection journal

			MACARTHY B. MALANES EPS, SDO BENGUET	Development of a shared vision on literacy leadership
12:00 – 1:00 PM	LUNCH BREAK			
1:00 – 3:00 PM	Self-paced Task: Crafting of Shared Vision		IMELDA LICYAG MACARTHY B. MALANES	Development of a Shared Vision on literacy leadership
3:00 – 3:15 PM	PM HEALTH BREAK			
3:15 – 5:00 PM	Consultation: Shared Task Vision		MARIA MEDEA C. VALLEJO DEXTER B. ANDRES IMELDA LICYAG MACARTHY B. MALANES	Development of a Shared Vision on literacy leadership
5:00 – 6:00 PM	Regional Management Team Debriefing			
Module 2: Establishing SMART Goals and Learning Conditions for Effective Literacy Instruction				
June 20, 2023 (Day 2)	Attendance Check (Attendance Sheet and PDIS)			
7:30 – 8:00 AM				
8:00 – 8:30 AM	Management of Learning			
8:30 – 10:15 AM	Session 2.1: Formulating SMART Goals for effective literacy instruction		Group 1: MARILYN S. API-IT EPS, SDO BAGUIO Group 2: FERNANDINA B. LAGUNDINO EPS, SDO ABRA ROSEMARIE A. YANGKIN EPS, CLMD DEPED CAR	Completing of worksheets in the Participant's Manual Reflection Journal Analysis of the given shared vision strategy through the lens of SMART goals.
10:15 – 10:30 AM	AM HEALTH BREAK			
10:30 – 12:00 Noon	Session 2.2: Strengthening learning conditions for literacy instruction		Group 1: JOYCE KAREN D. DULNUAN Principal, SDO IFUGAO EVANGELINE A. DULNUAN PSDS, SDO IFUGAO Group 2: MYRNA I. CAMPOS Master Teacher, SDO ABRA JENNIFER C. DURAN Principal, SDO KALINGA	Completing of worksheets in the participant's manual Reflection Journal Evaluation of school's practices vis-à-vis learning conditions for effective literacy instruction
12:00 – 1:00 PM	LUNCH BREAK			

1:00 – 3:00 PM	Self-Paced Task: Development of SMART Goals	JOYCE KAREN D. DULNUAN EVANGELINE A. DULNUAN MYRNA I. CAMPOS JENNIFER C. DURAN	SMART Goals for effective literacy instruction
3:00 – 3:15 PM	PM HEALTH BREAK		
3:15 – 5:00 PM	Consultation of Shared Vision and SMART Goals	JOYCE KAREN D. DULNUAN EVANGELINE A. DULNUAN MYRNA I. CAMPOS JENNIFER C. DURAN	SMART Goals for effective literacy instruction
5:00 – 6:00 PM	Regional Management Team Debriefing		
June 21, 2023 (Day 3)			
7:30 – 8:00 AM	Attendance Check (Attendance Sheet and PDIS)		
8:00 – 8:30 AM	Management of Learning		
8:30 – 10:00 AM	SMART Goal and Shared Vision Presentation and Feedbacking	IMELDA LICYAG EPS, SDO IFUGAO MACARTHY B. MALANES EPS, SDO BENGUET MARILYN S. API-IT EPS, SDO BAGUIO FERNANDINA B. LAGUNDINO EPS, SDO ABRA	Proposed shared vision and SMART Goals Completed feedback form on SMART Goals
10:00 – 10:15 AM			
10:15 – 12:00 Noon	The Project Initiative Plan	Group 1: FRANCIS F. PECKLEY EPS, SDO BENGUET Group 2: NOVER KEITHLEY S. MENTE EPS, CLMD DEPED CAR	Reviewed monitoring checklists in the portfolio and project initiative Job-embedded learning
12:00 – 1:00 PM	LUNCH BREAK		
1:00 – 3:00 PM	Self-paced Task: Revision of SMART Goal and Shared vision Development of Project Initiative Plan	FRANCIS F. PECKLEY NOVER KEITHLEY S. MENTE	Revision of shared vision and SMART Goals Draft of the project initiative plan
3:00 – 3:15 PM	PM HEALTH BREAK		

3:15 – 5:00 PM	Consultation: Development of Project Initiative Plan Regional Management Team Debriefing	FRANCIS F. PECKLEY NOVER KEITHLEY S. MENTE	Draft of the project initiative plan
5:00 – 6:00 PM	Module 3: Developing Literacy Leadership		
June 22, 2023 (Day 4)	Attendance Check (Attendance Sheet and PDIS)		
7:30 – 8:00 AM			
8:00 – 8:30 AM	Management of Learning		
8:30 – 10:15 AM	Session 3.1: Qualities of a Literacy Leaders	Group 1: MARY JOY T. ANGGABOY Principal, SDO KALINGA Group 2: ANALYN F. ATMOSFERA PSDS, SDO ABRA	Completing of worksheets in the participant's manual Reflection journal Mind map
10:15 – 10:30 AM	AM HEALTH BREAK		
10:30 – 12:00 Noon	Session 3.2: GESI and Literacy Instruction	Group 1: SANTIAGO L. BUGTONG PSDS, SDO BAGUIO CITY Group 2: CONCHITA D. WAGAWAG PSDS, SDO KALINGA	Completed self-paced tasks: Results of the GESI checklist in identifying appropriate literacy materials Results of GESI checklist in identifying school initiatives and policies
12:00 – 1:00 PM	LUNCH BREAK		
1:00 – 3:00 PM	Self-paced Task: Development of Project Initiative Plan	FRANCIS F. PECKLEY NOVER KEITHLEY S. MENTE ANALYN F. ATMOSFERA CONCHITA D. WAGAWAG	Final Draft of the Project Initiative Plan
3:00 – 3:15 PM	PM HEALTH BREAK		
3:15 – 5:00 PM	Consultation: Project Initiative Plan	FRANCIS F. PECKLEY NOVER KEITHLEY S. MENTE ANALYN F. ATMOSFERA CONCHITA D. WAGAWAG	Final Draft of the Project Initiative Plan
5:00 – 6:00 PM	Regional Management Team Debriefing		
Module 4: Supporting and Monitoring Teachers through Evidence-based Literacy Leadership			
June 23, 2023 (Day 5)	Attendance Check (Attendance Sheet and PDIS)		
7:30 – 8:00 AM			

8:00 – 8:30 AM	Management of Learning			
8:30 – 10:15 AM	Session 4.2: Supporting teachers and school heads for early literacy through monitoring	Group 1: JULIET K. BALDO Principal, SDO BENGUET Group 2: BOBBY S. LICUDINE Head Teacher, SDO TABUK CITY	Completed checklists Analysis of the Observation and Feedback Form	
10:15 – 10:30 AM	AM HEALTH BREAK			
10:30 – 12:00 Noon	Session 4.3: Supporting and monitoring teachers and school heads for early literacy through coaching	Group 1: DIANALEEN G. ABAOAG Master Teacher, SDO TABUK CITY Group 2: FREDA B. DAYOG Master Teacher, SDO BAGUIO CITY	Reflection exercise Completing of worksheets in the participant's manual	
12:00 – 1:00 PM	LUNCH BREAK			
1:00 – 4:00 PM	Finalization and critiquing of the Project Initiative Plan	JENNIFER P. ANDE FRANCIS F. PECKLEY NOVER KEITHLEY S. MENTE DEXTER B. ANDRES	Final Project Initiative Plan	
4:00 – 4:15 PM	PM HEALTH BREAK			
4:15 – 5:00 PM	CLOSING PROGRAM Ways Forward Conduct of Post-Test Conduct of Evaluation Awarding of Certificates of Participation	ROSEMARIE A. YANGKIN EPS, CLMD - DEPEDCAR CLINTON L. BUGTONG Computer Programmer II, ICTU - DEPED CAR		
5:00 – 6:00 PM	Regional Management Team Debriefing and Preparation of Accomplishment Reports			