



Republic of the Philippines  
**Department of Education**  
Region XII  
Schools Division Office of Tacurong City

November 7, 2024

DIVISION MEMORANDUM  
CID No. ~~139~~ . s. 2024

**SCHOOL-BASED ORIENTATION and TRAINING FOR TEACHERS AND SCHOOL LEADERS ON DEVELOPING/ STRENGTHENING LEARNERS' READING/LITERACY AND MATHEMATICS/NUMERACY**

To: OIC- Asst. Schools Division Superintendent  
CID and SGOD Chiefs  
Education Program Supervisors  
Cluster Heads  
Elementary and Secondary School Administrators  
This Division

1. In reference to Memorandum DM- OUHROD-2024-1846 re-**Implementation of Activities to the Teachers Effectiveness And Competency Enhancement Program (TEACEP)**, and RM-CLMD-2024-339, the division shall conduct the **School-Based Orientation and Training for Teachers and School Leaders on Developing/ Strengthening Learners' Reading/Literacy and Mathematics/Numeracy on November 22- December 1, 2024**. The venue will be in Roncal's Event Catering Services, National Highway, Tacurong City.
2. The activities have the following objectives:
  - a. Capacitate the school leaders on literacy and numeracy.
  - b. Empower school leaders in performing instructional supervision and providing technical assistance for teachers' improvement in teaching literacy and numeracy.
3. Enclosure 1: List of SBTT participants and Vetted Faculty/Resource Persons/PMT
4. For clarification on the conduct of TEACEP, contact Rona L. Bred, Education Program Supervisor for Mathematics/ TEACEP Focal at 09208342278.
5. Immediate and wide dissemination of this Memorandum is desired.
6. For information and compliance of all concerned.

  
**GIDO G. MOSQUEDA, CEO VI**  
Schools Division Superintendent

Enclosure: : List of SDO Tacurong participants and Vetted Faculty/Resource Persons/PMT  
Reference: DM-OUHROD-2024-1846/ RM-CLMD-2024-339  
Allotment: TEACEP Fund 2023  
To be indicated in the Perpetual Index under the following subjects;

**Literacy Training Programs Teachers Learning Area, Mathematics**

RLB/DM/ SCHOOL-BASED ORIENTATION and TRAINING FOR TEACHERS AND SCHOOL LEADERS ON DEVELOPING/ STRENGTHENING LEARNERS' READING/LITERACY AND MATHEMATICS/NUMERACY / November 7, 2024



**Address:** Alunan Highway, Poblacion, Tacurong City 9800  
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Annex A.

**PROGRAM MANAGEMENT TEAM**

<b>Consultants</b>	
Gildo G. Mosqueda, CEO VI	Schools Division Superintendent
Gilbert B. Barrera, CESE	Asst. Schools Division Superintendent
Arlene Rosa G. Arquiza	Chief ES, CID
Mayflor D. Romualdo	Chief ES, SGOD
<b>Resource Persons</b>	
Rona L. Bred	EPS- Mathematics
Julius D. Celetaria	EPS -English
Ester M. Eullaran	ASP-2 Tacurong NHS
Wendelyn Conejar	P-I San Emmanuel ES
Glenrose Yasin	P-I J.Hector Lacson ES
Jeanilyn Batchar	P-III Josue Alcasid CS
Anabel Besona	P-I San Rafael ES
Faith Somcio	P-I Jose V. Lagon Sr. ES
Richard Alcos	T-II Maria Z. Bayya ES
Roy Soberano	T-II Amado Fernandez Sr. CES
John Gil Pamposa	HT-III Tacurong Pilot ES
Memvie Alesna	P-III Amado Fernandez Sr. CES
Neil D. Casador	HT-I Maria A. Montilla MES
Rollibeca Cruz	HT-I Tacurong Pilot ES
Ma. Bella Victorio	P-I New Isabela CES
Ronald Pelitro	ASP-I Abang-Suizo Integrated School
<b>Technical Working Group</b>	
Jennifer Claire A. Tayag	Administrative Officer IV
Anavie Orcinado	Administrative Aide VI
Johalibrassim Lu	Teacher III Abang- Suizo IS
Lodjean Pama	Teacher III Tacurong Pilot ES
<b>Monitoring and Evaluation</b>	
Mohani A. Paguita	SEPS for M&E
Ma. Dianne Joy R. dela Fuente	SEPS for HRD, Planning & Research
Janice P. Suboc	EPS II, HRD
Junafior R. Sucaldito	EPS II, M&E

**B. PROFILE OF THE TARGET PARTICIPANTS**

TARGET JOB GROUPS (Summary)	NUMBER OF EXPECTED PARTICIPANTS
PROGRAM MANAGEMENT TEAM	2
TRAINERS	
Central Office Trainers/Central Office Management Team	5
Regional (RO) Trainers	11
PARTICIPANTS	
Schools Division Office (SDO) Supervisors	1
Public Schools District Supervisors	0
Other Division Trainers (K-3)	90
Other Division Trainers (School Leaders)	22
<b>TOTAL</b>	<b>131</b>

**Breakdown of Attendees:**

Name	Office	Position
<b>PROGRAM MANAGEMENT TEAM</b>		
1. Mohani A. Paguita	SDO	SEPS-SMME
2. Ma. Dianne Joy R. dela Fuente	SDO	SEPS-HRDS

Name	Office	Position
<b>TRAINERS</b>		
<b>Central Office (CO) Management Team</b>		
3. Rona L. Bred	SDO-CID	Education Program Supervisor
4. Julius D. Celetaria	SDO-CID	Education Program Supervisor
5. Ester M. Eullaran	TNHS	ASP-II
6. Wendy Lynn G. Conejar	SEES	P-I
7. Glenda Rose G. Yasin	JHLES	P-I
<b>Regional (RO) Trainers</b>		
8. Richard B. Alcos	DMJGMCS	HT-I
9. Jeanilyn C. Batchar	JACS	P-II
10. Anabel D. Besona	SRES	P-I
11. John Gil L. Pamposa	TPES	HT-II
12. Roy Soberano	AFSCES	HT-II
13. Faith C. Somcio	JVLSES	P-I
14. Rollibeca C. Cruz	TPES	HT-I
15. Neil D. Casador	Maria A. Montila MES	HT-I
16. Ronald A. Pelitro	ASIS	ASP-II
17. Ma. Bella Victorio	NICES	P-I
18. Memvie L. Alesna	AFSCES	P-II

Name	Office	Position
<b>PARTICIPANTS</b>		
<b>K to 3 Teachers</b>		
19. Shella Mae M. Ezpeleta	Abang Suizo IS	T-II
20. Neptali P. Mayuga	Abang Suizo IS	MT-I
21. Angely F. Ramillo	Abang Suizo IS	T-I
22. Charlene T. Olarte	Maria A. Montilla MES	T-III
23. Christine A. Salvalosa	Maria A. Montilla MES	T-III
24. Diana S. Ortizo	Maria A. Montilla MES	T-I
25. Harlen P. Baricuatro	Dr. Manuel J Grino MCS	T-I
26. Hazel P. Cordero	Dr. Manuel J Grino MCS	T-II
27. Halea M. Caspillo	Dr. Manuel J Grino MCS	T-I
28. Angelica S. Liza	Dr. Manuel J Grino MCS	T-I
29. Dayanara T. Brual	San Antonio ES	T-I
30. Henry P. Mana-ay	San Antonio ES	T-II
31. Gliza G. Sangcopan	Buenaflor ES	T-I
32. Elaiza Mae P. Gemino	Buenaflor ES	T-II
33. Regina Paga	New Lagao ES	T-I
34. Jemuel M. Duma-ug	New Lagao ES	T-I
35. Lotus B. Alegre	Tacurong Pilot ES	T-II
36. Celvie L. Barnachea	Tacurong Pilot ES	T-III
37. Arnold S. Acosta	Tacurong Pilot ES	T-II

38. Cynthia C. Saga	Tacurong Pilot ES	T-II
39. Ruby Bless D. Manticayan	Tacurong Pilot ES	T-III
40. Fernaline Joy E. Tam	Tacurong Pilot ES	T-I
41. Karen P. Dapitan	Tacurong Pilot ES	T-III
42. Jesselyn H. De Gracia	Tacurong Pilot ES	T-II
43. Evangeline T. Badua	Tacurong Pilot ES	T-III
44. Lilibeth P. Sabangan	Tacurong Pilot ES	T-II
45. Xander B. Noble	Tacurong Pilot ES	T-II
46. Ma. Glynda M. Tugade	Tacurong Pilot ES	T-II
47. Glory Grace B. Tidalgo	Tacurong Pilot ES	T-I
48. Kelvin Jim D. Galindo	Tacurong Pilot ES	T-I
49. Jeyvee Lee V. Cristobal	Tacurong Pilot ES	T-I
50. Gretchen B. Paches	Tacurong Pilot ES	T-III
51. Karen S. Macanlalay	Tacurong Pilot ES	T-III
52. Mary Loryne B. Ladigohon	Josue Alcasid CS	T-I
53. Anna Katrina D. Niro	Josue Alcasid CS	T-I
54. Chenniry G. Padernal	Josue Alcasid CS	T-I
55. Mary Joy A. Leysa	Jose V. Lagon Sr. ES	T-I
56. Gladys Ann C. Consabo	Jose V. Lagon Sr. ES	T-I
57. Dana May P. Janoto	Jose V. Lagon Sr. ES	T-I
58. Lovely Ses Arienne B. Dorin	Jose V. Lagon Sr. ES	T-I
59. Shiela Mae L. Fabula	Lancheta-Magallon ES	T-III

60. Maricris A. Jamon	Lancheta-Magallon ES	T-I
61. Rofelyn A. Pauya	Rajah Muda ES-Main	T-III
62. Ma. Preciousa B. Ramirez	Rajah Muda ES-Main	T-III
63. Lucy F. Padillo	Rajah Muda ES-BEAM	MT-I
64. Jean G. Barroquillo	Rajah Muda ES-BEAM	T-III
65. Elena B. Herana	Elisa P. Bernardo MES-MAIN	T-I
66. Celina P. Bercero	Elisa P. Bernardo MES-MAIN	T-III
67. Donna A. Padasay	Elisa P. Bernardo MES-BEAM	T-I
68. Christy Ann F. Pama	Elisa P. Bernardo MES-BEAM	T-I
69. Joan E. Sesbino	Lourdes Pama ES	T-III
70. Cherrie Mae L. Aprosta	Lourdes Pama ES	T-I
71. Shiela Mae D. Cerbas	New Isabela CES	T-III
72. Sittie Rosnifah C. Camzar	New Isabela CES	T-I
73. Rubylyn C. Keil	New Isabela CES	T-III
74. Yvette Christine S. Quinco	New Isabela CES	T-III
75. Daryl G. Arias	New Isabela CES	T-III
76. Merlinda V. Natividad	New Isabela CES	T-III
77. Marilyn L. Paches	New Isabela CES	T-II
78. Jill Anne D. Neri	New Isabela CES	T-I
79. Maria Eden B. Pelitro	New Isabela CES	T-III
80. Sittie Hasmin C. Arobinto	New Isabela CES	T-II
81. Lokieya C. Salik	Kalandagan ES	T-I

82. Jeryl C. Cerado	Kalandagan ES	T-I
83. Liza C. Escaro	Kalandagan ES	T-II
84. Meredy Gaisen	Ma. Z. Bayya ES	T-I
85. Janifer Ponciano	Ma. Z. Bayya ES	T-III
86. Apple Joy Rivera	Ma. Z. Bayya ES	T-I
87. Ian Jerson Christopher N. Maquilan	JH Lacson ES	T-I
88. Chanda D. Recopuerto	JH Lacson ES	T-III
89. Psyche R. Cerbas	JH Lacson ES	T-III
90. Florabel Palec	Amado Fernandez Sr CES	T-II
91. Analyn Fontanilla	Amado Fernandez Sr CES	T-III
92. Donna De Jesus	Amado Fernandez Sr CES	T-II
93. Mary Grace Navida	Amado Fernandez Sr CES	T-III
94. Mary Jane Camilon	Amado Fernandez Sr CES	MT-I
95. Mary Aguyilar	Amado Fernandez Sr CES	T-III
96. Armie Dela Cruz	Amado Fernandez Sr CES	T-III
97. Roselle L. Onas	San Rafael ES	T-I
98. Christine M. Acquiatan	San Rafael ES	T-I
99. Shienna Kathleen L. Sermese	San Emmanuel ES	T-I
100. Edifel L. Veniegas	San Emmanuel ES	T-III
101. Virma M. Aguilar	VP Dasmariñas ES	T-II
102. Melody F. Gacayan	VP Dasmariñas ES	T-I
103. Fredjalyn D. Pasol	Casilda P Venus ES	T-I



104.	Jonathan M. Valencia	Casilda P Venus ES	T-I
105.	Aljun N. Ballado	Tina ES	T-I
106.	Kristine Joy E. Enriquez	Tina ES	T-III
107.	Judy Mae L. Macapagal	Pedregosa-Acosta ES	T-II
108.	Francis John L. Cabarles	Pedregosa-Acosta ES	T-I
<b>School Leaders</b>			
109.	Merresa F. Bacea	Tacurong Pilot ES	P-II
110.	Mary Lee Econg	New Isabela ES	HT-III
111.	Regina O. Baron	Kalandagan ES	P-I
112.	Samson M. Tallo dar	Ma. Z Bayya ES	P-II
113.	Wilfredo M. Prado	Dr. Manuel J. Grino MCS	P-I
114.	Jackie A. Ochinang	Dr. Manuel J. Grino MCS	HT-III
115.	Mary Grace G. Hilarion	Buenaflor ES	P-II
116.	Charlie P. Braga	Maria A. Montila MES	P-II
117.	Hazel F. Melendres	Rajah Muda ES	P-I
118.	Melanie B. Delos Santos	New Lagao ES	P-II
119.	Joebert A. Baconaje	Abang Suizo IS	HT-III
120.	Cristina P. Gaurana	San Antonio ES	P-I
121.	Romulo C. Ventura	RMES -BEAM	MT-II
122.	Jocelyn U. Aradanas	Pedregosa-Acosta ES	P-I
123.	Teofila P. Erolpan	Tina ES	P-I
124.	Margie C. Narcilla	Casilda P. Venus ES	P-I

125. Rodolfo M. Agon	VP Dasmariñas ES	P-I
126. Jurence C. Navarro	Josue Alcasid CS	HT-I
127. Joselito B. Pilotos	Lourdes Pama ES	P-I
128. Max Michael Padillo	Lancheta Magallong ES	P-I
129. Elva P. Belgira	Elisa P. Bernardo ES-Main	P-I
130. Nancy D. Castro	Elisa P. Bernardo ES-BEAM	P-I
131. Bernard F. Antolo	SDO-CID	EPS-1



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Annex B.

### ACTIVITY MATRIX

Title of the Program:	School-Based Orientation and Training for Teachers and School Leaders on Developing/ Strengthening Learners' Reading/Literacy and Mathematics/Numeracy
Venue:	Roncal's Event Catering Services, Tacurong City*
Date:	November 22-December 1, 2024*

Day/Time	Activity	Class A	Class B
<b>DAY 1 – November 22, 2024</b>			
10 a.m. – 12:00 p.m.	Arrival/Registration	PMT	PMT
12:00 p.m. – 1:00 p.m.	Lunch		
1:00 p.m. – 3:00 p.m.	Opening Program and Getting to Know Activities and Setting of Expectations	PMT	PMT
3:00 p.m. – 3:30 p.m.	Health Break		
3:30 p.m. – 4:30 p.m.	Administration of Pre-test	PMT/M&E	PMT/M&E
4:30 p.m. – 5:00 p.m.	End of Day Evaluation/ Debriefing	PMT/ M&E/ Faculty	PMT/ M&E/ Faculty
<b>1. DAY 2 - November 23, 2024</b>			
8:00 a.m. – 8:30 a.m.	Management of Learning and Clearing House	PMT	PMT
8:30 a.m. – 10:00 a.m.	Session 1.1. Understanding Educational Landscape in the Philippines to Address Literacy and Numeracy Gaps	Rona L. Bred	Julius D. Celetaria
10:00 a.m. – 10:30 a.m.	Health Break		



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10:30 a.m. – 12:00 p.m.	Continuation of Session 1.1.		
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Session 1.2. Understanding the Nature of K-3 Diverse Learners for the Development of Numeracy and Literacy Skills	Ester M. Eullaran	Wendilyn G. Conejar
3:00 p.m. – 3:30 p.m.	Health Break		
3:30 p.m. – 4:30 p.m.	Continuation of Session 1.2.		
4:30 p.m. – 5:00 p.m.	End of Day Evaluation/ Debriefing	PMT/ M&E/ Faculty	PMT/ M&E/ Faculty
<b>DAY 3 - November 24, 2024</b>			
8:00 a.m. – 8:30 a.m.	Management of Learning and Clearing House	PMT	PMT
8:30 a.m. – 10:00 a.m.	Session 2: 21st Century Skills, Sustainability, Education, and Socio-Emotional Learning (SEL) Perspective on Literacy and Numeracy Instruction	Jeanilyn Batchar	Ronald A. Pelitro
10:00 a.m. – 10:30 a.m.	Health Break		
10:30 a.m. – 12:00 p.m.	Continuation of Session 2		
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Continuation of Session 2		
3:00 p.m. – 3:30 p.m.	Health Break		
3:30 p.m. – 4:30 p.m.	Continuation of Session 2		
4:30 p.m. – 5:00 p.m.	End of Day Evaluation/ Debriefing	PMT/ M&E/ Faculty	PMT/ M&E/ Faculty
<b>DAY 4 - November 25, 2024</b>			
8:00 a.m. – 8:30 a.m.	Management of Learning and Clearing House	PMT	PMT
8:30 a.m. – 10:00 a.m.	Session 3.1. Word Recognition Skills and Language Comprehension Ability: Two Essential Components of Reading Comprehension	Memvie Alesna	Glenrose Yasin



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10:00 a.m. – 10:30 a.m.	Health Break		
10:30 a.m. – 12:00 p.m.	Continuation of Session 3.1		
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Session 3.2. The Interdisciplinary Nature of Math in Early Childhood	Roy Soberano	Anabel D. Besona
3:00 p.m. – 3:30 p.m.	Health Break		
3:30 p.m. – 4:30 p.m.	Continuation of Session 3.2		
4:30 p.m. – 5:00 p.m.	End of Day Evaluation/ Debriefing	PMT/ M&E/ Faculty	PMT/ M&E/ Faculty
<b>DAY 5 - November 26, 2024</b>			
8:00 a.m. – 8:30 a.m.	Management of Learning and Clearing House	PMT	PMT
8:30 a.m. – 10:00 a.m.	Session 4.1. Teaching Strategies in Building Foundational Numeracy Skills	Richard Alcos	Roy Soberano
10:00 a.m. – 10:30 a.m.	Health Break		
10:30 a.m. – 12:00 p.m.	Continuation of Session 4.1		
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Continuation of Session 4.1		
3:00 p.m. – 3:30 p.m.	Health Break		
3:30 p.m. – 4:30 p.m.	Continuation of Session 4.1		
4:30 p.m. – 5:00 p.m.	End of Day Evaluation/ Debriefing	PMT/ M&E/ Faculty	PMT/ M&E/ Faculty
<b>DAY 6 - November 27, 2024</b>			
8:00 a.m. – 8:30 a.m.	Management of Learning and Clearing House	PMT	PMT
8:30 a.m. – 10:00 a.m.	Session 4.2. Teaching Strategies in Building Foundational Literacy Skills	Neil D. Casador	Memvie Alesna
10:00 a.m. – 10:30 a.m.	Health Break		



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10:30 a.m. – 12:00 p.m.	Continuation of Session 4.2		
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Continuation of Session 4.2		
3:00 p.m. – 3:30 p.m.	Health Break		
3:30 p.m. – 4:30 p.m.	Continuation of Session 4.2		
4:30 p.m. – 5:00 p.m.	End of Day Evaluation/ Debriefing	PMT/ M&E/ Faculty	PMT/ M&E/ Faculty
<b>DAY 7 - November 28, 2024</b>			
8:00 a.m. – 8:30 a.m.	Management of Learning and Clearing House	PMT	PMT
8:30 a.m. – 9:30 a.m.	Session 5.1. Overview of Assessment	John Gil Pamposa	Ma. Bella Victorio
9:30 a.m. – 10:00 a.m.	Health Break		
10:00 a.m. – 12:00 p.m.	Session 5.2. Fundamental Principles of Assessment	John Gil Pamposa	Ma. Bella Victorio
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 – 2:00 p.m.	Session 5.3. Types and Methods of Assessment	Ester M. Eullaran	Anabel D. Besona
2:00 p.m. – 3:00 p.m.	Session 5.4. Sample Assessment Tools	Rollibeca Cruz	Anabel D. Besona
3:00 p.m. – 3:30 p.m.	Health Break		
3:30 p.m. – 4:30 p.m.	Session 5.5. Assessment Procedures and Applications	Rollibeca Cruz	Glenrose G. Yasin
4:30 p.m. – 5:00 p.m.	End of Day Evaluation/ Debriefing	PMT/ M&E/ Faculty	PMT/ M&E/ Faculty
<b>DAY 8 - November 29, 2024</b>			
8:00 a.m. – 8:30 a.m.	Management of Learning and Clearing House	PMT	PMT
8:30 a.m. – 10:00 a.m.	Session 6.1. Selection and Utilization of Technology Tools: The Influence of Digital Age Resources in Children's Literacy and Numeracy Learning	Ronald A. Pelitro	Faith Somcio
10:00 a.m. – 10:30 a.m.	Health Break		



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10:30 a.m. – 12:00 p.m.	Continuation of Session 6.1		
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Session 6.2. Evaluation of Digital Resources in Children’s Literacy and Numeracy Learning	John Gil Pamposa	Richard Alcos
3:00 p.m. – 3:30 p.m.	Health Break		
3:30 p.m. – 4:30 p.m.	Continuation of Session 6.2		
4:30 p.m. – 5:00 p.m.	End of Day Evaluation/ Debriefing	PMT/ M&E/ Faculty	2. PMT/ M&E/ Faculty
<b>3. DAY 9 - November 30, 2024</b>			
8:00 a.m. – 8:30 a.m.	Management of Learning and Clearing House	PMT	PMT
8:30 a.m. – 10:00 a.m.	Session 7: Strengthening School Communities through Coaching and Mentoring	Faith Somcio	Wendelyn G. Conejar
10:00 a.m. – 10:30 a.m.	Health Break		
10:30 a.m. – 12:00 p.m.	Continuation of Session 7		
12:00 p.m. – 1:00 p.m.	Lunch Break		
1:00 p.m. – 3:00 p.m.	Session 8: Empowering Educators: Implementing LAC, WAP, and Job-Embedded Learning in Early Grades	Jeanilyn Batchar	Neil Casador
3:00 p.m. – 3:30 p.m.	Health Break		
3:30 p.m. – 4:30 p.m.	Administration of Posttest/ Clearing House		
4:30 p.m. – 5:00 p.m.	End of Day Evaluation/ Debriefing	PMT/ M&E/ Faculty	PMT/ M&E/ Faculty
<b>DAY 10 - December 1, 2024</b>			
8:30 a.m. – 10:00 a.m.	Closing Program		



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