



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

20 November 2024

DIVISION MEMORANDUM
No. **796** s. 2024

**DIVISION ROLLOUT TRAINING OF EARLY LANGUAGE, LITERACY
AND NUMERACY FOCUSING ON THE SCIENCE OF READING**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. Relative to the efforts to intensify the implementation of MATATAG Curriculum specifically to address diverse learning needs, emphasizing inclusivity through various instructional techniques in language and literacy teaching and in line with SDO Tayabas' **Program TayaBasa**, this Office through the Curriculum Implementation Division, announces the conduct of the **Division Rollout Training of Early Language, Literacy and Numeracy Focusing on the Science of Reading (SoR)** at **M.I. Sevilla's Resort, Brgy. Domoit, Lucena City** on **December 9-12, 2024**.
2. This activity aims to:
 - a. upskill school heads and ELLN/ Reading Coordinators/ Teachers' capacity to use a knowledge-based pedagogy to become effective reading planners;
 - b. enhance participants' capacity to provide technical assistance to the K to 3 teachers focusing on the Big 6 of Reading; and
 - c. promote and sustain a culture of reading in schools, and even in the communities.
3. Participants in this activity are Elementary School Heads, select ELLN/ Reading Coordinators/ Teachers and select SDO Personnel.
4. The division technical working group and the participants shall adhere to the minimum health and safety protocols implemented by the Department of Health (DOH).
5. Enclosed are the Division Technical Working Group, List of Participants, and Program Matrix.
6. A registration fee of **Php 600.00 per day (Php 2,400.00 for 4 days)** per school participant shall be collected, chargeable against local funds/School MOOE to cover meals. Likewise, expenses of SDO Personnel shall be charged to Division MOOE/ ELLN SARO, subject to usual government accounting and rules and regulations. However, travel expenses of participants shall be charged against

available local funds/ School MOOE subject to usual accounting and auditing procedures.

7. Members of the Division Technical Working Group (DTWG) and Resource Speakers shall attend the Day 0 on **December 6, 2024** at **Wakas Elementary School**.

8. For questions and clarifications, you may contact **Luzviminda Cynthia Richelle F. Quintero**, ELLN Focal Person via email at luzvimindacynthiarichelle.quintero@deped.gov.ph or call tel. no. **(042) 785 - 9615 local 107**.

9. Immediate and widest dissemination of this Memorandum is desired.


CELEDONIO E. BALDERAS JR.
Schools Division Superintendent

Encl: As stated

Reference: Matatag Agenda

RM. No. 477, s. 2023

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

EARLY LANGUAGE, LITERACY AND NUMERACY (ELLN)
SCIENCE OF READING (SoR)

CID – division rollout training of early language, literacy and numeracy focusing on the science of reading
CID3E3TT-001316/November 20, 2024

Enclosure 1

EXECUTIVE COMMITTEE

	NAME	M	F	POSITION
1	Celedonio B. Balderas Jr.	✓		Schools Division Superintendent
2	Herbert D. Perez	✓		Assistant Schools Division Superintendent
3	Edwin R. Rodriguez	✓		Program Manager/ Chief Education Supervisor – CID

DIVISION TECHNICAL WORKING GROUP

	DTWG	NAME	M	F	POSITION
1	Learning Manager	Luzviminda Cynthia Richelle F. Quintero		✓	EPS
2	Logistics Officer	Regicelle D. Cabaysa		✓	OIC – SEPS- Planning & Research
3	ICT/ Video/Photo	Jerome A. Javin	✓		Data Analyst
4	Documenter/	La Trisha R. Dalit		✓	EPS II
5	Secretariat	Adrian R. Aguirre	✓		Admin Aide – VI
6		John Frederick Mendoza	✓		Data Analyst
7	M & E Coordinator	Montano L. Agudilla Jr.	✓		SEPS
8	Medical Staff	Aleli Padillo	✓		Nurse
	Day 1 & 2	Mariles F. Contreras		✓	Nurse
9	Medical Staff	Lailani T. Omlas		✓	Nurse
	Day 1 & 2	Cris John Supetran	✓		Doctor

RESOURCE SPEAKERS

NO.	NAME (First Name, MI, Surname)	M	F	POSITION
1.	Dr. Joy B. Go		✓	School Principal IV
2.	Cherry G. Hugo		✓	School Principal II
3.	Ingrid A. Palad		✓	School Principal II
4.	Waldymar E. Pasacsac	✓		School Principal II
5.	Teresa E. Andaya		✓	School Principal I
6.	Michael M. Safred	✓		School Principal I
7.	Aldwin V. Capistrano	✓		Head Teacher III
8.	Girly G. Abaricia		✓	Head Teacher III
9.	Lorynel C. De Sagun		✓	Head Teacher III
10.	Baby Lyn T. Olandes		✓	Head Teacher III
11.	Luzviminda Cynthia Richelle F. Quintero		✓	Education Program Supervisor

LIST OF PARTICIPANTS

SDO PERSONNEL

NO.	NAME	M	F	POSITION
1.	Mikael Sandino T. Andrey	✓		Education Program Supervisor
2.	Joseph Jay U. Aureada	✓		Education Program Supervisor
3.	Christian J. Bables	✓		Education Program Supervisor
4.	Jerome A. Chavez	✓		Education Program Supervisor
5.	Mildred Z. Galleno		✓	Education Program Supervisor
6.	Louie L. Fulleo	✓		Education Program Supervisor
7.	Sherwin C. Quesea	✓		Education Program Supervisor
8.	Generosa F. Zubieta		✓	Education Program Supervisor
9.	Teofila A. Ocumin	✓		Senior Education Program Specialist - ALS
10.	Edna E. Eclavea		✓	Division Librarian
11.	Ermelo A. Escobiñas	✓		Project Development Officer

SCHOOL HEADS

NO.	SCHOOL	NAME (First Name, MI, Surname)	M	F	POSITION
1.	Alsam IS	Larvin O. Labrada	✓		Head Teacher III
2.	Busal IS	Johncent Roy C. Tibordo	✓		Teacher-In-Charge
3.	East Palale ES	Elpidia C. Palayan		✓	Principal II
4.	Eugenio Francia IS	Luz A. Pacaigue		✓	Head Teacher III
5.	FELES	Dennis O. Labita	✓		Principal II
6.	Ipilan-Alitao ES	Alona C. Crisanto		✓	Principal III
7.	Katigan-Alupay ES	Akeem Aron P. Valdeavilla	✓		Teacher-In-Charge
8.	Lakawan ES	Alita C. Rodriguez		✓	Principal I
9.	Lalo ES	Julieta M. Labita		✓	Head Teacher III
10.	Masin ES	Arlene D. Pagana		✓	Teacher-In-Charge
11.	Mate IS	Evelyn R. Palambiano		✓	Teacher-In-Charge
12.	Mayuwi CS	Jeffrey G. Dimailig	✓		Teacher-In-Charge
13.	Pandakake IS	Adrian D. Maaño	✓		Head Teacher III
14.	Potol ES	Roderick O. Hugo	✓		Principal I
15.	South Palale ES	Corazon M. Oabel		✓	Principal I
16.	TECS	Ronan R. Ranillo	✓		Principal II
17.	Talolong IS	Montano L. Agudilla Jr.	✓		School Head in Charge

18.	TWCS I	Lea A. Cosico	✓		Principal I
19.	TWCS II	Honesto P. Caagbay, Jr.	✓		Principal I
20.	TWCS III	Natalia A. Andaya		✓	Principal I
21.	TWCS IV	Rowena O. Sabiduria		✓	Principal I
22.	Valencia ES	Adrian N. Naynes	✓		Head Teacher I
23.	WPES	Wenefredo B. Baylono	✓		Principal I

TEACHER PARTICIPANTS

NO.	SCHOOL	NAME	M	F	POSITION
1	Alsam Integrated School	John Menard R. Lavadia	✓		Teacher II
2	Busal Integrated School	Sheryl C. Dela Puerta		✓	Teacher II
3	Dapdap Integrated School	Emily Camil C. Flores		✓	Teacher II
4		Haizel P. Reyes		✓	Teacher III
5	Domoit Elementary School	Imelda M. Zarsadias		✓	Teacher II
6	East Palale Elementary School	Aiza R. Pacaigue		✓	Teacher III
7	Eugenio Francia Integrated School	Lyra R. Nanez		✓	Teacher III
8	Froilan E. Lopez Elementary School	Perlita C. Dequina		✓	Teacher II
9		Novelyn C. Caponpon		✓	Teacher II
10	Gibanga Elementary School	Tessa Kristina J. Torio		✓	Teacher I
11	Ilasan Integrated School	Jossie O. Caagbay		✓	Teacher III
12		Ressette J. Cabrigo		✓	Teacher I
13	Ipilan-Alitao Elementary School	Norena A. Bajar		✓	Teacher III
14		Analiza C. Vitto		✓	Teacher II
15	Kalumpang Elementary School	Clarissa S. Lames		✓	Teacher III
16		Arianne A. Pabelonia		✓	Teacher II
17	Katigan-Alupay Elementary School	Maricel L. De Rama		✓	Teacher I
18	Lakawan Elementary School	Glenda A. Capistrano		✓	Master Teacher
19	Lalo Elementary School	Jay Mark Pabelonia		✓	Teacher III
20	Lawigue Elementary School	Jessamae M. Cabrigo		✓	Teacher I
21	Malao-a/Calantas Elementary School	Mariel Comia		✓	Teacher III
22	Masin Elementary School	Christelle R. Catan		✓	Teacher II
23	Mate Integrated School	Rachel A. Sogabo		✓	Teacher I

24	Mayuwi Integrated School	Dexter C. Maaliw	✓		Teacher I
25	North Palale Elementary School	Myrah T. Cabuyao		✓	Teacher III
26	Pandakake Integrated School	Sariah Letz E. Ambas		✓	Teacher I
27	Potol Elementary School	Marie Grace R. Tiosan		✓	Master Teacher
28	South Palale Elementary School	Rechelle T. Cabriga		✓	Teacher III
29	Talolong Integrated School	John Renyl Oabel	✓		Teacher I
30	Tayabas East Central School	Eunice R. Ropa		✓	Teacher III
31		Mary Ann N. Umbrete		✓	Teacher II
32	Tayabas West CS I	Rossana J. Bobis		✓	Teacher I
33		Mary Joyce B. Jorge		✓	Teacher II
34	Tayabas West CS II	Babette R. Tejada		✓	Teacher II
35	Tayabas West CS III	Liezl J. Orilla		✓	Teacher II
36		Jobelle R. Jardin		✓	Teacher II
37	Tayabas West CS IV	Glades B. Etcubañas		✓	Teacher II
38	Valencia Elementary School	Ma. Magdalena I. Nañez		✓	Teacher I
39	Wakas Elementary School	Chesette O. Pagana		✓	Master Teacher
40	West Palale Elementary School	Juy Anne C. Reyes		✓	Teacher I
41		Myla C. Ramiro		✓	Teacher I
42	ALS Elementary	Leslee Diana V. Edrad		✓	Teacher I

Enclosure 2

PROGRAM MATRIX

Day 1			
Time	Duration	Session	Resource Person
7:45 – 8:00	15 min	Arrival and Registration	PMT
8:00 – 9:00	1 h	Opening Program	PMT
9:00 – 9:30	30 min	Pre-Test	PMT
9:30 – 9:45	15 min	Levelling of Expectations	PMT
9:45 – 10:00	15 min	Health Break	
10:00 – 12:00	2 h	Session 1 The Nature of Reading	Luzviminda Cynthia Richelle F. Quintero EPS-English/ELLN
12:00 – 12:45	45 min	Lunch Break	
12:45: – 2:45	2 h	Session 2 The Science of Reading	Joy B. Go Principal IV
2:45 – 3:00	15 min	Health Break	
3:00 – 5:00	2 h	Session 3 Oral Language Development	Lorynel C. De Sagun Head Teacher III
5:00 -5:15	15 min	Wrap Up	Class Managers
Day 2			
7:45 – 8:00	15 min	Arrival and Registration	PMT
8:00 – 8:15	15 min	Management of Learning	PMT
8:15 – 10:15	2 h	Session 4 Phonological/ Phonemic Awareness	Ingrid A. Palad Principal II
10:15 – 10:30	15 min	Health Break	
10:30 – 11:30	1 h	Session 5 Fluency	Girlie G. Abaricia Head Teacher III
11:30 – 1:00	1 h 30 min	Lunch Break	
1:00 – 2:00	1 h	Session 5 Continuation	Girlie G. Abaricia Head Teacher III
2:00 – 3:00	1 h	Session 6 Phonics Instruction	Teresa E. Andaya Principal II
3: 00 – 3:15	15 min	Health Break	
3:15 – 4:15	1 h	Session 6 Continuation	Teresa E. Andaya Principal II
4:15 – 4:30	15 min	Wrap Up	Class Managers
Day 3			
7:45 – 8:00	15 min	Arrival and Registration	PMT
8:00 – 8:15	15 min	Management of Learning	PMT
8:15 – 10:15	2 h	Session 7 Vocabulary Development	Aldwin V. Capistrano Head Teacher III

10:15 – 10:30	15 min	Health Break	
10:30 – 11:30	1 h	Session 8 Reading Comprehension	Waldymar E. Pasacsac Principal II
11:30 – 1:00	1 h 30 min	Lunch Break	
1:00 – 2:00	1 h	Session 8 Continuation	Waldymar E. Pasacsac Principal II
2:00 – 3:00	1 h	Session 9 The Language Transition Process	Baylyn T. Olandes Head Teacher III
3:00 – 3:15	15 min	Lunch Break	
3:15 – 4:15	1 h	Session 9 Continuation	Baby Lyn Olandes Head Teacher III
4:15 – 4:30	15 min	Wrap Up	Class Managers
Day 4			
7:45 – 8:00	15 min	Arrival and Registration	PMT
8:00 – 8:15	15 min	Management of Learning	PMT
8:15 – 10:15	2 h	Session 10 A Instructional leaders in Learning Partnership through Effective Mentoring	Michael M. Safred Principal
10:15 – 10:30	15 min	Health Break	
10:30 – 12:00	1 h 30 min	Session 10 B Teacher as Learning Partner	Michael M. Safred Principal
12:00 – 1:00	1 h	Lunch Break	
1:00 – 3:00	2 h	Session 11 Planning the School Learning Action Cell	Cherry G. Hugo Principal II
3:00 – 3:15	15 min	Wrap Up	Class Managers
3:15 – 3:30	15 min	Posttest	PMT
3:30-4:00	15 min	Health Break	
4:00- 4:30	30 min	Closing Program	PMT