



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

August 29, 2023

REGIONAL MEMORANDUM

No. 837, s. 2023

To: Schools Division Superintendents

CONDUCT OF THE REGIONAL TRAINING OF TRAINERS FOR ADVANCING BASIC EDUCATION IN THE PHILIPPINES (ABC+) ON INSTRUCTIONAL LEADERSHIP PROGRAM (ILP)

1. In reference to Memorandum DM-OUHROD-2022-0184, dated October 14, 2022, entitled “*Conduct of Advancing Basic Education in the Philippines (ABC+) Project Professional Development (PD) Programs Upscaling*” from the Office of Undersecretary for Human Resource and Organizational Development, Hon. Gloria Jumamil-Mercado, this Office informs the field of the above-captioned subject to be conducted on **September 4 to 8, 2023** at National Educators Academy of the Philippines, 15 Cepeda St., Concepcion, Marikina City.
2. This activity aims to capacitate the participants on:
 - a. developing literacy leaders who can foster a positive school climate and conditions such as social and emotional learning (SEL), gender equity and social inclusion (GESI), and developmentally appropriate practices to support quality literacy instruction;
 - b. upskilling school heads and select education supervisors to enhance their skills and capacity for instructional leadership in a suite of core content; and
 - c. implementing a project initiative using instructional supervision practices grounded on a positive climate to improve literacy in the early grades.
3. The participants in this activity are select Elementary School Principals, PSDS, and Education Program Supervisors for English, Filipino, and Kindergarten and will serve as Division Trainers.
4. Schools Division Superintendents shall formally endorse the participants using the template in **Enclosure No. 2**. While SEPS-HRD shall encode the names of the participants using the link <https://tinyurl.com/ABCRTtoT0942023> on or before September 1, 2023.



Misamis St., Bago Bantay, Quezon City
Email Address: ncr@deped.gov.ph
Website: <http://www.depedncr.com.ph>


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5. Participants shall perform the following:
 - a. formally accept the nomination using the template in **Enclosure No. 3**
 - b. register to the Learning and Development Information System (LDIS) on or before September 1, 2023 using the link <https://tinyurl.com/ABCplusRegionalTraining> or scan 
 - c. bring a copy of the Division's LCRP
 - d. bring an extension cord and a laptop
 - e. bring a copy of accomplished Enclosures No. 2 and 3.
6. Select SDO's SEPS HRD shall join this activity as members of the Program Management Team.
7. The program starts on September 4, 2023 at 8:00 A.M. while registration is 7:00 A.M.. First meal is AM snack. Check-out is on September 8, 2023, 5:00 P.M. while PM snack is the last meal.
8. Training materials, board and lodging, per diem, and transportation allowance of Php 1,500.00 of the participants, and other incidental expenses shall be charged to ABC+ Project PD Programs Upscaling (**OSEC-NCR-22-7990**), subject to the usual accounting and auditing rules and regulations.
9. For information and strict compliance.


WILFREDO E. CABRAL, CESO III
Regional Director

Encl.: As stated



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Enclosure No. 1

Time	Day 1	Day 2	Day 3	Day 4	Day 5
7:30 AM- 8:00 AM	Arrival and Registration				
8:00 AM-8:30 AM	Opening Program Plenary Session Prayer National Anthem Acknowledgment of Participants Statement of Purpose Leveling of Expectation Presentation of Project Implementation Plan: Dr. Emelbon S. Mayrina, SDO Malabon City	Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:30 AM-10:00 AM	Peter Senge's of Learning Organization Facilitator Class A: Mhilwin A. Esto Class B: Arnold A. Gatus	Guidelines of Formulating SMART Goals Facilitator Class A: Welbert T. Borlado Class B: Cristopher Santos	Presentation of Proposed shared vision and SMART Goals Facilitator: Class A: Neil Grace T. Gabuya Class B: Maricar Bangit	<ul style="list-style-type: none"> ● Qualities of an Effective Leader ● 3 essential components to a high-quality literacy instructional program ● Overview of Domain of literacy ● Balanced Literacy Approach a Framework for effective literacy instruction ● Language Experience Approach as a 	<ul style="list-style-type: none"> ● Coaching Cycle ● Coaching Model Facilitator: Class A: Emelbon Mayrina Class B: Cristopher Santos

				<p>strategy for Literacy Development</p> <p>Facilitator:</p> <p>Class A: Neil Grace T. Gabuya, Hernan Apurada</p> <p>Class B:</p> <p>Marimel Jane P. Andes</p> <p>Jaida C. Malonzo</p>	
10:00 AM-10:30 AM					
10:30 AM-12: 00 NN	<p>Shared Vision, Statement of Literacy Leadership</p> <p>Facilitator</p> <p>Class A: Renato N. Felipe Jr.</p> <p>Class B: Christopher Santos</p> <p><i>Reminders for the afternoon session</i></p>	<ul style="list-style-type: none"> ● Well being ● Social Emotional Learning (SEL) ● Gender Equity and Social Inclusion (GESI) ● Capacity to Care ● Growth Mindset ● Collaborative Problem Solving <p>Facilitator:</p> <p>Class A: Astrid A. Plaza</p> <p>Class B: Diana Marie B. Dagli</p>	<p>Project Initiative Plan Content</p> <p>Facilitator:</p> <p>Class A: Lucy Perez</p> <p>Class B: Alvin Patrick Penafloida</p> <p><i>Reminders for the afternoon session</i></p>	<ul style="list-style-type: none"> ● Gender Equality and Social Inclusion Guidelines for learning materials ● Framework for literacy instruction ● Language experience approach <p>Facilitator:</p> <p>Class A: Girlie L. Dela Cruz</p> <p>Class B: Ma. Fe M. Jubilo, Fatima Corina R. Rivas</p>	<p>Presentation of Final Draft PIP</p> <p>Facilitator</p> <p>Class A: Lucy Perez</p> <p>Class B: Alvin Patrick Penafloida</p>

				<i>Reminder for the afternoon session</i>	
12:00 NN-1:00 PM	LUNCH BREAK				
1:00 PM-3:00 PM	<p>Self-Paced Task: Crafting of Shared Vision</p> <p>Facilitator: Class A: Renato N. Felipe Jr. Class B: Hajji R. Palmero</p>	<p>Workshop Development of SMART Goals</p> <p>Facilitator Class A: Erma N. Queja Class B: Joselito E. Calios</p>	<p>Self-paced Work: Revision of Shared, Vision and SMART Goals</p> <p>Facilitator: Class A: Neil Grace T. Gabuya Class B: Melvin Willy II B. Roque</p>	<p>Use of Monitoring Checklist</p> <p>Facilitator: Class A: Girlie L. Dela Cruz Class B: Maria Elena C. Alunday</p>	<p>Plenary Region's Direction on ABC+</p> <p>Facilitator: Hajji R. Palmero</p> <p>Closing Program</p>
3:00 PM-3:15 PM	BREAK				
3:15 PM-5:00 PM	<p>Presentation Shared Vision</p> <p>Facilitator: Class A: Welbert T. Borlado Class B: Melvin Willy II B. Roque</p>	<p>Presentation SMART Goal Task</p> <p>Facilitator Class A: Mhilwin A. Esto Class B: Melvin Willy II B. Roque</p>	<p>Self-paced Work: Development of Project Initiative Plan</p> <p>Facilitator: Class A: Hernan Apurada Class B: Christopher Santos, Melvin Willy II B. Roque</p>	<p>Finalization of Draft Project Initiative Plan</p> <p>Facilitator Class A: Erma N. Queja Class B: Alvin Patrick Q. Penaflores</p>	
5:00 PM- 6:00 PM	Debriefing	Debriefing	Debriefing	Debriefing	

Class	A	B
No. of Participants	49 Caloocan, Las Pinas, Makati Malabon, Mandaluyong, Manila, Marikina, Muntinlupa	48 Navotas, Paranaque, Pasay, Pasig, Quezon City, San Juan, TaPat, Valenzuela
Program Manager	Hajji R. Palmero	
Learning Manager	Christian T. Español	
NEAP CO	Dustin R. Joson (Jennifer E. Lopez, Leah LB. Apao)	
Adviser	Rhea B. Eden	Rodolfo J. Colocar
Officer of the day/Secretariat	Leah Ailah C. Vicencio	Jennifer G. Medina
Daily Documenter	Noemi A. Velario HRD SEPS Marikina	Elenor R. Cansino SEPS Navotas
	Christina P. Santos SEPS Makati	Ronalyn G. Sorongon SEPS TaPat
QAME	Christian Joshua B. Gonzales SEPS Caloocan	Marvin DJ. Villafuerte EPS II Pasay
	Andress F. Sicam Jr. EPS II Muntinlupa	Nerisa Beltran EPS II Quezon City
Completion Report	Richell G. Cordevilla SEPS Malabon	Rina A. Angeles SEPS San Juan
Trainers	Erma N. Queja - Caloocan Astrid A. Plaza - Caloocan Lucy G. Perez - Las Pinas Neil Grace T. Gabuya - Makati Welbert T. Borlado - Makati Hernan Apurada - Makati Emellbon Mayrina - Malabon Girly L. Dela Cruz - Malabon Renato N. Felipe Jr. Manila Mhilwin A. Esto - Manila Maricar A. Bangit - CLMD	Ma. Fe M. Jubilo - Navotas Fatima Corina R. Rivas - Navotas Christopher S. Santos - Pasig Diana Marie B. Dagli - Pasig Joselito E. Calios - Pasig Jaida C. Malonzo - Quezon City Marimel Jane P. Andes - Quezon City Maria Elena C. Alunday - San Juan Melvin Willy II B. Roque - Valenzuela Alvin Patrick Q. Penaflorida - Valenzuela Arnold Gatus - CLMD Hajji R. Palmero - HRDD-NEAP
Technical Manager	HRDD-NEAP OJT	
Logistic Officers Secretariat	Jerold De Lira	Don Ray V. Salvador
Total # of Pax with TWG	140	

Enclosure No. 2

Endorsement Letter Template

<DivisionOffice Header>

<Month> <day>, 2022

WILFREDO E. CABRAL, CESO III
Regional Director

Through

HAJJI R. PALMERO
Chief, HRDD-NEAP

Dear Sir:

Respectfully submitting the list of participants to attend the ABC+ ILT Upscaling Regional Training of Trainers (RTOT):

No.	Name	Position	DepEd Email	Contact No.
1				
2				
3				
4				
5				

Thank you very much!

Sincerely yours,

(Signature)
<Full Name of Schools Division Superintendent>
<Position>

Enclosure No. 3

Acceptance Letter Template

<Month> <day>, 2022

WILFREDO E. CABRAL, CESO III
Regional Director

Dear Director **CABRAL**:

Greetings of Peace!

This letter is to signify my commitment and accept the nomination made by our School's Division Superintendent, Ms./Mr./Dr. <Surname of SDS> to participate in the NEAP ABC+ Instructional Leadership Training (ILT) Regional Training of Trainers (RTOT).

Rest assured that I will make use of the opportunity to share my rich experiences and expertise in early education, language, literacy, and numeracy to promote and inspire other school leaders to create meaningful innovations and projects that will foster quality basic education for our K3 learners.

Thank you for allowing me to be part of this endeavor.

Sincerely yours,

<Full Name of Nominee>
<Position>
<Name of School>