



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2024-1065

**TO :** SCHOOLS DIVISION SUPERINTENDENTS  
 SDO MALABON  
 SDO MANDALUYONG  
 SDO PASIG  
 SDO QUEZON CITY  
 SDO MUNTINLUPA

**FROM :** JOCELYN DR ANDAYA *JD*  
 Regional Director

**SUBJECT :** NATIONAL CAPACITY BUILDING TRAINING ON THE  
 UTILIZATION OF LITERACY AND NUMERACY  
 INTERVENTION MATERIALS

**DATE :** OCTOBER 14, 2024

1. This has reference to the attached Memorandum No. DM-CT-2024-395 dated October 8, 2024, from the Office of the Undersecretary for Curriculum and Teaching regarding the above-captioned subject.
2. In connection with this, the enclosed participants are enjoined to:
  - Bring their own laptop and extension cord for the training.
  - Ensure their travel authority is approved prior to departure.
3. The board and lodging for participants will be funded through the 2023 Basic Education Curriculum (BEC) Continuing Fund, while travel expenses should be covered by the BEC Travel Funds allocated to each region, following standard government accounting and auditing procedures.
4. Immediate dissemination of this Memorandum is desired.

RIR/CLMD



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Doc. Ref. Code	RO-ORD-F005	Rev	C
Effectivity	01.26.23	Page	1 of 1

Certificate No. PHP QMS 24 92 0192



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**LIST OF PARTICIPANTS**

**NATIONAL CAPACITY BUILDING TRAINING ON THE UTILIZATION OF  
LITERACY AND NUMERACY INTERVENTION MATERIALS**

<b>NAME</b>	<b>DESIGNATION</b>	<b>DIVISION</b>	<b>DATE</b>
Lani Garcia	Principal	Pasig	October 15-18, 2024
Revie De Guzman Santos	Head Teacher	Pasig	October 15-18, 2024
Arcy Dela Cruz	Teacher III	Mandaluyong	October 15-18, 2024
Maricris S. Santos	Principal IV	Quezon City	October 15-18, 2024
Cherryn Susan Yague	Master Teacher	Quezon City	October 15-18, 2024
Ronald Diola	Master Teacher	Quezon City	October 15-18, 2024
Restituto I. Rodelas	EPS-Math	RO	October 22 – 25, 2024
Lambert Quesada	EPS-Math	Muntinlupa	October 22 – 25, 2024
Rosalie Zingapan	Head Teacher	Quezon City	October 22 – 25, 2024
Herminia Manalac	Teacher II	Quezon City	October 22 – 25, 2024
Jeneva Rae Abordo	Teacher III	Quezon City	October 22 – 25, 2024
Sophia See	Teacher III	Quezon City	October 22 – 25, 2024
Emily V. Larong	Teacher III	Quezon City	October 22 – 25, 2024
Rutchin A. Nolasco	Head Teacher	Quezon City	October 22 – 25, 2024
Gigi Bullanday	Principal IV	Mandaluyong	November 5 – 8, 2024
Joam Garbin	Head Teacher	Mandaluyong	November 5 – 8, 2024
Ryan Jay Verbo	Principal I	Malabon	October 22 – 25, 2024
Alice Masubay	Principal	Quezon City	November 5 – 8, 2024
Jocelyn Lopez	Principal	Quezon City	November 5 – 8, 2024




Republic of the Philippines  
**Department of Education**

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
**DM-CT-2024-395**

**TO :** ALL REGIONAL DIRECTORS

**FROM :**   
GINA O. GONONG  
Undersecretary for Curriculum and Teaching

**SUBJECT :** WORKSHOP ACTIVITIES ON THE: DEVELOPMENT OF LITERACY AND NUMERACY INTERVENTION MATERIALS KEY STAGES 1, 2, AND 3; NUMERACY ASSESSMENT TOOL FOR KEY STAGES 2 AND 3; ENHANCEMENT OF PHIL-IRI MATERIALS FOR ELEMENTARY; FINALIZATION OF PHIL-IRI MATERIALS FOR JUNIOR HIGH SCHOOL; AND ENHANCEMENT OF PHIL-IRI MANUAL OF ADMINISTRATION

**DATE :** October 8, 2024

The Office of the Undersecretary for Curriculum and Teaching (OUCT), through the Bureau of Learning Delivery (BLD), is set to conduct a series of workshops focused on the development, validation, and finalization of literacy and numeracy intervention materials and assessment tools. This initiative aims to directly address the areas of improvement highlighted in the 2018 Program for International Student Assessment (PISA) and Trends in International Mathematics and Science Study (TIMSS) results and is part of the Department's commitment to enhance foundational skills in reading and numeracy across Key Stages 1, 2, and 3.

Key objectives of these workshops include:

- developing literacy and numeracy intervention materials tailored to improve foundational skills for learners in Key Stages 1, 2, and 3;
- designing, validating, and finalizing a Numeracy Assessment Tool for Key Stages 2 and 3 to effectively measure numeracy proficiency; and
- enhancing and finalizing the Philippine Informal Reading Inventory (Phil-IRI) materials for both elementary and junior high school to support comprehensive literacy assessments.

Details of the scheduled activities are as follows:

Workshop Activity	Date	Venue
Workshop on the Development of Literacy and Numeracy Intervention Materials for Enhancing Learners' Foundational Skills for Key Stages 1, 2, and 3	October 15-18, 2024	within Cebu City
Workshop on the Validation of Literacy and Numeracy Intervention Materials for Enhancing Learners' Foundational Skills for Key Stages 1, 2, and 3	October 22-25, 2024	



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Republic of the Philippines  
**Department of Education**

**OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING**

Workshop on the Finalization of Literacy and Numeracy Intervention Materials for Enhancing Learners' Foundational Skills for Key Stages 1, 2, and 3	November 5-8, 2024	
Workshop on the Development of Numeracy Assessment Tool for Key Stages 2 & 3	October 15-18 2024	
Workshop on the Validation of Numeracy Assessment Tool for Key Stages 2 & 3	October 22-25, 2024	
Workshop on the Finalization of Numeracy Assessment Tool for Key Stages 2 & 3	November 5-8, 2024	
Workshop on the Enhancement of Phil-IRI Materials for Elementary	October 15-18, 2024	
Workshop on the Finalization of Phil-IRI Materials for Junior High School	October 22-25, 2024	
Workshop on the Enhancement of Phil-IRI Manual of Administration	November 5-8, 2024	

To ensure the success of these workshops, this Office is requesting that each region assign participants who may include Educational Program Supervisors, School Heads, Head Teachers, and/or Master Teachers. A detailed breakdown of expected participants per region is provided in Annex A of this Memorandum.

Participants are required to bring their approved travel orders and personal laptops.

All travel dates should align with the program schedule as outlined in Annex C. The activity matrix will be available on the first day of each workshop.

The board and lodging for participants will be funded through the 2023 Basic Education Curriculum (BEC) Continuing Fund, while travel expenses should be covered by the BEC Travel Funds allocated to each region, following standard government accounting and auditing procedures.

For further questions, please contact **Mr. Jerome C. Hilario**, Supervising Education Program Specialist, BLD-TLD, through telephone numbers (02) 638-47-99, (02) 687-29-48, or through email at [bld.tld@deped.gov.ph](mailto:bld.tld@deped.gov.ph).

For dissemination and strict compliance.

*Copy furnished:*

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations



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Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex A to DM-CT-2024-\_\_\_\_\_

### Workshop on the Development of Literacy and Numeracy Intervention Materials for Enhancing Learners' Foundational Skills for Key Stages 1, 2, and 3

**Date:** October 15-18, 2024

**Venue:** within Cebu City

Region	Number of Expected Participants
I	24
II	24
III	-
CALABARZON	24
MIMAROPA	-
V	-
CAR	-
NCR	-
VI	24
VII	24
VIII	24
IX	24
X	-
XI	24
XII	-
CARAGA	-
<b>Total</b>	<b>192</b>



Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### Workshop on the Validation of Literacy and Numeracy Intervention Materials for Enhancing Learners' Foundational Skills for Key Stages 1, 2, and 3

*Date: October 22-25, 2024*

*Venue: within Cebu City*

Region	Number of Expected Participants
I	24
II	24
III	-
CALABARZON	24
MIMAROPA	-
V	-
CAR	-
NCR	-
VI	24
VII	24
VIII	24
IX	24
X	-
XI	24
XII	-
CARAGA	-
<b>Total</b>	<b>192</b>



Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### Workshop on the Finalization of Literacy and Numeracy Intervention Materials for Enhancing Learners' Foundational Skills for Key Stages 1, 2, and 3

*Date:* November 5-8, 2024

*Venue:* within Cebu City

Region	Number of Expected Participants
I	24
II	24
III	-
CALABARZON	24
MIMAROPA	-
V	-
CAR	-
NCR	-
VI	24
VII	24
VIII	24
IX	24
X	-
XI	24
XII	-
CARAGA	-
<b>Total</b>	<b>192</b>



Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

### *Workshop on the Development of Numeracy Assessment Tool for Key Stages 2 and 3*

*Date: October 15-18, 2024*

*Venue: within Cebu City*

<b>Region</b>	<b>Number of Expected Participants</b>
I	3
II	3
III	3
CALABARZON	3
MIMAROPA	3
V	3
CAR	3
NCR	3
VI	3
VII	3
VIII	3
IX	3
X	3
XI	3
XII	3
CARAGA	3
BARMM	3
<b>Total</b>	<b>51</b>





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**Workshop on the Validation of Numeracy Assessment Tool for  
Key Stages 2 and 3**

**Date:** October 22-25, 2024

**Venue:** within Cebu City

Region	Number of Expected Participants
I	2
II	2
III	2
CALABARZON	2
MIMAROPA	2
V	2
CAR	2
NCR	2
VI	2
VII	2
VIII	2
IX	2
X	2
XI	2
XII	2
CARAGA	2
BARMM	-
<b>Total</b>	<b>30</b>



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**Workshop on the Finalization of Numeracy Assessment Tool for  
Key Stages 2 and 3**

**Date:** November 5-8, 2024

**Venue:** within Cebu City

Region	Number of Expected Participants
I	3
II	3
III	3
CALABARZON	3
MIMAROPA	3
V	3
CAR	3
NCR	3
VI	3
VII	3
VIII	3
IX	3
X	3
XI	3
XII	3
CARAGA	3
BARMM	3
<b>Total</b>	<b>51</b>



Republic of the Philippines  
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***Workshop on the Enhancement of Phil-IRI Materials for Elementary***

**Date:** October 15-18, 2024

**Venue:** within Cebu City

<b>Region</b>	<b>Number of Expected Participants</b>
I	4
II	4
III	4
CALABARZON	4
MIMAROPA	4
V	4
CAR	4
NCR	4
VI	4
VII	4
VIII	4
IX	4
X	4
XI	4
XII	4
CARAGA	4
BARMM	4
<b>Total</b>	<b>64</b>



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### *Workshop on the Finalization of Phil-IRI Materials for Junior High School*

**Date:** October 22-25, 2024

**Venue:** within Cebu City

Region	Number of Expected Participants
I	2
II	2
III	4
CALABARZON	4
MIMAROPA	2
V	4
CAR	2
NCR	6
VI	2
VII	2
VIII	2
IX	2
X	4
XI	2
XII	2
CARAGA	2
BARMM	-
<b>Total</b>	<b>44</b>



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**Workshop on the Enhancement of Phil-IRI Manual of Administration**

**Date:** November 5-8, 2024

**Venue:** within Cebu City

<b>Region</b>	<b>Number of Expected Participants</b>
I	2
II	2
III	2
CALABARZON	2
MIMAROPA	2
V	2
CAR	2
NCR	2
VI	2
VII	2
VIII	2
IX	2
X	2
XI	2
XII	2
CARAGA	2
BARMM	-
<b>Total</b>	<b>32</b>



Republic of the Philippines

# Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex B to DM-CT-2024-\_\_\_\_\_

## Workshop Activities on the Development of Literacy and Numeracy Intervention Materials Key Stages 1, 2, and 3; Numeracy Assessment Tool for Key Stages 2 and 3; Enhancement of Phil-IRI Materials for Elementary; Finalization of Phil-IRI Materials for Junior High School; and Enhancement of Phil-IRI Manual of Administration

Workshop Activity	Check in Time	Check out Time	Start of Session	End of Session	First Meal	Last Meal
Consultative Conference	2:00 pm (Aug 27)	12:00 NN (Aug 30)	8:00 am (Aug 27)	5:00 pm (Aug 30)	Breakfast (Aug 27)	Dinner (Aug 30)
Development	2:00 pm (Sept 3)	12:00 NN (Sept 6)	8:00 am (Sept 3)	5:00 pm (Sept 6)	Breakfast (Sept 3)	Dinner (Sept 6)
Validation	2:00 pm (Sept 17)	12:00 NN (Sept 20)	8:00 am (Sept 17)	5:00 pm (Sept 20)	Breakfast (Sept 17)	Dinner (Sept 20)
Finalization	2:00 pm (Oct 1)	12:00 NN (Oct 4)	8:00 am (Oct 1)	5:00 PM (Oct 4)	Breakfast (Oct 1)	Dinner (Oct 14)



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