



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION



REGIONAL MEMORANDUM

ORD-2025- 050

TO : **SCHOOLS DIVISION SUPERINTENDENTS**
SDO Malabon
SDO Pasig

FROM : **JOCELYN DR ANDAYA**
Regional Director, NCR
Concurrent Officer-in-Charge, Office of the
Assistant Secretary for Operations

SUBJECT : **ORIENTATION OF INSTRUCTIONAL LEADERS ON
READING REMEDIATION SYSTEMS SUPPORT**

DATE : **JANUARY 17, 2024**

1. This has reference to letter dated January 14, 2025, signed by Ina P. Aquino, Chief of Party, ABC+: Advancing Basic Education in the Philippines, relative to the above- captioned activity to be held on January 20, 2025 at Privato Hotel Quezon City; 82 Scout Castor St., Tomas Morato Avenue, Quezon City, for information and appropriate action.
2. Immediate dissemination of this Memorandum is desired.

Encls: as stated CLMD/ACG2025





ABC+: Advancing Basic Education in the Philippines

January 14, 2025

DR. JOCELYN DR. ANDAYA
Regional Director
Department of Education
National Capital Region
#6 Misamis St., Bago Bantay
Quezon City

Subject: Orientation of Instructional Leaders on Reading Remediation Systems Support

Dear **RD Andaya**,

Thank you for your invaluable support to our recently-concluded 3-day training of teachers on the Supporting Progress and Academic Readiness of Kids (SPARK) Remediation Program. The training was met with great enthusiasm by the teacher-participants, with their school heads, district and division supervisors.

The active participation and positive feedback from the attendees have been encouraging. We hope that the skills and knowledge gained during the training will enhance SPARK Program's effectiveness, ultimately benefitting the learners we intend to support.

Following the 3-day teacher training, ABC+ would like to gather together the concerned school heads and district and/or division supervisors for a one-day orientation of instructional leaders on the reading remediation systems support. This will be on **January 20, Monday, from 7:00 am – 5:00 pm** at Privato Hotel Quezon City located at 82 Scout Castor St., Tomas Morato Avenue, Quezon City. The activity aims to equip them with the knowledge, skills, and strategies in effectively guiding and supporting teachers in the implementation of the SPARK program.

Attached as annexes are the activity design and list of invited participants from the Divisions of Malabon City, Pasig City, and NCR RO.

ABC+ MAIN OFFICE

Manila

2nd & 3rd Floor, L. Orosa Building,
1010 Meralco Avenue, Pasig City
Philippines 1605

ABC+ REGIONAL OFFICES

Region V (Bicol)

Department of Education - Region V
Regional Center Site, Rawis, Legazpi City
Philippines 4500

Region VI (Western Visayas)

Department of Education - Region VI
Duran Street, Iloilo City
Philippines 5000

Annex A. Activity Design

Specific Objectives:

1. Reinforce key concepts, frameworks, strategies, and guidelines discussed during the teacher training to ensure that instructional leaders have a thorough understanding of the content covered.
2. Define and articulate the roles and responsibilities of instructional leaders in supporting, guiding, and monitoring the program's implementation.
3. Establish a comprehensive support system that enables instructional leaders to guide teachers in implementing and enhancing the remediation program.

Time	Activity/ Topic
7:30 – 8:00 AM	Registration
8:00 – 8:30 AM	Preliminaries <ul style="list-style-type: none"> - National Anthem - Prayer - Welcome Address - Acknowledgement of Participants - Orientation Objectives and Flow
8:30 – 9:00 AM	Overview <ul style="list-style-type: none"> - Mindsetting (Empathy and SEL)
9:00 – 10:15 AM	SPARK (Supporting Progress and Academic Readiness of Kids) Program: A review
10:15 – 10:30 AM	Health Break
10:30 – 12:00 NN	Instructional Supervision <ul style="list-style-type: none"> • Guiding Principles and Purpose • Qualities of an Instructional Leader • The Gift of Feedback
12:00 NN- 1:00 PM	Lunch Break
1:00 - 1:30 PM	Roles and Responsibilities of Instructional Leaders
1:30 – 2:30 PM	Comprehensive Systems Support for SPARK continued <ul style="list-style-type: none"> • Coaching and Mentoring • Communities of Practice (COP) • Other parent/community involvement practices
2:30 – 3:15 PM	Monitoring and Evaluation <ul style="list-style-type: none"> • SPARK Program Monitoring Tool
3:15 – 3:30 PM	Health break
3:30 – 4:00 PM	Action Planning
4:00 – 5:00 PM	<ul style="list-style-type: none"> • Clearing house • Wrapping up and Closing Program

Annex B. List of Participants

	Name	Position	Office
1	Sheryll Gayola	SDS	Pasig City
2	Jay F. Macasieb	OIC-ASDS	
3	Manuel Laguerta	CID Chief	
4	Joselito Calios	EPS-English	
5	Veronica Padua	PSDS	
6	Gomer Agon	PSDS	
7	Diana Marie Dagli	PSDS, District IV	
8	Christopher Santos	Principal, San Lorenzo Ruiz ES	
9	Ester Amigo	Principal, De Castro ES	
10	Marife Villadiego	Principal, Pasig ES	
11	Cecille G. Carandang	SDS	
12	Rustica R. Lorenzo	OIC-ASDS	
13	Josefina M. Pablo	CID Chief	
14	Marilou S. Syjuco	EPS-English	
15	Dalisay E. Esguerra	EPS-LRMS	
16	Ofelia F. Cruz	EPS-Filipino	
17	Gina S. Ong	PSDS/OIC-Principal, Guillermo Sanchez MS	
18	Shirelyn B. Adelino	PSDS	
19	Remedios P. Rey	PSDS	
20	Ronaldo P. Santiago	PSDS	
21	Maria Ruena R. Yaptangco	PSDS	
22	Emelbon S. Mayrina	Principal, Ninoy Aquino ES	
23	Virgie P. Mondido	Principal, Dampalit ES I	
24	Enrique C. Roxas Jr.	Principal, Dela Paz ES	
25	Rosalia T. Vargas	Principal, Santiago Syjuco MS	
26	Analine R. De Guzman	Principal, Muzon ES	
27	Rosela Q. Abude	Principal, Malabon ES	
28	Jocelyn Andaya	Regional Director	Regional Office
29	Micah Pacheco	CID Chief	
30	Arnold Gatus	EPS-English, CLMD	


Meals (breakfast, lunch, and PM snack) will be provided during the 1-day live-out activity. Breakfast will be served at 7:00 am and the activities will start at 8:00 am. May we request that participants' inland travel expenses be charged against local funds?

Should you need further information, please contact Ms. Melanie Sebial, ABC+ Area Manager for Luzon at msebial@abcplus.rti.org or mobile number: 0927 299 0838/ 0920 951 1793.

We look forward to your continued collaboration and support in our initiatives. Together, we can make a meaningful impact on the academic readiness and progress of our learners.

Thank you very much.

Sincerely,



Ina P. Aquino
Chief of Party

ABC+: Advancing Basic Education in the Philippines