



Republic of the Philippines
Department of Education
 REGION VIII
 SCHOOLS DIVISION OF NORTHERN SAMAR

January 7, 2025

DIVISION MEMORANDUM

No. 012, s. 2025

**CORRIGENDUM TO DIVISION MEMORANDUM NO. 395, S. 2024 RE:
 INSTRUCTIONAL LEADERSHIP TRAINING: STRENGTHENING
 LEARNING CONDITIONS FOR EARLY LITERACY FOR
 UNTRAINED ELEMENTARY SCHOOL HEADS**

To: Assistant Schools Division Superintendent
 SGOD and CID Chiefs
 Education Program Supervisors
 Public Schools District Supervisors/Principals-In-Charge
 Public Elementary School Heads
 All Others Concerned

1. This Office, through the Schools Governance and Operations Division – Human Resource Development Section (SGOD-HRDS), in coordination with the Curriculum Implementation Division (CID), hereby informs all concerned that the conduct of **Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy for Untrained Elementary School Heads** has been rescheduled to an earlier date from **January 13-17, 2025** to **January 9-13, 2025** at Ciriaco Hotel and Resort, Calbayog City.
2. In view of the declaration of January 9, 2025 as a special non-working holiday in the Municipality of Catarman, services rendered on this date by non-teaching and teaching-related personnel shall be eligible for compensatory time-off, in accordance with the provisions of DepEd Order No. 30, s. 2016, and CSC Memorandum Circular No. 09, s. 1998.
3. For reference and guidance, attached are the updated list of participants, updated program of activities, and updated Division Core Management Team.
4. All other provisions in DM. No. 395, s. 2024 remain in force and in effect.
5. For immediate dissemination and guidance.

GAUDENCIO C. ALJIBE JR., PhD, CESO VI
 Schools Division Superintendent

DepEd Northern Samar

RELEASED



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 Division Official Website: <https://northernsamar.deped.gov.ph>

date: 17/8/2025

Enclosure: As stated

References: Memorandum DM-OUHROD-2023-1394, DM No. 395, s. 2024

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

ILT

NEAP

TRAINING

PROFESSIONAL DEVELOPMENT

Enclosure No. 1 to DM 012, s. 2025

UPDATED LIST OF PARTICIPANTS TO THE INSTRUCTIONAL LEADERSHIP TRAINING: STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY FOR UNTRAINED ELEMENTARY SCHOOL HEADS

No	District	Name	School
1	ALLEN II	MARLON D. GRANDE	LAGUNDI ES
2	ALLEN II	THELMA M. VILLACORTES	LIPATA ES
3	BIRI	RANDY S. AVILA	LANGUB-LANGUB ES
4	BIRI	RENATO C. TAMIDLES	CAWAYAN ES
5	BIRI	ROBERTO S. FLORES	BALUD ES
6	BOBON	ANALYNNE M. BALERO	ACEREDA IS
7	BOBON	BERNARD OLASIMAN MADEJA	BALAT-BALUD ES
8	BOBON	DOMINGO G. SENOBIO, JR.	JOSE P. LAUREL ES
9	BOBON	ELMER C. CORONG	SANTANDER ES
10	BOBON	JHONA C. GREMIO	DANCALAN IS
11	BOBON	JOSEPH D. BATILES	R. MAGSAYSAY ES
12	BOBON	KAREN ROSE B. POLLENTES	ARELLANO ES
13	BOBON	LEAH TALUA-NOGALES	SAN ISIDRO ES
14	BOBON	RANDY T. DURAN	JOSE ABAD SANTOS ES
15	BOBON	RONNIL C. QUEROBENIS	KALANTIAO ES
16	BOBON	SALVACION D. TOLITOL	MANUEL L. QUEZON ES
17	BOBON	GRECELYN A. COMPEL	SOMOROY ES
18	CAPUL	LOURIE C. CASTANTE	AGUIN ES
19	CAPUL	PENA C. SABALA	TALUGAAN ES
20	CAPUL	SHEILA C. SAJOYAN	DALAQUIT ES
21	CAPUL	JENNIFER B. DELORINO	SAGAOSAWAN ES
22	CAPUL	NANETTE M. SUAN	SAWANG ES
23	CATARMAN II	RAL C. PITO	WASHINGTON ES
24	CATARMAN II	SALLY P. ALCAYDE	TINOWARAN ES
25	CATARMAN IV	HAROLD D. FABILE	HINATAD ES
26	CATARMAN IV	JOAN P. ORTIZ	CABANGAHAN ES
27	CATARMAN IV	VICTOR HUGO C. BALLICUD	NAZARENO ES
28	CATARMAN V	JOEL MAR D. MARINO	GUBA ES
29	CATARMAN V	VIOLETA L. SALES	NEW RIZAL ES
30	CATARMAN VI	ROBERTO RUBEN F. PULGA	CAG-ABACA ES
31	CATUBIG I	BENJAMIN N. BOLAO	SAGUDSURON ES
32	CATUBIG I	LLORA R. DAYAON	HIPARAYAN ES
33	CATUBIG I	MARILYN A. TAN	OPONG ES
34	CATUBIG I	ROY M. PARANE	CAGMANABA ES
35	CATUBIG II	JANNO O. DE ASIS	HITAPIAN ES
36	CATUBIG II	LEONARD ESPONILLA	NAGOOCAN ES
37	CATUBIG II	JONNA TENEBROSO	ROXAS ES
38	CATUBIG III	JOEFFREY P. ROTAMOLA	CAGUGUBNGAN ES
39	CATUBIG III	KAREN V. LUCAPA	BONIFACIO ES
40	CATUBIG III	ZETA Y. ROTAMOLA	CANUCTAN ES
41	GAMAY II	ARVIN LEBICO	BONIFACIO ES
42	GAMAY II	LINA B. PELEMBERGO	RIZAL ELEMENTARY
43	GAMAY II	JOHN MOSLARES	G.M. OSIAS ES
44	GAMAY II	EVERLY GORGONIA	CADE-AN ES
45	GAMAY II	WILMAR BALASTA	RIZAL ES

No	District	Name	School
46	LAOANG I	MARILYN M. OBIETA	SUBA ES
47	LAOANG I	MARY GRACE L. DOROIN	ATIPOLO ES
48	LAOANG I	MICHAEL P. TEPACE	SANGCOL ES
49	LAOANG I	PIO M. POTOT	TONOBLAN ES
50	LAOANG III	JENILYN G. PANIS	CABAGOAN ES
51	LAOANG III	SHERRY ANN D. IRINCO	PALMERA ES
52	LAOANG IV	FLONEL F. INFANTE	PANGDAN ES
53	LAOANG IV	JOHN G. ADUCAL	TAN-AWAN ES
54	LAOANG IV	JOSE A. GABIANE JR.	CANDAWID ES
55	LAOANG IV	NELSON G. BALLADO	NAPOTIOCAN ES
56	LAOANG IV	RENERIO G. ACEBUCHE	MARUBAY ES
57	LAPINIG	ANGEL D. OPENA JR.	CAN MARIA ES
58	LAPINIG	MARIA JOANA P. ALURA	PIO DEL PILAR ES
59	LAPINIG	RONGCALES, CONSUELO E	LO-OK ES
60	LAS NAVAS I	JOLDAN D. LAMBINO	SAN FERNANDO ES
61	LAS NAVAS I	MARINA T. GADIN	MATELARAG ES
62	LAS NAVAS I	RITCHE M. APOLONIO	LNICS
63	LAS NAVAS II	MANUEL T. ASINAS	DOLORES ES
64	LAS NAVAS II	RHEA B. GALLANES	MAGSAYSAY ES
65	LAS NAVAS II	RONA C. EMPAG	SAN FRANCISCO ES
66	LAS NAVAS II	ROCHELLE R. FEDELINO	BULAO ES
67	LAS NAVAS III	LITO ADARAYAN	MABINI ES
68	LAS NAVAS III	LUCELYN YRUMA	TAYLOR ES
69	LAS NAVAS III	MARISSA O. NEBRIAGA	BUKID ES
70	LAVEZARES I	JANICE E. CAMPOSANO	MACARTHUR II ES
71	LAVEZARES I	JANUARY E. FLORES	TOOG ES
72	LAVEZARES I	RHEA P. REPARIP	MALICOLICO ES
73	LAVEZARES I	RUTH F. GORDA	DATAG ES
74	LAVEZARES II	GIRLIE M. BETITO	SAN JUAN ES
75	LAVEZARES II	ALGEN G. CAGSAWA	SAN AGUSTIN ES
76	LAVEZARES II	NINO D. DONCILLO	BALICUATRO ES
77	LAVEZARES II	CHRISTIAN F. MARTIRES	VILLA ES
78	LOPE DE VEGA	MONARES, EVANGELINE G.	UPPER CAYNAGA ES
79	MAPANAS	REMEGIO A. BANDILLA	MANAYBANAY ES
80	MAPANAS	RODOLFO A. CAPOQUAIN	MAPANAS NORTH ES
81	MONDRAGON I	JOY M. DUGAN	STA. CATALINA ES
82	MONDRAGON I	MARILYN R. PEREZ	IMELDA ELEM. SCHOOL
83	MONDRAGON II	LONIE B. MORILLO	DE MARIA ES
84	MONDRAGON II	MELANIE E. DE ANDRES	SAN ANTONIO ES
85	MONDRAGON II	REDEM M. DEL CORRO	CAHICSAN ES
86	MONDRAGON II	WENNIE L. SILVESTRE	CRYSTAL MOUNTAIN ES
87	MONDRAGON III	SHIRLEY Q. SORIO	BUGKO ES
88	PALAPAG I	MARY ANN L. LAORENO	MARAGANO ES
89	PALAPAG I	ROLANDO E. GOREMBALEM	BINAY ES
90	PALAPAG II	LEO D. POLDO	NATAWO ES
91	PALAPAG II	MARICEL A. GORGONIA	MANAJAO ES
92	PALAPAG III	JEORLAND P. CHARLES	MATAMBAG ES
93	PALAPAG III	LENY T. DEANANEAS	NAPO ES
94	PALAPAG III	ROWENA G. ENCELA	BANGON ES
95	PALAPAG III	DANIEL T. ORSUA	CANONGHAN ES
96	PAMBUJAN II	EDGAR S. TAN	BRGY. UNO ES

No	District	Name	School
97	PAMBUJAN II	HERMITO L. PINCA	DONA ANECITA ES
98	PAMBUJAN II	MERRIL JILL T. CERBITO	PANINIRONGAN ES
99	ROSARIO	REGINA T. DIN	GUINDAULAN ES
100	ROSARIO	SANTA B. PEDERIO	KAILINGAN ES
101	SAN ANTONIO	JANITO G. MAHINAY	BURABOD ES
102	SAN ANTONIO	RINA R. MAHINAY	VINISITAHAN ES
103	SAN ANTONIO	SONIA G. FERNANDO	SAN NICOLAS ES
104	SAN ISIDRO II	MERCK M. GULFAN	STO. NINO ES
105	SAN ISIDRO II	MERLYN G. SOLAYAO	CABALWA ES
106	SAN JOSE	GLENALINE L. BANGNGAT	MANDUGANG ES
107	SAN JOSE	IRIS V. ABANO	GENGAROG ES
108	SAN JOSE	MELINDA M. ESTONANTO	AGUADAHAN ES
109	SAN JOSE	MAY JOYCE A. SENOBIO	SAN LORENZO ES
110	SAN ROQUE	IRENE C. LOBOS	LAOANGAN ES
111	SAN ROQUE	JOSE REY D. TEPACE	BALNASAN ES
112	SAN ROQUE	DANILO F. CHING	COROCONOG ES
113	SAN VICENTE	PETRONILO M. PANIS	SAN VICENTE CS
114	SILVINO LUBOS	LIZA P. EBIAS	BALUD ES
115	SILVINO LUBOS	LORNA S.DE SILVA	GIGUIMITAN ES
116	SILVINO LUBOS	ROWENA D. BANTILO	GINAGASAN ES
117	VICTORIA	JINA P. MILLANO	BUENASUERTE ES
118	VICTORIA	LOTA G. MACABIDANG	LUISITA ES
119	VICTORIA	MARIETA A. CABREDO	SAN ROMAN ES
120	VICTORIA	MELANIE R. CATAMORA	LUNGIB ES
121	VICTORIA	RAYMOND F. ENCINARES	PASABUENA ES
122	VICTORIA	ROWENA R. CENTINO	SAN LAZARO ES



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Enclosure No. 2 of DM 012, s. 2025

Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy for Untrained Elementary School Heads
 January 9-13, 2025 | Ciriaco Hotel and Resort, Calbayog City

UPDATED PROGRAM OF ACTIVITIES

Time	Day 0 January 9, 2025	Day 1 January 10, 2025	Day 2 January 11, 2025	Day 3 January 12, 2025	Day 4 January 13, 2025
8:00 - 8:30 a.m.		Preliminaries	Preliminaries Management of Learning	Preliminaries Management of Learning	Preliminaries Management of Learning
8:30 - 10:30 a.m.		<i>Breakout Sessions</i> Leading and Managing Schools as Learning Organizations in the New Normal DIANA FLOR D. ECO <i>Class A</i> DR. HAZEL ANN M. DIAZ <i>Class B</i> DANTE D. RUFIN <i>Class C</i>	<i>Breakout Sessions</i> Workshop: Developing a Shared Vision and Formulating SMART Goals LUDYRICK N. LONGCOP FREDDIE B. ORTENERO <i>Class A</i> ROSELLER C. DEMOLAR <i>Class B</i> DANTE D. RUFIN	<i>Breakout Sessions</i> Qualities of a Literacy Leader The Balanced Literacy Approach Language Experience Approach (LEA) RHEA JUNETTE A. ULTRA JOHN ALVER P. CORSINO <i>Class A</i> ANGELINA I. DE GUIA LECHIEL G. ESPINA <i>Class B</i>	<i>Breakout Sessions</i> Supporting Professional Growth through Monitoring and Coaching Coaching Simulation DIANA FLOR D. ECO ROSELYN M. GALDONES <i>Class A</i> DR. CECILIA R. DORIA <i>Class B</i> ANNIE C. DULAY <i>Class C</i>

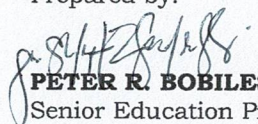


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				JEFFREY C. SENADJAN <i>Class C</i>	
10:30 a.m. - 12:00 nn		Developing a Shared School Vision for Literacy Leadership ATTY. DIANA FLOR D. ECO <i>Class A</i> DR. DIONESIA A. MERCADER <i>Class B</i> MOMAR P. ALCANTARA <i>Class C</i>	*Presentation of the Proposed Shared Vision and SMART Goals Self-paced Task: Revising the Shared Vision and SMART Goals LUDYRICK N. LONGCOP FREDDIE B. ORTENERO <i>Class A</i> ALLAN C. REMEDILLO <i>Class B</i> CHARITO P. GO <i>Class C</i>	Gender Equality and Social Inclusion (GESI) and Literacy Instruction MARIO D. MALOBAGO <i>Class A</i> ROWEL G. BALBUENA <i>Class B</i> CHARITO P. GO <i>Class C</i>	***Presentation of the Project Initiative Plan To be facilitated by the RPs
12:00 nn - 1:00 p.m.		Lunch			
1:00 - 3:30 p.m.	1:00 - 2:00 p.m. Arrival of Participants 2:00 p.m. Check-in Time	Strengthening Literacy Instruction ▪ Well-being ▪ Socio-Emotional Learning (SEL) ▪ Gender Equality and Social Inclusion (GESI) ▪ Capacity to Care ▪ Growth Mindset ▪ Collaborative Problem- solving ARLYN T. ROTAMULA <i>Class A</i> DR. DIONESIA A. MERCADER <i>Class B</i>	The Project Initiative Plan (PIP) ROSELYN M. GALDONES <i>Class A</i> ALLAN C. REMEDILLO <i>Class B</i> MARY ANN I. TACMO <i>Class C</i>	Consultation: **Project Initiative Plan ROSELYN M. GALDONES <i>Class A</i> DR. HAZEL ANN M. DIAZ <i>Class B</i> MARY ANN I. TACMO <i>Class C</i>	Post-test Closing Activities

	3:00 – 5:00 p.m. <i>Plenary</i>	MARY ANN P. BIANES <i>Class C</i>			
3:00 -5:00 p.m.	Attendance check Opening Program Pre-test	Formulating SMART Goals for Literacy Instruction LUDYRICK N. LONGCOP FREDDIE B. ORTENERO <i>Class A</i> ROSELLER C. DEMOLAR <i>Class B</i> MOMAR P. ALCANTARA <i>Class C</i>	Self-paced Task: Developing a Project Initiative Plan ROSELYN M. GALDONES <i>Class A</i> LECHIEL G. ESPINA <i>Class B</i> MARY ANN I. TACMO <i>Class C</i>	Self-paced Task: Finalization of the Project Initiative Plan DIANA FLOR D. ECO <i>Class A</i> ROSELLER C. DEMOLAR <i>Class B</i> JEFFREY C. SENADJAN <i>Class C</i>	
Class Managers	PMT	MARIO D. MALOBAGO ROSELYN M. GARDONES <i>Class A</i> ALLAN C. REMEDILLO LECHIEL G. ESPINA <i>Class B</i> CHARITO P. GO JEFFREY C. SENADJAN <i>Class C</i>	DIANA FLOR D. ECO JOHN ALVER P. CORSINO <i>Class A</i> DIONESIA MERCADER ROWEL BALBUENA <i>Class B</i> MOMAR P. ALCANTARA ANNIE C. DULAY <i>Class C</i>	RHEA JUNETTE A. ULTRA FREDDIE B. ORTENERO <i>Class A</i> LUDYRICK LONGCOP ALLAN REMEDILLO <i>Class B</i> DANTE D. RUFIN MARY ANN P. BIANES <i>Class C</i>	LUDYRICK N. LONGCOP ARLYN T. ROTAMULA <i>Class A</i> ROSELLER DEMOLAR LIECHEL ESPINA <i>Class B</i> MARY ANN I. TACMO MOMAR P. ALCANTARA <i>Class C</i>

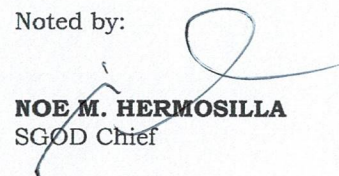
Prepared by:


PETER R. BOBILES
Senior Education Program Specialist

Reviewed by:

ELNA D. ENANO, JD
Education Program Supervisor

Noted by:


NOE M. HERMOSILLA
SGOD Chief

Enclosure No. 3 of DM ____, s. 2025

UPDATED DIVISION CORE MANAGEMENT TEAM

NAME OF PERSONNEL	OFFICE / UNIT	ROLE	TERMS OF REFERENCE
Noe M. Hermosilla Elna D. Enano	SGOD	Program Manager Program Co-Manager	<ul style="list-style-type: none"> ● Oversees the implementation of the entire program ● Supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards ● Orients the PMT and the resource persons/subject matter expert experts on their terms of reference and the details of the program design ● Conducts debriefing with the PMT and resource persons/subject matter experts ● Leads in crafting the PD Program Completion Report
Sylvia D. Villanueva	OIC-CID Chief	Learning Manager	<ul style="list-style-type: none"> ● Ensures that the program is carried out based on the detailed design in collaboration with the resource persons/subject matter experts ● Prepares and maintains conducive learning environment by facilitating unfreezing, leveling of expectations, and norm-setting activities by addressing emerging learning needs ● Facilitates the integration session at the end of the intervention, including preparation of Workplace Application Project (WAP) plan

			<ul style="list-style-type: none"> • Ensures that Level 2 (Learning) evaluation is conducted • Prepares and sends communication to participants' supervisors regarding program completion and importance of implementing Workplace Application Projects
Felix J. Ladeño	EPS in English	Subject matter experts	<ul style="list-style-type: none"> • Applies effective presentation and facilitation techniques in conducting assigned sessions • Provides expert content input during learning sessions • Act as the Class Managers
Maribel Formaran	Kindergarten/Literacy Coordinator		
<p>Roselyn M. Galdones Hazel Ann M. Diaz Diana Flor D. Eco Mary Ann I. Tacmo Mary Ann P. Bienes Dante D. Rufin Momar P. Alcantara Allan C. Remedillo Cecilia Doria Arlun Rotamula Rowel Balbuena Jeffrey Senadjan John Alver Corsino Lechiel Espiña Freddie Ortenero Rhea Junette Ultra Dionesia Mercader Elisa Romancwe Joy Dugan</p>	School Heads		

<p>Annie Dulay Hermito Pinca Jr. Roseller C. Demolar Ludyrick N. Longcop Angelina De Guia</p>			
<p>Peter R. Bobiles Pepito E. Saldo Jr. April Rose Ballicud Timothy Clutario Wilkins Wong</p>	<p>SEPS HRD EPS II ADAS II HRDS Staff HRDS Staff</p>	<p>Documenters & Secretariat</p>	<ul style="list-style-type: none"> ● Documents the proceedings of the learning sessions using the prescribed documentation template ● Takes photos of the different parts of the program delivery ● Attends to registration needs of learners ● Ensures that learners fill out the attendance sheets every day ● Prepares a directory of participants based on registration forms ● Assists in the distribution of learning materials and supplies ● Assists in posting and collection of session outputs ● Compiles session documents and learning resource materials
<p>Peter R. Bobiles Pepito E. Saldo Jr. Jocelyn I. Acebuche April Rose Ballicud</p>	<p>SEPS HRD EPS II HRD Planning Officer ADAS II</p>	<p>Finance & Logistics Officers</p>	<ul style="list-style-type: none"> ● Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation ● Initiates procurement processes of resources, materials, and relevant services, and does a follows up fund disbursement with appropriate offices ● Monitors and documents all disbursements against budget to support liquidation

			<ul style="list-style-type: none"> • Liquidates all fund disbursements and prepares a financial report as input to the PD Program Completion Report • Ensures the quality, adequacy, and availability of facilities, equipment, supplies and materials, vehicles and other resources to support the successful implementation of the program • Leads ocular inspection of venues to ensure adherence to standards and specifications • Checks that session rooms are always ready for use and conducive to learning
Merlita B. Fajardo	SMME SEPS	M&E Coordinator	<ul style="list-style-type: none"> • Implements the M&E Plan in collaboration with the PMT • Applies process observation and prescribed tools to monitor and evaluate program delivery • Administers and analyzes the results of Level 1 evaluation which is to be presented during the debriefing • Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation • Prepares Levels 1 and 2 M & E Analysis and submits to PM for inclusion in the PD Program Completion Report
Deah A. Gamao, CPA	Accounting Section	Finance Officer	<ul style="list-style-type: none"> • Oversees all finance-related concerns of the program, including the efficient allocation and timely release of funds as well as the documentation for liquidation

			<ul style="list-style-type: none"> • Initiates procurement processes of resources, materials, and relevant services, and does a follows up fund disbursement with appropriate offices • Monitors and documents all disbursements against budget to support liquidation • Liquidates all fund disbursements and prepares a financial report as input to the PD Program Completion Report •
3 from School Health Section	School Health Section	Welfare Officers	<ul style="list-style-type: none"> • Ensures that provisions for inclusion, safety, security, health, and wellness of learners, PMT, and resource persons are adequate and available at all times in the venue. • Attends to emerging inclusion, safety, security, health, and wellness concerns of participants, PMT, and resource speakers/subject-matter experts (including incidents of social inclusion, sexual harassment, etc.)