



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
No. **522**, s. 2023

November 13, 2023

**CONDUCT OF DIVISION TRAINING IN STRENGTHENING LEARNING CONDITIONS
FOR EARLY LITERACY INSTRUCTION**

To: Assistant Schools Division Superintendent
Chief, CID and SGOD
Teaching and Non-Teaching Personnel
All Others Concerned

1. This Office hereby announces the conduct of **“DIVISION TRAINING IN STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY INSTRUCTION”**. This is a PRC-accredited program equivalent to 15 CPD units. This activity will be done on December 2, 9, and 16, 2023, at a venue to be announced later.
2. This activity aims to:
 - a. formulate accurately a shared vision statement for literacy instruction in a learning organization;
 - b. precisely develop the skills and competence to achieve an improved literacy instruction; and
 - c. design appropriately a project initiative plan that is responsive to the literacy needs of the learners.
3. Each Elementary School shall send three participants (**1 School Head, 1 Reading Coordinator, and 1 Teacher who is handling Grade level 1-3**).
4. The members of the Program Management Team are the following:

Program Manager	: Wilfreda D. Bongalos PhD, CESO V
Assistant Program Manager	: Ernesto Q. Alas-as Jr. CESE
Co-Program Managers	: John Ariel A. Lagura PhD Miss Maurine C. Castaño
Overall Training Managers:	: Filomena C. Tanggaan PhD Rosene D. Olaivar PhD
QAME Monitor	: Esther L. Cagas PhD
Training Managers	: Aimee T. Amistoso PhD : Beatriz E. Incog EdD : Concepcion A. Tubal



Address: H. Zamora St., Dampas, Tagbilaran City, Bohol
Telephone Nos.: (038)427-1702; (038)427-2506; (038)422-8177
(038)427-6718; (038)544-2147
Email Address: tagbilarancity.division@deped.gov.ph

	: Juanita C. Lafuente DevEdD
	: Proserpina A. Doroy
	: Marilou A. Pondoc
First Aid:	: Rhodelia B. Tumanda RN,MAN
Finance	: Michelle T. Sagara CPA,MM
	: Julie Ann Kristie A. Redillas
Supplies	: Marife C. Rallos
Secretariat	: Marianne P. Calipes
	: Simon T. Rios
	: Arnelie Jean P. Matuod

5. Teachers and Non-Teaching personnel who are involved in this activity shall be entitled to service credits and Compensatory Time Off pursuant to DO 53, c. 2003 titled "Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC & DBM No. 2, s. 2004".
6. Please see the attached list of the working committees.
7. Expenses relative to the conduct of this activity shall be charged against HRTD Fund subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.


WILFREDA D. BONGALOS PhD CESO V
 Schools Division Superintendent

WORKING COMMITTEES

Committee	In charge
Attendance/registration	Rosene D. Olaivar PhD Filomena C. Tanggaan PhD
Tarpaulin, souvenir program/invitation program/certificates	Simon T. Rios, Marianne P. Calipes
Output Collection	Marilou A. Pondoc Rosene D. Olaivar
Evaluation Links	Esther L. Cagas PhD
Lady of Ceremony (Opening and Closing)	Marilou A. Alfarero
Documentation/MOVs	Arnelie Jean P. Matuod