



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

**Office of the Schools Division  
Superintendent**

MEMORANDUM  
MLA-2023-CID 207

TO : Aimee T. Amistoso Education Program Supervisor-English  
Lorelei G. Anore Principal, Taloto Elementary School  
Eva Ruth Garcia Tagbilaran City Central Elementary School  
Mecheil Mercader Booy South ES  
Glaiza Jala Dao Elementary School  
Marlyn Baluca San Isidro Elementary School  
Jingle L. Lungay San Isidro Elementary School  
Farrah Estose Mansasa Elementary School  
Lorna Remolador City East Elementary School  
Marilou Pondoc City East Elementary School

FROM : For the SDS:

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

**FILOMENA C. TANGGAAN PhD**  
SEPS - HRDD

SUBJECT : Upskilling of Key Stage 1 Teachers on the Early Language Literacy and Numeracy (ELLN) with Focus on the Science of Reading (SOR)

DATE : December 14, 2023

1. As per Regional Memorandum No. 0935 s. 2023, dated December 11, 2023, re Upskilling of Key Stage 1 Teachers on the Early Language Literacy and Numeracy (ELLN) with Focus on the Science of Reading (SOR), you are hereby directed to attend the training on December 17-22, 2023, at Hotel Fortuna, Borromeo St., Cebu City.

2. You must be at the venue on the first day before 3:00 p.m. and to check out after lunch on the sixth day. First meal to be served is afternoon snacks on the first day, and the last meal is dinner on the sixth day of the activity.



3. Expenses for board and lodging of participants will be charged against 2023 ELLN Funds, while travel and incidental expenses will be shouldered by the division or school using their MOOE or local funds. All expenses are subject to the usual accounting and auditing rules and regulations. Participants are encouraged to avail themselves of the most economical means of transport to and from the venue. The hiring of a vehicle is strictly prohibited by accounting rules and regulations.

4. Compensatory Time-Off (CTO) for non-teaching personnel and service credits will be granted to teachers in place of the days that will fall on either holidays or weekends under DepEd Order No. 53, s. 2003, titled Updated Guidelines on Grant of Vacation Credits to Teachers, and CSC-DBM Joint Circular No. 2, s. 2015, titled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.

5. For compliance.