



Republic of the Philippines  
**Department of Education**  
REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2024-DTG

To : Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Elementary Public School Heads  
Elementary Public School Teachers

Subject : **RESCHEDULING OF THE CONDUCT OF THE DIVISION ROLLOUT ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY AND THE PRECEEDING AND SUCCEEDING ACTIVITIES**

Date : MARCH 5, 2024

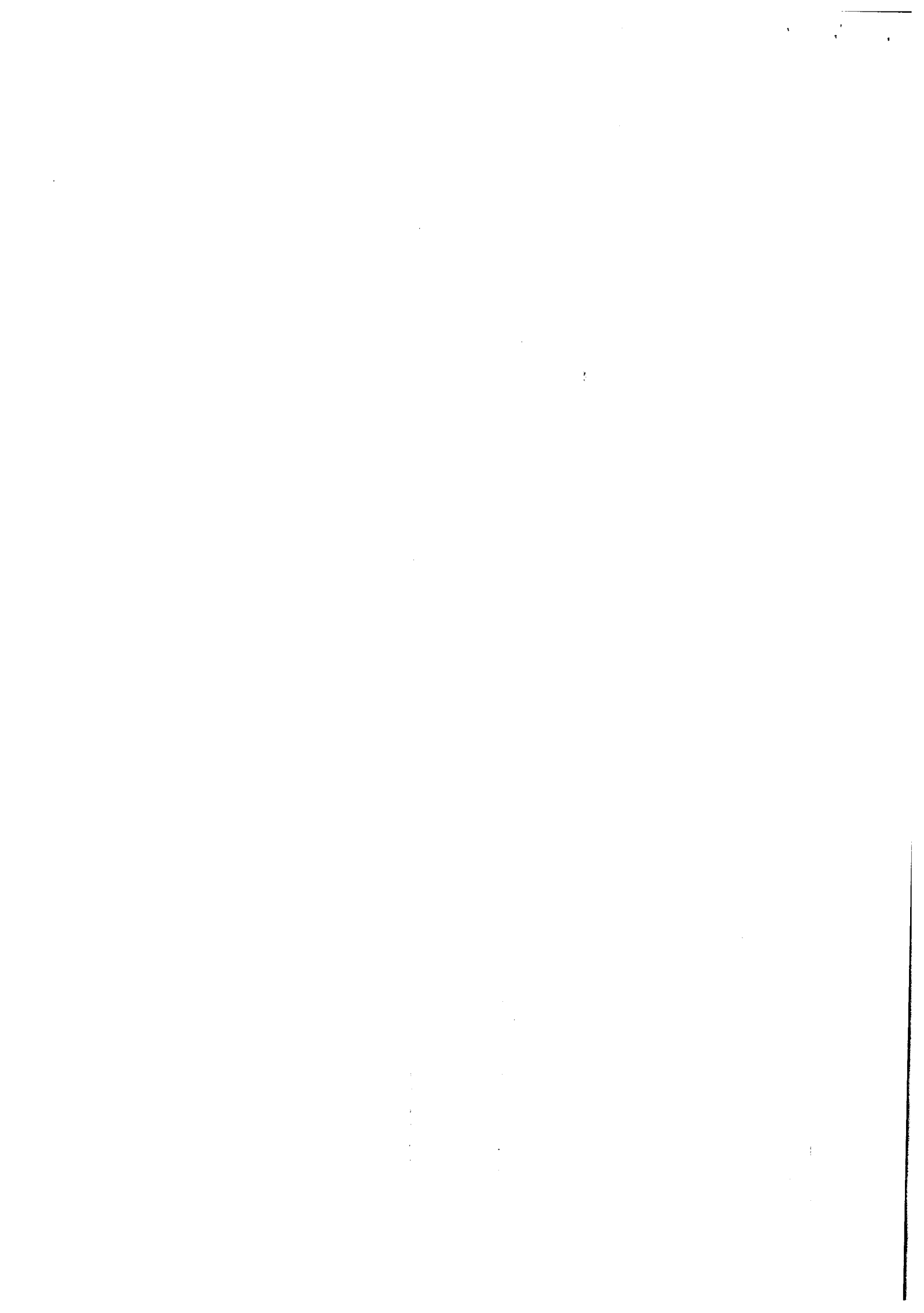
This is in reference to Division CID-2024-051 dated February 5, 2024 Re: **CONDUCT OF THE DIVISION ROLLOUT ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY AND THE PRECEEDING AND SUCCEEDING ACTIVITIES.**

The following are the adjusted dates due to conflict of schedules and other directives from the national office to wit:

Activity	Original Date	Reason for Postponement	New Date
4-Day Training Batch 2	March 8-9, 15-16, 2024	Conflict with the Regional Assembly for Education Leaders (RAEL)	April 3-6, 2024
District Coaching (Occidental District)	March 27, 2024	Holy Wednesday	March 26, 2024
	April 26, 2024	Conflict with the MaTaTaG Rollout	May 7, 2024
District Coaching All Elem. Districts	April 25-26, 2024	Conflict with MaTaTaG Rollout	March 30, 2024
Colloquium	June 7-8, 2024	DO 003, s. 2024 No giving of	August 22-23, 2024



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		voluntary or mandatory tasks/activities for teachers within the whole month of June	
Program Evaluation	June 19, 2023	To be conducted after the Colloquium	August 30, 2024

All other details in the memorandum are still in effect.

For the information of and compliance with by all concerned.

*Melanie F. Estacio*  
**MELANIE F. ESTACIO, PhD, CESO VI**  
 OIC – Schools Division Superintendent

Schools Division Office - Digos City

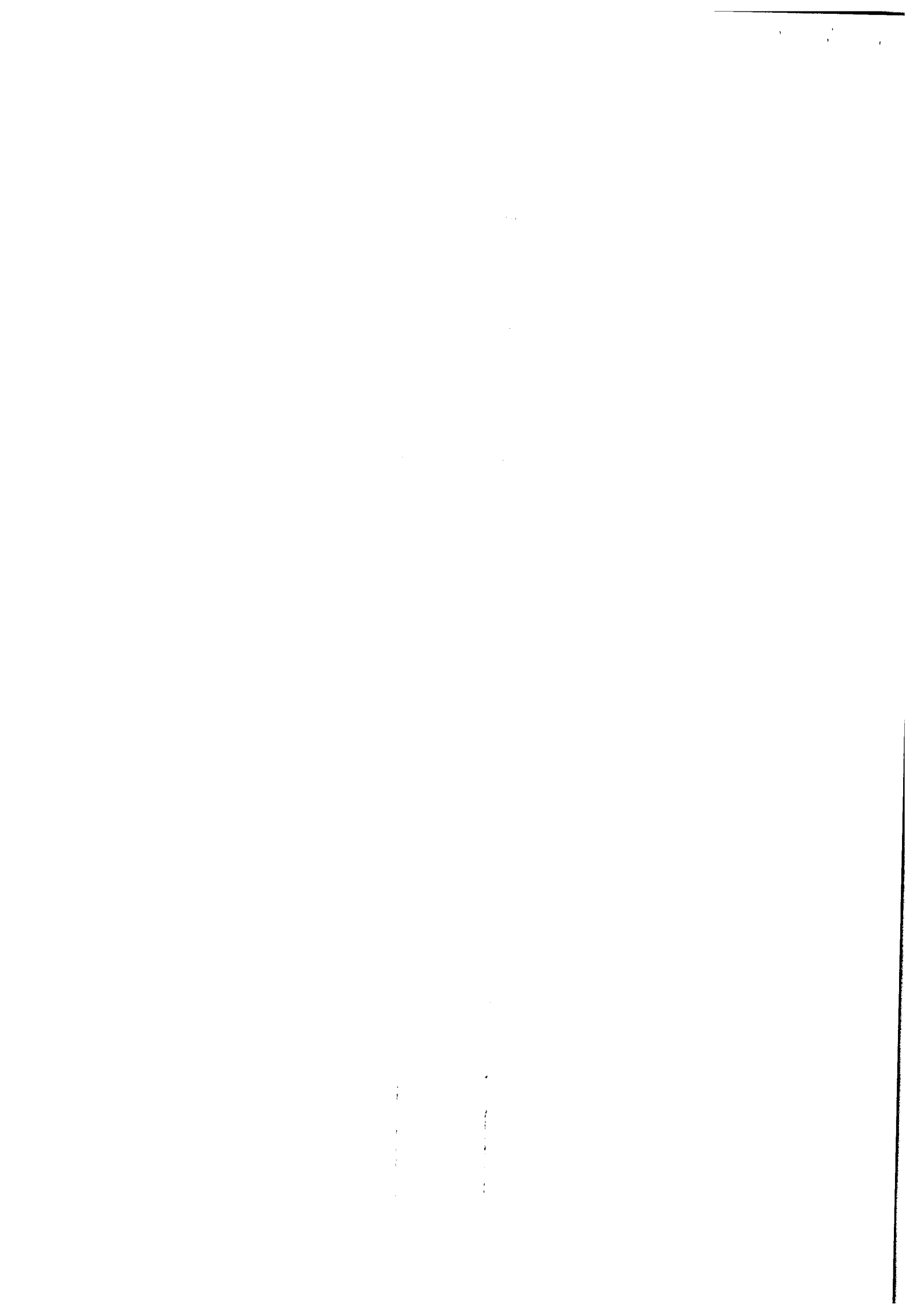
24-118256  
 DATE: MAR 07 2024 TIME: 9:00 AM  
 BY: *[Signature]*

Enclosed as stated:

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Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DIGOS CITY**

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

01-10-2024 [5]

To: Assistant Schools Division Superintendent  
 Cultural, Social Affairs  
 Division Schools District Supervisors  
 Education Program Supervisors  
 Elementary/High School Heads  
 Elementary/High School Teachers

Subject: **UPSKILLING OF INSTRUCTIONAL LEADERS (DIVISION ROLLOUT) ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY AND THE PRECEEDING AND SUCCEEDING ACTIVITIES**

Date: February 15, 2024

This is in reference to Regional Memorandum (RM) No. 2024-1026 dated January 24, 2024 signed by Rebeca Maria R. Magno, Director, Region XI, Coordinator of the Division Rollout on Instructional Leaders' upskilling of (IL) Strengthening Learning Conditions for Early Literacy.

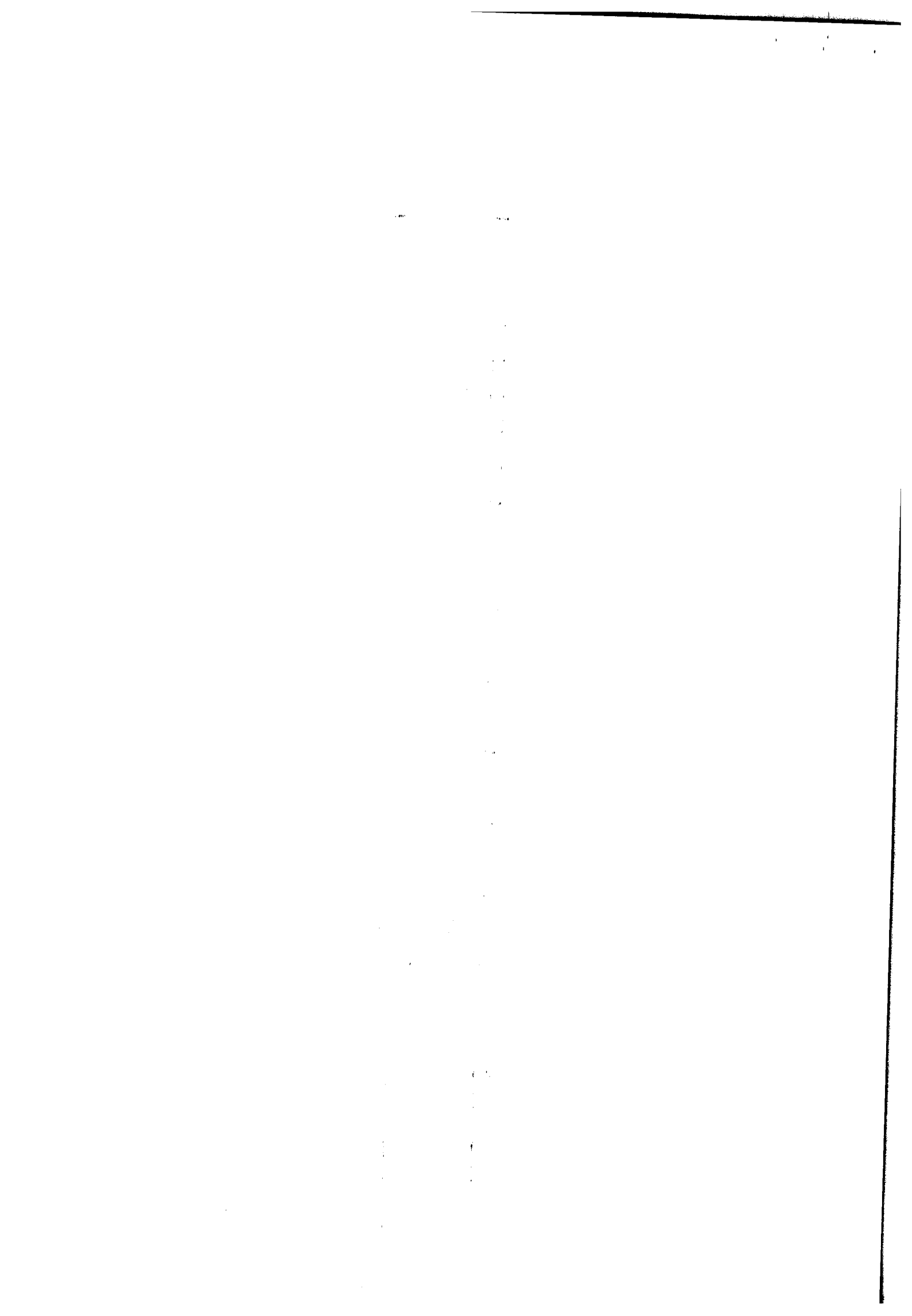
Below is the matrix of activities that includes the venue, date, and persons involved before starting the rollout, as follows:

No.	Activities	Venue	Date	Persons Involved
1.	Workshop: Establishing of Division Committees	Megui's conference hall	February 15, 2024	Division Offices
2.	Workshop: Training	Megui's conference hall	March 20 to 21, 2024	600 (incl. 124 Teachers, School In-charge & School Meeting coordinators, 21 EISS, 12NSSS, Trainers, 13 SOD Personnel)
3.	Workshop: Training	Megui's conference hall	March 28 to 1, 16, 2024	450 (incl. Teachers, In- charge, SOD coordinators, 4 Private A/E teachers, 10 coaches with 100+ children (SOD Personnel)
4.	Coordination and Monitoring	Megui's conference hall	March to May 2024	100 (In-charge, School Heads, and dividing Coordinators)
5.	Collaboration	Megui's conference hall	March to May 2024	100 (100 Schools, Heads, 50 Reading Coordinators, 10 EISS, 10 EISS, 2 SOD Personnel, SOS and ASOS)

Prepared by:   
 Schools Division Superintendent  
 Schools Division Office - Digos City



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6. Program: Megan's Law  
Initiation: Bureau of Education, 2024  
CDO Order: 27-113-2024  
ISSUE: Training of School Heads & Staff (Yes/No)

Travel and other incidental expenses of school heads and teachers shall be charged against the School MOE's local funds while the travel and other incidental expenses of SDO personnel shall be charged against the Division MOE. Other local fund expenses shall be charged against APO's funds, all subject to the usual accounting and auditing rules and regulations.

The points of the activities of the program are stipulated in Enclosures 1 to 5 while the schedule of coaching and mentoring is in enclosure 6.

Service credits shall be granted to all teacher participants while compensatory overtime credits (OTC) shall be granted to supervisors, school heads, and other non-teaching personnel for the services rendered during Saturdays, Sundays, or holidays (except order No. 113-2024).

Immediate dissemination of this Memorandum is desired.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent

74-113-2024  
*[Signature]* *[Signature]*



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1. Name of the person

2. Address

3. City

4. State

5. Zip

6. Telephone

7. E-mail

8. Date

9. Signature

10. Title

11. Organization

12. Reference

13. Remarks

14. Comments

15. Other

16. Date

17. Signature

18. Title

19. Organization

20. Reference

21. Remarks

22. Comments

23. Other

24. Date

25. Signature

26. Title

27. Organization

28. Reference

29. Remarks

30. Comments