



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2024-446

To : Assistant Schools Division Superintendent  
CID and SGOD Chiefs  
Public Schools District Supervisors  
Education Program Supervisors  
Elementary Public School Heads  
Elementary Public School Teachers  
Planning and Research Focal Person  
Continuous Improvement Focal Person

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

Date : October 9, 2024

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	Persons Involved/ Attendees	Date	Venue
Interfacing conference with ILT Coaches and Planning and Division Research Team	CID Chief, PSDS, EPS, Planning and Research and CI Focal Persons	October 14, 2024	Division Conference Room 1:00 PM-5:00PM
First Coaching	EPS, PSDS, School Heads and Reading Coordinators	October 26, 2024	Megan's Function Hall
Second Coaching	EPS, PSDS, School Heads	November 8, 2024	Megan's Function Hall




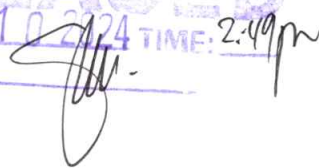
	and Reading Coordinators		
Third Coaching	EPS, PSDS, School Heads and Reading Coordinators	November 28, 2024	Megan's Function Hall
Colloquium	Schools' Team, coacher, TWG, SDS, ASDS, Chiefs SGOD, CID	December 17-18, 2024	Viewpoint Hotel
Program Implementation Review	School Heads, EPS, PSDS, 2 Chiefs	January 24, 2025	Mega's World

All other details in the memorandum are still in effect.

For the information of and compliance with by all concerned.

For and in the absence of the  
Schools Division Superintendent

  
**BEVERLY S. DAUGDAUG, EDD**  
Chief-Education Program Supervisor  
Officer-In-Charge

DepEd Schools Division of Digos City  
RECORDS SECTION  
**RECEIVED**  
74-70467  
DATE: OCT 10 2024 TIME: 2:49pm  
BY: 

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**

CID-2024-051

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 : **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 5, 2024

This is in reference to Regional Memorandum HRDD-2024-026 dated January 23, 2024 signed by Rebonfamil R. Haguio, Director III, re: Conduct of the Division Rollout on Instructional Leadership Training (ILT) Strengthening Learning Conditions for Early Literacy

Below is the matrix of activities that includes the venue, date and persons involved before, during the after the roll out, to wit:

No.	Activities	Venue	Date	Persons Involved
1	Capacity Building of Division Trainers	Megan's Function Hall	February 15, 2024	Division Trainers
2	Batch 1 Training	Megan's Function Hall	March 20 to 24, 2024	CID Chief, 124 Teachers, School Heads & School Reading Coordinators, 21 EPSSs / PSDSSs / Trainers, 5 SGOD Personnel
3	Batch 2 Training	Megan's Function Hall	March 8-9, 15-16, 2024	47 K to 3 Teachers, 36 ELLN/GAD Coordinator, 4 Project EAGLE Teachers, 7 Trainers with Dr. Endrina, 3 SGOD Personnel
4	Coaching and Mentoring	Megan's Function Hall	March to May 2024	CID Personnel, School Heads and Reading Coordinators
5	Colloquium	Megan's Function Hall	June 7-8, 2024	CID Chief, 36 School Heads, 36 Reading Coordinators, 10 PSDSSs, 10 EPSSs, 2 SGOD Personnel, SDS and ASDS



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
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 (082) 553-8396 | (082) 553-8376



6	Program Evaluation	Megan's Function Hall	June 14, 2024	CID Chief, 21 EPSs/ PSDSs/ Trainers, 36 School Heads, 4 SGOD Personnel
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Travel and other incidental expenses of school heads and teachers shall be charged against the School MOOE/local funds while the travel and other incidental expenses of SDO personnel shall be charged against the Division MOOE. On the other hand, meal expenses shall be charged against AHC+ Funds, all subject to the usual accounting and auditing rules and regulations.

Participants of the activities of the program are stipulated in Enclosures 1 to 5 while the schedule of coaching and mentoring in Enclosure 6.

Service credits shall be granted to all teacher-participants while compensatory overtime credits (COC) shall be granted to supervisors, school heads, and other non-teaching personnel for the services rendered during Saturdays, Sundays, or holidays (DepEd Order No. 53, s. 2003).

Immediate dissemination of this Memorandum is desired.

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

Schools Division Office of Digos City  
 74-117 (07)  
 FEB 11 2024  
 I.R.P.

