



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2024-574

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

Subject : **UPDATED SCHEDULE OF THE CONDUCT OF THE DIVISION  
INSTRUCTIONAL LEADERSHIP TRAINING (ILT) COLLOQUIUM**

Date : November 22, 2024

In reference to Division CID-2024-474 dated October 21, 2024 Re: **CONDUCT OF THE DIVISION ROLLOUT ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY AND SUCCEEDING ACTIVITIES.**

The field is hereby informed of the change of schedule for ILT Colloquium from December 17-18, 2024 (Megan's Function Hall) to December 11, 2024 (Mega's World Function Hall).

The Colloquium with the theme "**Transforming Literacy Through Evidence-Based Practices: New Frontiers in Research and Execution**", is the culminating activity of the **Instructional Leadership Training (ILT): Strengthening Learning Conditions for early literacy** where chosen schools from each district will present their Project Initiative Report, as part of the means of verification on learning application.

Each elementary district is:

- a. given space as display area which will showcase the different reading materials used during the pilot testing of the district schools;
- b. prepare brochures ready for distribution and provide curators to answer the queries during the gallery walk.



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

☎ (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

📠 (082) 553-8396 | (082) 553-8376

🌐 www.depeddigoscity.org | ✉ digos.city@deped.gov.ph

- c. Send one schools (per district) as presenter of the completed ILT Project.
- d. All schools are advised to submit the Project Initiative Plan (PIP) on or before December 9, 2024 to Mrs. Ida I. Juezan thru email address [ida.juezan@deped.gov.ph](mailto:ida.juezan@deped.gov.ph)

Participants are advised to wear corporate attire.

The list of participants is herein attached. Further, the following personnel are identified as members of the Technical Working Group (TWG).

1. Marjun Rebosquillo, SEPS II
2. Ferdinand Magdadaro, PDO-1
3. Jessrael Bengil, A)-2
4. Ruben Evarretta, PDO-II
5. Jayffer Sartorio. Teacher III
6. Jay Mark Alocelja-Teacher III
7. Lee Wilson C. Precellas, Teacher 1

They are advised to report to the Division Conference Room on November 27, 28 and December 5, 2024 to work on the necessary preparations. School Heads of these selected teachers shall ensure that classes are taken care of in adherence Regional Memorandum No. 13, s. 2023 entitled “Regional Policy Guidelines in the Substitutions of Classes and Grant of Service Credits”.

Travel and other incidental expenses of the participants are charged to local funds subject to the usual accounting and auditing rules and regulations.

All other details in the memorandum are still in effect.

For the information of and compliance with by all concerned.

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

Schools Division of Digos City  
RECORDS SECTION  
**RELEASED**  
DATE: NOV 25 2024 TIME: 2:22 p  
BY: \_\_\_\_\_

For and in the absence of  
the Schools Division Superintendent

*Sollie B. Oliver, Jr.* 11/25/24  
**SOLLIE B. OLIVER, JD, MATE**  
Chief-School Governance and Operations Division  
Officer-In-Charge



Enclosed as stated:  
ijj

### PARTICIPANTS

Office	No. of pax
SDS and ASDS	2
Elem Schools	180 (36 schools x 5 per school)
EPS	9
PSDS	9
Chiefs	2
CI Focal Person	1
Research and M and E	1
Health and Nutrition Unit	1
HRD	1
TWG	2
Reactors	3
Regional Team	2
Total	213



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002

(082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375

(082) 553-8396 | (082) 553-8376

[www.depeddigoscity.org](http://www.depeddigoscity.org) | [digos.city@deped.gov.ph](mailto:digos.city@deped.gov.ph)



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

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2024-471

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

Date : October 21, 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 SUCCEEDING ACTIVITIES.**

The following are the new adjusted dates and venue for the coaching sessions and other activities:

Activity	Persons Involved/ Attendees	Previous Date	New Date	Venue	No. of Pax
First Coaching	EPS, PSDS, School Heads and Reading Coordinators CI and Planning and Research Focal	October 26, 2024	October 25, 2024	Mega's World Function Hall	135 pax



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 ☎ (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
 📠 (082) 553-8396 | (082) 553-8376  
 🌐 www.depeddigoscity.org | ✉ digos.city@deped.gov.ph



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 ☎ (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
 📠 (082) 553-8396 | (082) 553-8376  
 🌐 www.depeddigoscity.org | ✉ digos.city@deped.gov.ph

Second Coaching	EPS, PSDS, School Heads and Reading Coordinators	November 8, 2024	November 8, 2024	Mega's World Function Hall	135 pax
Third Coaching	EPS, PSDS, School Heads and Reading Coordinators CI and Research Focal Person	November 28, 2024	December 6, 2024	Mega's World Functional Hall	135 pax
Colloquium	Schools' Team, coacher, TWG, SDS, ASDS, Chiefs SGOD, CID	December 17-18, 2024		Megan's Function Hall	97 pax
Program Implementation Review	School Heads, EPS, PSDS, 2 Chiefs	January 24, 2025		Megan's Function Hall	62 pax

All other details in the memorandum are still in effect.

For the information of and compliance with by all concerned.

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

Schools Division - Digos City  
DATE: OCT 2 2024  
BY: [Signature]

Enclosed as stated:



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
 (082) 553-8396 | (082) 553-8376  
 www.depeddigoscity.org | digos.city@deped.gov.ph



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002  
 (082) 553-8396 | (082) 553-8376 | (082) 553-9170 | (082) 553-8375  
 (082) 553-8396 | (082) 553-8376  
 www.depeddigoscity.org | digos.city@deped.gov.ph