



Republic of the Philippines  
**Department of Education**  
DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**  
**DIVISION MEMORANDUM**  
SGOD-2024-*86*

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

Subject : ADDENDUM TO DIVISION MEMORANDUM CID-2024-574, RE:  
UPDATED SCHEDULE OF THE CONDUCT OF THE DIVISION  
INSTRUCTIONAL LEADERSHIP TRAINING (ILT) COLLOQUIUM

Date : December 9, 2024

In reference to the attached Division Memorandum CID-2024-574, re: "Updated Schedule of the Conduct of the Division Instructional Leadership Training (ILT) Colloquium", this Office informs the participants below to participate in the technical run and conduct of colloquium on December 10 & 11, 2024 at Digos City Division Office and Mega's World Function Hall.

The following personnel are listed as participants of the activity:

1. Ferdinand Magdadaro, PDO-I
2. Jessrael Bengil, AO-II
3. Ruben Evarretta, PDO-II
4. Jayffer Sartorio, Teacher III
5. Brynel S. Espina, Teacher I-DMMES

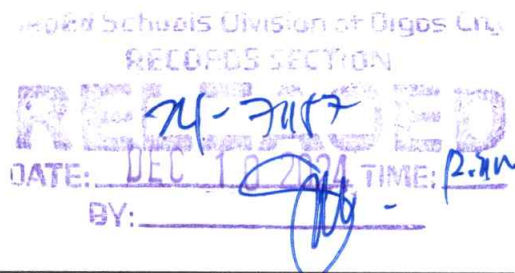
School Heads of the selected teachers shall ensure that all classes will be taken care of in adherence to Regional Memorandum No. 12, s.2023 entitled: "Regional Policy Guidelines in the Substitution of Classes and Grant of Service Credits". Travel and other incidental expenses shall be charged against local funds subject to the existing accounting and auditing rules and regulations.

Other contents of the attached Memorandum are self-explanatory and explicitly discuss the inclusion of details.

For information, guidance, and compliance.

*[Signature]*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
Schools Division Superintendent *[Signature]* 09-12-2024

Enclosed: As stated.  
SGOD/PR/mbr



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)  
Telephone Nos.: (082) 553-8375; (082) 553-8396



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.



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- 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 Reboquillo, 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

20-7159  
DATE: NOV 25 2024 TIME: 2:30 p  
BY: \_\_\_\_\_

For and in the absence of  
the Schools Division Superintendent

*Sollie B. Oliver* 11/25/24  
**SOLLIE B. OLIVER, JD, MATE**

Chief-School Governance and Operations Division  
Officer-In-Charge



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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



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