



Republic of the Philippines
Department of Education
CARAGA REGION



August 11, 2023

REGIONAL MEMORANDUM
No. 0747, s. 2023

To: ASSISTANT REGIONAL DIRECTOR
CHIEFS OF FUNCTIONAL DIVISIONS
SCHOOLS DIVISION SUPERINTENDENTS
This Region

CONDUCT OF THE DIVISION ROLLOUT OF THE ABC+ PROJECT ON
INSTRUCTIONAL LEADERSHIP TRAINING

1. In furtherance of its mandate of providing capacity-building program for public school teachers and school leaders, the National Educators Academy of the Philippines of the Philippines (NEAP) has embarked on a partnership with the Advancing Basic Education in the Philippines (ABC+) project aimed at improving the outcomes of early literacy, numeracy, and socio-emotional learning in the country.
2. The core interventions to be provided include the development and implementation of professional development programs for teachers and instructional supervisors, the development of developmentally-appropriate reading materials for kindergarten to Grade 3 in the Mother Tongue, and systems strengthening as well as capacity development along these core areas.
3. For FY 2023, NEAP shall download funds to DepEd Caraga with a total amount of Thirteen Million Five Hundred Forty-two Thousand pesos proportioned to the 12 Schools Division Offices (**Enclosure 1**) for the conduct of the Division Rollout of the said program.
4. The Division Rollout aims to:
 - a. capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, social-emotional learning, and gender equality and social inclusion (GESI) in fostering conditions for a positive learning environment;
 - b. draft research-based and data-driven project initiatives that will improve learning outcomes of the K to 3 learners in their respective schools as embedded in the School Improvement Plan (SIP) and as practiced in Continuous Improvement (CI);



Address: J.P. Rosales Avenue, Butuan City
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Email: caraga@deped.gov.ph
Website: <https://caraga.deped.gov.ph/>



2023-08-11710

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- c. support and complement the implementation of national programs or initiatives such as but not limited to National Learning Camp (NLC), National Reading Program (NRP), and National Mathematics Program (NMP); and,
 - d. form linkages and share with other districts and schools, some noteworthy practices aligned with Instructional Leadership Training (ILT) principles.
5. Participants in the Division Rollout are:
 - a. Regional Trainers
 - b. Division Core Management Team (DCMT)
 - i. Chief Education Program Supervisor, Curriculum and Implementation Division
 - ii. Specialist, Human Resource Development Service
 - iii. Specialist, School Management, Monitoring, and Evaluation
 - iv. Officer or alternate, Division Information Technology Office
 - c. Division Participants
 - i. Education Program Supervisors for literacy or reading and kindergarten
 - ii. Public Schools District Supervisors
 - iii. School Heads (elementary)
 6. The funds shall be downloaded to the DepEd Regional Offices. The Regional Offices shall have the responsibility of downloading the funds to the twelve (12) Schools Division Offices.
 7. To facilitate the conduct of the downloading of funds, the Regional Office will submit a Letter of Acceptance (**Enclosure 2**) covering the total amount allocated for the region, should all the SDOs signify their assent to accept the same. Should a particular SDO turn down said funds, the Regional Office shall accept and indicate the reduced amount.
 8. The funds to be downloaded consists of the following:
 - a. Board and lodging of the Regional Trainers, DCMT, and the participants at Php 2,000.00 per night, per person;
 - b. Supplies and materials of the Regional Trainers, DCMT, and the participants at Php 200.00 per person; and,
 - c. Travel expenses of the Regional Trainers, DCMT, and the participants at Php 2,000.00 per person.
 9. The funds may be used for the following expenses:
 - a. Board and lodging of the Regional Trainers, DCMT, and the participants, the use of the function room/s provision of audio-visual system or facility and other equipment and requirements prescribed by pertinent accounting and auditing rules and regulations;
 - b. Supplies and materials, which may include the printing of the training modules and activity sheets and purchase of paper materials, writing tools and implements, flash drives for storage of e-copies of the training resources, and other training supplies, as may be required;



- c. transportation cost and per diem of the Regional Trainers, DCMT, and the participants; and,
- d. Other expenses in support of the conduct of the division rollout, are deemed eligible expenses provided these are classified under MOOE.

10. Implementation Process

- a. The DCMT prepares the Division Rollout Implementation Plan (**Enclosure 3**) for review and approval by the Schools Division Superintendent;
- b. DCMT informs RO and NEAP-CO of the approved conduct date.
- c. The DCMT implements the division rollout based on the approved implementation plan.
- d. DCMT prepares and uploads their physical and financial accomplishment in the Program Management Information System (PMIS) as indicated in DepEd Order No. 11, s. 2021 "Guidelines on the Operationalization of PMIS."
- e. Likewise, DCMT prepares and submits the following to the NEAP Quality Assurance Division 10 working days after the conduct of the program:
 - i. NEAP Program Completion Report (**Enclosure 4**)
 - ii. Program Completion Report Attachment (**Enclosure 5**)
 - iii. Participants' profile-Template (**Enclosure 6**)

All Enclosures may be downloaded from <https://bit.ly/ILTComRepTemp>

11. Monitoring and Evaluation Activities

- a. The ABC+ ILT Program Manager and other NEAP Representatives, in coordination with Regions and selected Schools Divisions, will conduct the monitoring of the program.
- b. The monitoring activities shall involve the following activities:
 - i. Review and discussion of the division rollout program and facilitator evaluation results
 - ii. Discussion on post-division rollout activities and their corresponding M&E

12. Should a particular SDO will not be able to conduct the division rollout on the date they have stipulated in the implementation plan due to circumstances beyond their control, it is imperative that they coordinate with the Regional Office and Central Office for their course of action.

13. To ensure effective and efficient implementation of the activities funded through downloading of funds, SDOs are required to report the status of the utilization of the fund (**Enclosure 7**) to NEAP-PDD through the respective Regional Director.

14. For more information, please contact Maria Ruth R. Edradan thru hrdd_caraga@deped.gov.ph.



15. Immediate dissemination of and strict compliance to this memorandum is directed.

MARIA INES C. ASUNCION

Director III

Officer-in-Charge

Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:


PEDRO T. ESCOBARTE, Jr., PHD, CESO V

Assistant Regional Director 

Encl/s.: As stated

Reference/s: DM-HROD-NEAP-2023-1063

To be indicated in the Perpetual Index
under the following subjects:

LANGUAGE

TRAINING PROGRAMS

WORKSHOPS

HRDD/mrre
08/11/2023



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SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
Caraga								
Agusan del Norte	83	1	1	1	4	5	95	1,159,000.00
Agusan del Sur	212	1	1	1	4	5	224	2,732,800.00
Bayugan City	57	1	1	1	4	5	69	841,800.00
Bislig City	51	1	1	1	4	5	63	768,600.00
Butuan City	54	1	1	1	4	5	66	805,200.00
Cabadbaran City	27	1	1	1	4	5	39	475,800.00
Dinagat Island	54	1	1	1	4	5	66	805,200.00
Siargao	60	1	1	1	4	5	72	878,400.00
Surigao City	65	1	1	1	4	5	77	939,400.00
Surigao del Norte	82	1	1	1	4	5	94	1,146,800.00
Surigao del Sur	194	1	1	1	4	5	206	2,513,200.00
Tandag City	27	1	1	1	4	5	39	475,800.00

TOTAL 13,542,000

Department of Education
National Educators Academy of the Philippines
Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

Template of the Letter of Acceptance of Funds

22 September 2017

JENNIFER E. LOPEZ

OIC - Director IV
National Educators Academy of the Philippines
2nd Floor Mabini Building, DepEd Complex
Meralco Avenue, Pasig City

ACCEPTANCE OF DOWNLOADED FUNDS

Dear **Director LOPEZ:**

This is with reference to the unnumbered memorandum issued by the National Educators Academy of the Philippines (NEAP) specifically indicating the funds to be downloaded for the conduct of the Division Roll Out of the ABC+ Project on Instructional Leadership Training (ILT).

To this end, this is to formally ACCEPT the amount of _____ (PhP _____) for the management and delivery of the said program:

Schools Division Office	No. of Expected Participants	Budget Allocation
<i>Schools Division Office A</i>		
<i>Schools Division Office B</i>		
<i>Schools Division Office C</i>		

For your information.

Thank you.

Regards,

Regional Director
DepEd Region

Department of Education
National Educators Academy of the Philippines
Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

Implementation Plan

A. PROGRAM PROFILE

PROGRAM TITLE	Division Roll Out of the ABC+ Project on Instructional Leadership Training (ILT)
RATIONALE	The Division Roll Out aims to: - Capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, socio-emotional learning, and gender equity and social inclusion (GESI) in fostering conditions for a positive learning environment; - Draft research-based and data-driven project initiatives that will improve learning outcomes of Kindergarten to Grade 3 learners in their respective schools; - Support and complement the implementation of national programs or initiatives such as, but not limited to National Learning Camp (NLC), National Reading Program (NPR), and National Mathematics Program (NMP); and, - Form linkages and share with other districts ad schools, some noteworthy practices aligned with the Instructional Leadership Training (ILT) principles.
PROGRAM OUTCOME	Trained school leaders in instructional leadership Trained public school teachers on literacy, numeracy, and socio-emotional learning
MAJOR FINAL OUTCOME	Improved outcomes of early literacy, numeracy, socio-emotional learning

B. PROFILE OF THE TARGET PARTICIPANTS

TARGET JOB GROUPS	NUMBER OF EXPECTED PARTICIPANTS
PARTICIPANTS	
School Heads	
Education Program Supervisor (Literacy or Reading)	
Education Program Supervisor (Kinder)	
Public School District Supervisor	
DIVISION CORE MANAGEMENT TEAM	
Chief Education Program Supervisor (Curriculum and Implementation Division)	
Specialist (Human Resource Development Service)	
Specialist (School Management, Monitoring, and Evaluation)	
Officer (Division Information Technology Office)	
REGIONAL TRAINERS	
TOTAL	

Breakdown of Participants:

Name	Position	School
1.		
2.		
3.		
4.		
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24.		
25.		

C. IMPLEMENTATION PLAN

ACTIVITIES	OBJECTIVE	OUTPUT	MODALITY and PLATFORM	TARGET PAX	NUMBER OF PAX (Breakdown)	NUMBER OF DAYS	TARGET DATES	PROPOSED VENUE
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

D. BUDGET ESTIMATE

ACTIVITY	NO. OF PAX	EXPENDITURE				
		Board and Lodging	Supplies	Travel Expenses	Others	TOTAL
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

E. DIVISION CORE MANAGEMENT TEAM

NAME OF PERSONNEL	OFFICE	ROLE	TERMS OF REFERENCE
	Curriculum and Implementation Division		
	Human Resource Development Service		
	School Management, Monitoring, and Evaluation		
	Division Information Technology Office		

Department of Education
National Educators Academy of the Philippines
Professional Development Division

**DIVISION ROLL-OUT OF THE ABC+ PROJECT
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

Implementation Plan

A. PROGRAM PROFILE

PROGRAM TITLE	Division Roll Out of the ABC+ Project on Instructional Leadership Training (ILT)
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Chief Education Program Supervisor (Curriculum and Implementation Division)	
Specialist (Human Resource Development Service)	
Specialist (School Management, Monitoring, and Evaluation)	
Officer (Division Information Technology Office)	
REGIONAL TRAINERS	
TOTAL	

Breakdown of Participants:

Name	Position	School
1.		
2.		
3.		
4.		
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23.		
24.		
25.		

C. IMPLEMENTATION PLAN

ACTIVITIES	OBJECTIVE	OUTPUT	MODALITY and PLATFORM	TARGET PAX	NUMBER OF PAX (Breakdown)	NUMBER OF DAYS	TARGET DATES	PROPOSED VENUE
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

D. BUDGET ESTIMATE

ACTIVITY	NO. OF PAX	EXPENDITURE				
		Board and Lodging	Supplies	Travel Expenses	Others	TOTAL
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

E. DIVISION CORE MANAGEMENT TEAM

NAME OF PERSONNEL	OFFICE	ROLE	TERMS OF REFERENCE
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	Human Resource Development Service		
	School Management, Monitoring, and Evaluation		
	Division Information Technology Office		

Department of Education
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Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

PROGRAM COMPLETION REPORT

Learning Service Provider:		
Contact Person:	Designation:	
Contact No.:	Email Address:	
Program/Course Title:		
Date/s of Conduct:		
Venue:		
Total No. of Participants:	Male:	Female:
Executive Summary: <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i>		

M and E Analysis

Analysis should include:

- *Summary of results from the participants' evaluation of the program (level 1)*
- *Summary of Results from the participants' learning of the program (pre/post-test – see Program Completion Report Attachment)*

Strengths and areas for improvement should be identified in this section

**Use separate page if necessary*

General Comments and Issues Encountered

In this section make any general comments about the program and identify any issues encountered in relation to:

- *its delivery*
 - *resource persons/learning facilitators*
 - *participants*
 - *content of program*
 - *delivery strategies*
 - *training materials*
- *its management*
 - *prior to delivery*
 - *during the training proper*

Other issues

Photo Documentation

- *Must be PDF File*
- *5 pictures per day only*
- *Each day should contain descriptions*

Recommendations

In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns)

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP is to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Sign off by the Program/Course Manager or its equivalent

P/C Manager:
Signature:
Date:

[illegible]

[illegible]

Approved By:

Signature Above Printed Name
Position
Date and Time: _____

Department of Education
National Educators Academy of the Philippines
Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

Budget Utilization Report

No. of Expected Participants	
No. of Actual Participants	

Expense Item	A Allocation	B Obligated	C Disbursed	Balance (A-C)
Board and Lodging				
Supplies				
Travel Expenses				
<i>Others, please specify</i>				
TOTAL				

Prepared By: _____

Approved By: _____

Signature Above Printed Name
Position
Date and Time: _____

Signature Above Printed Name
Position
Date and Time: _____