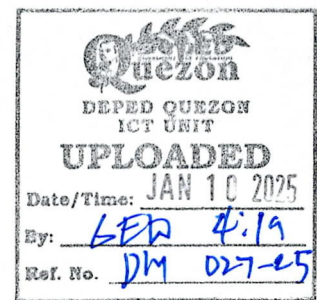




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



09 January 2025

**DIVISION MEMORANDUM**  
DM No. 027, s. 2025

**DIVISION ROLLOUT ON ADVANCING BASIC EDUCATION IN THE PHILIPPINES (ABC +)  
INSTRUCTIONAL LEADERSHIP TRAINING (ILT) BATCH 3**

**To:** Assistant Schools Division Superintendents  
Division Chiefs  
Education Program Supervisors  
Public Schools District Supervisors  
Elementary School Heads  
All Others Concerned

1. Anchored on MATATAG Agenda which highlights mechanisms in giving support to teachers to teach better, and in line with Project KALILAYAN and CID's Project SHINE, this Division announces the conduct of the Division Rollout on Advancing Basic Education in the Philippines (ABC +) Instructional Leadership Training, Batch 3 on January 20-24, 2025 at M.I. Sevilla's Farm and Resort, Domoit, Lucena City.
2. This activity aims to:
  - a. 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 positive learning environment;
  - b. draft research-based and data-driven project initiatives that will improve learning outcomes of Kindergarten to Grade 3 learners in respective schools;
  - 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.

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3. Participants to this activity shall be all the elementary school heads (400 pax) who were not trained in ABC plus rollout batch 1, last March 2024. They are advised to register until January 17, 2025 through this link:  
<https://tinyurl.com/ABCplusREG2025>
4. The participants are expected to report to the venue in the morning before 8:00a.m. on the first day of the training. They are advised to bring own laptop, extension cord, and other essential gadgets that may be used during the workshop and presentation of outputs.
5. There shall be no registration fee. Expenses to this training as to foods and accommodation shall be charged against the division HRTD Fund, while the travel expenses shall be charged against the school MOOE.
6. The first meal to be served is breakfast on Day 1 (January 20), while the last meal shall be afternoon snack on Day 5 (January 24).
7. Members of the Technical Working Group (TWG) are advised to attend the planning/meeting on January 17, 2025, 9:00a.m. via online platform. The link shall be forwarded a day before the scheduled meeting.
8. Immediate and widest dissemination of this Memorandum is desired.

  
**ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent 

cid-ims/alp/01209/2025  
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Enclosure No. 1 to DM No. 027, s. 2025

**MATRIX OF ACTIVITIES**

DAY 1 – JANUARY 20, 2025		
TIME	ACTIVITY/SESSION	PERSON-IN-CHARGE
6:00am-8:00am	Breakfast, Registration	Secretariat, PMT
8:30am-9:15AM	Opening Program	PMT
9:15am-9:30am	AM break (the participants are advised to proceed to breakout rooms)	
9:30am-10:15am	Getting-to-know-you and Expectation Setting Session	Learning Manager
10:15am-11:45am	<b>Session 1: Leading and Managing Schools as a Learning Organization</b>	EPS Joseph E. Jarasa PSDS Carla Caraan
11:45-12:45pm	LUNCH BREAK	
12:45pm-1:00pm	Icebreaker	Assigned Group
1:00-2:30pm	<b>Session 2: Developing a Shared School Vision</b>	EPS Joseph E. Jarasa PSDS Carla Caraan
2:30-4:15pm	Crafting of Shared Vision (by group)	Writeshop
3:30-3:35pm	PM break	
4:30-4:50pm	Consultation on Shared Vision Task	EPS Joseph E. Jarasa PSDS Carla Caraan
4:50-5:00pm	Program Evaluation, Other Reminders, Closing Prayer	Learning Managers
5:00-5:30pm	Debriefing Session	PMT
DAY 2 – JANUARY 21, 2025		
6:00-7:45am	Breakfast, Attendance	
8:00-8:30am	Management of Learning	Assigned Group
8:30-10:00am	<b>Session 3: Strengthening Literacy Instruction (Well-being, Social Emotional Learning (SEL), Gender Equity and Social Inclusion (GESI), Capacity to care, growth mindset, collaborative problem solving.</b>	PSDS Jaime F. Zara EPS Ma. Dylin Garcia
10:00-10:15am	AM break	
10:15am-12:00pm	<b>Session 4: Formulating SMART goals for Literacy Instruction</b>	PSDS Jaime F. Zara EPS Ma. Dylin Garcia
12:00-1:00pm	LUNCH BREAK	
1:00-3:00pm	Development of Smart Goals (by group)	Write shop
3:00-3:15pm	PM break	
3:15-5:00pm	Consultation on SMART Goal Task	PSDS Jaime F. Zara EPS Ma. Dylin Garcia
5:00-5:15pm	Program Evaluation, Other Reminders, Closing Prayer	Learning Managers
5:30-6:00pm	Debriefing Session	PMT
DAY 3 – JANUARY 22, 2025		
6:00-7:45am	Breakfast, Attendance	
8:00-8:30am	Management of Learning	Assigned Group
8:30-10:00am	<b>Session 5: Project Initiative Plan</b>	PSDS Liliosa Diasanta SH Lina Flores

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10:00-10:15am	AM Break	
10:15am-12:00pm	<b>Session 6: Project Initiative Plan</b>	PSDS Liliosa Diasanta SH Lina Flores
12:00-1:00pm	LUNCH BREAK	
1:00-3:00pm	Project Initiative Plan preparation	writeshop
3:00-3:15pm	PM break	
3:15-5:00pm	Consultation (Development of Project Initiative Plan)	PSDS Liliosa Diasanta SH Lina Flores
5:00-5:15pm	Program Evaluation, Other Reminders, Closing Prayer	Learning Managers
5:30-6:00pm	Debriefing Session	PMT
DAY 4- JANUARY 23, 2025		
6:00-7:45am	Breakfast, Attendance	
8:00-8:30am	Management of Learning	Assigned Group
8:30-10:00am	<b>Session 7: Qualities of a Literacy Leader</b>	EPS Abner Pureza EPS Marilyn Permejo
10:00-10:15am	AM BREAK	
10:15am-12:00pm	<b>Session 7: Qualities of a Literacy Leader (Cont.)</b>	EPS Abner Pureza EPS Marilyn Permejo
12:00-1:00pm	LUNCH BREAK	
1:00-3:00pm	<b>Session 8: GESI and Literacy Instruction</b>	EPS Abner Pureza EPS Marilyn Permejo
3:00-3:15pm	PM break	
3:15-5:00pm		
5:00-5:15pm	Program Evaluation, Other Reminders, Closing Prayer	Learning Managers
5:30-6:00pm	Debriefing Session	PMT
DAY 5- JANUARY 24, 2025		
6:00-7:45am	Breakfast, Attendance	
8:00-8:30am	Management of Learning	Assigned Group
8:30-10:00am	<b>Session 9: Supporting Professional Growth through Coaching</b>	PSDS Gilbert Alva PSDS Carla Marie Carandang
10:00-10:15am	AM BREAK	
10:15am-12:00pm	POST TEST <b>CLOSING PROGRAM</b>	PMT
12:00-1:00pm	Lunch break	
1:00PM	HOME SWEET HOME	

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Enclosure No. 2 to DM No. 027, s. 2025

**MEMBERS OF THE TECHNICAL WORKING GROUP**

NAME	POSITION	TASK
1. Lorena S. Walangsumbat	CID Chief	Program Management Team
2. Juanito A. Merle	SGOD Chief	Program Management Team
3. Regina V. Marino	SEPS HRTD	Program Management Team-HRTD
4. Leah A. Perez	HRTD	Program Management Team-HRTD
5. Michelle G. Duma	SPES, M & E	Monitoring and Evaluation
6. Joyce S. Montana	EPS-M & E	Monitoring and Evaluation
7. Wilbert O. Forteza	ICT Coordinator	ICT/Documentation
8. Abner L. Pureza	Education Program Supervisor	Learning Manager/Resource Person (Group 1)
9. Joseph E. Jarasa	Education Program Supervisor	Resource Person
10. Maria Dylin S. Garcia	Education Program Supervisor	Learning Manager/Resource Person (Group 2)
11. Maria Carla M. Caraan	Public Schools District Supervisor	Resource Person
12. Marilyn N. Permejo	Public Schools District Supervisor	Resource Person
13. Jaime F. Zara Jr.	Public Schools District Supervisor	Resource Person
14. Liliosa B. Diasanta	Public Schools District Supervisor	Resource Person
15. Maribel M. Santelices	Public Schools District Supervisor	Class Manager (Group 2)
16. Ma. Lourdes C. Cabanag	Public Schools District Supervisor	Class Manager (Group 1)
17. Gilbert C. Alva	Public Schools District Supervisor	Resource Person
18. Sharon A. Villaverde	Public Schools District Supervisor	Secretariat (Group 2)
19. Lina O. Flores	School Head	Resource Person
20. Caridad C. Grimaldo	Public Schools District Supervisor	Secretariat (Group 1)
21. Carla Marie D. Carandang	Public Schools District Supervisor	Resource Person

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