



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 11 2024

MEMORANDUM

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

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Elementary School Heads/OICs
All Others Concerned

1. This Office announces the conduct of the Division Rollout of the ABC + Project on Instructional Leadership Training per Memorandum DM-HROD-NEAP-2023-/063 titled: Conduct of the Division Rollout of the ABC + Project of Instructional Leadership Training (ILT) and Regional Memorandum No. 837 s. 2023 titled: Conduct of the Regional Training of Trainers for Advancing Basic Education in the Philippines (ABC +) on Instructional Leadership Program (ILP), to be held on September 16-20, 2024, at HORTZ Hotel, Tagaytay City.
2. 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 equity and social inclusion (GESI) in fostering conditions for a positive learning environment;
 - b. Draft research-based 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);
 - 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 (NMP); and
 - d. Form linkages and share with other districts and schools, some noteworthy practices aligned with Instructional Leadership Training (ILT) principles.

323

UN-2024-323

323




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Department of Education
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SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

3. Expenses relative to this activity shall be charged against **Human Resource Development for Personnel in Schools and Learning Center Sub-Allotment Release Order Number NCR 23-11-1297**, subject to the usual accounting rules and regulations.
4. Participants are instructed to bring laptops, extension Wifi connection, and CRLA Data EoS.
5. The following enclosures are provided for reference:
 - Enclosure 1: List of Participants
 - Enclosure 2: Program Management Team and Facilitators
 - Enclosure 3: Session Matrix
6. Immediate, wide dissemination, and compliance of this Memorandum is desired.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-charge
Office of the Schools Division Superintendent

Enclosure: As stated

Reference: Memorandum DM-HROD-NEAP-2023-/063 and Regional Memorandum 837, 2023

To be indicated in the Perpetual Index

Under: TRAINING PROGRAMS

MCDS-Division Rollout of the ABC + Project on the Instructional Leadership Training

323 /September 5, 2024

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Enclosure 1

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

September 16-20, 2024

A. Elementary School Principal

NAME	POSITION	SCHOOL
1. Ma. Aurora S. Bartolaba	School Principal	Alabang Elementary School
2. Evangeline M. Aman	OIC School Principal	Bagong Silang Elementary School
3. Buena C. Dela Cruz	School Principal	Bayanan Elementary School-Main
4. Jane Mae Valbuena	School Principal	Bayanan Elementary School-Unit 1
5. Marie Ann R. Esmeria	School Principal	Buli Elementary School
6. Edizer C. Laqueo	School Principal	Cupang Elementary School-Main
7. Ma. Theresa C. Dela Rosa	OIC School Principal	Cupang Elementary School-Annex
8. Alma O. Bituin	School Principal	Filinvest Alabang Elementary School
9. Maria Hazel B. Hernandez	School Principal	F. De Mesa Elementary School
10. Rhodora V. Mandap	School Principal	Itaas Elementary School
11. Rosendo E. Sangalang	School Principal	Lakeview Integrated School
12. Shella C. Navarro	School Principal	Muntinlupa Elementary School
13. Raul T. Felix	School Principal	Poblacion Elementary School
14. Hilario G. Canasa	School Principal	Putatan Elementary School
15. Jennifer S. Joson	School Principal	Sucac Elementary School
16. Jaime G. Bautista	OIC School Principal	Sucac Elementary School Sitio Pagkakaisa-Zone 3
		Sucac Elementary School Sitio Pagkakaisa-Zone 4
17. Antonio C. Gagala	School Principal	Soldiers Hills Elementary School
18. Olivia G. Elloso	School Principal	Tunasan Elementary School
19. Reynaldo O. Comisario	School Principal	Victoria Homes Elementary School



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

B. SDO Personnel

NAME	POSITION	UNIT
1. Madeline Ann L. Diaz	Chief	Curriculum Implementation Division
2. Ma. Regaele A. Olarte	OIC Chief	School Governance and Operations Division
3. Edison C. Enerlas	Education Program Supervisor	Curriculum Implementation Division
4. Armida S. Oblinada	Education Program Supervisor	Curriculum Implementation Division
5. Leonaida L. Gutierrez	Education Program Supervisor	Curriculum Implementation Division
6. Yaledegler C. Maligaya	Public Schools District Supervisor	Curriculum Implementation Division
7. Clarisa C. Avila	Public Schools District Supervisor	Curriculum Implementation Division
8. Ada A. Tagle	Public Schools District Supervisor	Curriculum Implementation Division



Republic of the Philippines
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NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure 2

Program Management Team and Facilitators

NAME	POSITION	UNIT/SCHOOL
1. Violeta M. Gonzales	Assistant Schools Division Superintendent Officer-In-charge Office of the Schools Division Superintendent- CHAIR	Office of the Schools Division Office
2. Marissa M. Andanza	Education Program Supervisor-Facilitator	Curriculum Implementation Division
3. John Albert B. Colle	Education Program Supervisor- Facilitator	Curriculum Implementation Division
4. Ma. Carmen D. Solayao	Education Program Supervisor- Facilitator	Curriculum Implementation Division
5. Ma. Myra E. Namit	Public Schools District Supervisor- Facilitator	Curriculum Implementation Division
6. Olivia G. Elloso	School Principal-- Facilitator	Tunasan Elementary School
7. Marie Ann R. Esmeria	School Principal- Facilitator	Buli Elementary School
8. Ivy M. Romano	Senior Education Specialist-HRTD-PMT	School Governance and Operations Division
9. Andres F. Sicam	Education Program Specialist II- HRTD-PMT	School Governance and Operations Division
10. Chelo DG Rongavilla	Education Program Specialist II- M&E-PMT	School Governance and Operations Division
11. May L. Borjal	ITO-I-PMT	Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Enclosure 3

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

Day	Time	Session Titles	Facilitator
Day 1	8:00-8:30 a.m.	Opening Program	PMT
	10:00-12:00 n.n.	Module 1 Session: 1.1 Leading and Managing Schools as a Learning Organization in the New Normal	Dr. John Albert B. Colle
	12:00-1:00 p.m.	LUNCH BREAK	
	1:00-3:00 p.m.	Session 1. 2: Shared Vision Statement of Literacy Leadership	Dr. Marissa M. Andanza
	3:00- 5:00 p.m.	Self-Pace Task Workshop Crafting of shared Vision	Dr. Marissa M. Andanza
Day 2	8:00 – 8:30 a.m.	MOL	PMT
	8:30-10:00 a.m.	Module 2 Session 2.1 Formulating SMART Goals for Literacy Instruction	Dr. Ma. Myra E. Namit
	10:00-10:20 a.m.	BREAK	
	10:20-12:00 n.n.	Workshop on formulating SMART Goals	Dr. Ma. Myra E. Namit
	12:00-1:00 p.m.	LUNCH BREAK	
	1:00-5:00 p.m.	Session 2.2 Strengthening Literacy Instruction	Dr. Ma. Carmen D. Solayao
Day 3	7:30-8:00 a.m.	MOL	PMT
	8:30-12:00 n.n.	Module 3 Developing: Literacy Leadership Session 3.1 Qualities of a Literacy Leader	Ms. Marie Ann R. Esmeria
	12:00-1:00 p.m.	LUNCH BREAK	
	1:00-5:00 p.m.	Session 3.2 GESI: Literacy Instruction Video Presentation	Dr. John Albert B. Colle
Day 4	7:30-8:00 a.m.	MOL	PMT
	8:00-10:00 a.m.	4.1. Developing Project Initiative	Ms. Olivia G. Elloso



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION
 SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

	10:00-11:00 a.m.	Session 4.2 Supporting Professional Growth Through Monitoring	Dr. Marissa M. Andanza
	11:00-12:00 n.n.	Session 4.3 Supporting Professional Growth through Coaching	Dr. Ma. Myra E. Namit
	12:00-1:00 p.m.	LUNCH BREAK	
	1:00-5:00 p.m.	Workshop	Dr. Ma. Myra E. Namit
Day 5	7:30-8:00 a.m.	MOL	PMT
	8:00-10:00 a.m.	Finalization of Draft Project Initiative Plan	Dr. Ma. Carmen D. Solayao Dr. Ma. Myra E. Namit Ms. Olivia G. Elloso Dr. John Albert B. Colle Dr. Marissa M. Andanza Ms. Marie Ann R. Esmeria
	10:00-12:00 n.n.	Presentation and Critiquing of Project Initiative Plan	Dr. Ma. Carmen D. Solayao Dr. Ma. Myra E. Namit Ms. Olivia G. Elloso Dr. John Albert B. Colle Dr. Marissa M. Andanza Ms. Marie Ann R. Esmeria
	12:00-1:00 p.m.	LUNCH BREAK	
	1:00-3:00 p.m.	Continuation of the Presentation	Dr. Ma. Carmen D. Solayao Dr. Ma. Myra E. Namit Ms. Olivia G. Elloso Dr. John Albert B. Colle Dr. Marissa M. Andanza Ms. Marie Ann R. Esmeria
	3:00-5:00 p.m.	Closing Ceremony	PMT