



Republic of the Philippines
 Department of Education
 CORDILLERA ADMINISTRATIVE REGION
 Wangal, La Trinidad, Benguet



Regional Memorandum

No. 199.2015

**To: Schools Division Superintendents
 All Others Concerned**

**From: ELLEN B. DONATO, Ed. D., CESO III
 Director IV**

Subject: Regional Training of Trainers on Early Language, Literacy, and Numeracy

Date: October 19, 2015

RELEASED
 OCT 23 2015
 DEPED-CAR Time: _____

1. In line with DepEd Order No. 12, s. 2015 which emphasizes on strengthening the reading program through the implementation of the Early Language, Literacy, and Numeracy Program, a Regional Training of Trainers on Early Language, Literacy, and Numeracy will be conducted from **November 25 to December 4, 2015** at the NEAP-CAR Conference Hall, DepEd-CAR Compound, Wangal, La Trinidad, Benguet.
2. The training aims for the participants to have:
 - a. enhanced pedagogical knowledge, skills, and attitudes on early literacy and numeracy;
 - b. improved ability to assess learners' literacy and numeracy skills; and
 - c. sustained commitment in mentoring/sharing of teaching experiences to improve instruction and outcomes.
3. Expected participants are summarized in the table below. Please refer to Enclosure No. 1 for the selection criteria of participants and other details.

Participants	Number
Management	
Regional Director	1
Assistant Regional Director	1
CLMD Chief	1
CLMD	1
QuAME (HRDD, FTAD)	2
ICT	2
Secretariat	2
Regional Training Team	
RO and DO EPS, PSDS, School Heads, Master Teachers	13
Divisions	
SDS/ASDS	8
Abra	19
Apayao	10
Baguio City	3
Benguet	18
Ifugao	14
Kalinga	7
Mountain Province	13
Tabuk City	7
TOTAL	122

ARD

4. The participants and training management team shall be entitled to service credits or compensatory time off (CTO) as per CSC and DBM Joint Circular No. 2, s. 2015 in lieu of November 28, 29, and 30 (Saturday, Sunday, and Bonifacio Day respectively). Furthermore, participants are required to bring their laptops and extension cords.
5. Schools divisions are required to accomplish the template found on Enclosure No. 2 and submit through electronic mail address: eed_car@yahoo.com on or before October 30, 2015.
6. School heads of teacher participants are encouraged to take appropriate actions to avoid disruption of classes. (School heads must make arrangements with available teachers in the school to take charge of the classes of teachers who will be attending the training.)
7. First meal will be lunch of November 25 and last meal will be breakfast of December 5, 2015. Registration will start at 10:00 in the morning of November 25 at the NEAP-R lobby.
8. Transportation and other incidental expenses of the participants will be charged against local funds while lodging and food (breakfast, lunch, dinner, snacks) for 10 days will be charged to downloaded Regional funds subject to the usual accounting and auditing rules and regulations. Lodging of participants and trainers will be at the NEAP-R Dormitory.
9. Immediate and widest dissemination of this memorandum to all concerned is desired.

Encl: as stated

**SELECTION CRITERIA OF PARTICIPANTS AND DETAILS OF THE
REGIONAL TRAINING OF TRAINERS**

Criteria for Selecting Participants:

1. All participants must be healthy or physically and mentally fit to undergo the 10 days training. Bring necessary medications if under maintenance.
2. Supervisor, School head, or a teacher from K to 3 who has not attended the Regional Training on Early Language, Literacy, and Numeracy conducted on September 3 to 12, 2015 in Baguio City.
3. A K to 3 teacher-mentor must be selected from among the K to 3 teachers using the criteria below. The K to 3 teacher-mentor must:
 - 3.1. Have good attitude i.e. willing to learn and open to accept suggestions for improvement
 - 3.2. Be a master teacher (or any equivalent)
 - 3.3. Be recommended by the school head, co teachers and/or district supervisor as having the potential to facilitate LAC sessions and support fellow K to 3 teachers
 - 3.4. Have had an experience as a trainer or facilitator
 - 3.5. Have served as chairperson or advocate of school and/or community-based activities related to early literacy and numeracy
 - 3.6. Appreciate and place high value on cultural diversity and multilingualism
 - 3.7. Be computer literate
 - 3.8. Love teaching young learners and enjoy literature written for children
 - 3.9. Have a good command of English and Filipino

**PARTICIPANTS FROM THE REGIONAL OFFICE AND TRAINING TEAM TO THE REGIONAL
TRAINING OF TRAINERS ON EARLY LANGUAGE, LITERACY, AND NUMERACY
(November 25 to December 4, 2015)**

MANAGEMENT		
NAME	DESIGNATION/STATION	NUMBER
Ellen B. Donato, Ed. D., CESO III	Regional Director	
Estela L. Cariño, Ed. D., CESO IV	Assistant Regional Director	
Pio D. Ecuán	Chief, CLMD	
Jennifer P. Ande	EPS, CLMD/QuAME	
Jeannie Claire Y. Piggangay	EPS, CLMD/QuAME	
Ethielyn E. Taqued	EPS, CLMD/QuAME	
Sabado D. Oayet	EPS, CLMD/QuAME	
Rosmarie B. Dalang	EPS, HRDD/QuAME	
Marjory T. Valdez	EPS, FTAD/QuAME	
Emmanuela Gabol	SEPS, HRDD/QuAME	
Fely Badival	Librarian, CLMD/Secretariat	
Marvin Flores	ICT	
Warly Kindiawan	ICT	
TOTAL, MANAGEMENT		15

Note: EPS and other personnel assigned for QuAME would only participate on scheduled days (Please refer to matrix)

TRAINING TEAM		
NAME	DESIGNATION/STATION	NUMBER
Angela K. Apopot	EPS, CLMD	
Thelma T. Dalay-on	EPS, CLMD	
Carmel F. Meris	EPS, CLMD	
Emilia M. Faustino	EPS, HRDD	
Pedro Talingdan, Jr.	EPS, Division of Abra	
Susana Aliping	PSDS, Division of Baguio City	
Jacinto Yassan	PSDS, Division of Mountain Province	
Shirley M. Comila	SP, Division of Benguet	
Mercy Wagner	MT, Division of Benguet	
Karen Tabanganay	Division of Tabuk City	
Lorna Haclao	Division of Ifugao	
Maria Palsi	MT, Division of Baguio City	
Dominia Belluwan	MT, Division of Kalinga	
TOTAL, TRAINING TEAM		13

MATRIX OF ACTIVITIES FOR THE REGIONAL TRAINING ON EARLY LANGUAGE, LITERACY, AND NUMERACY
 November 25 to December 4, 2015
 NEAP-R, DepEd-CAR Compound, Wangan, La Trinidad, Benguet

TIME	DAY 1 NOV. 25	DAY 2 NOV. 26	DAY 3 NOV. 27	DAY 4 NOV. 28	DAY 5 NOV. 29	DAY 6 NOV. 30	DAY 7 DEC. 1	DAY 8 DEC. 2	DAY 9 DEC. 3	DAY 10 DEC. 4
6:30 – 7:30	Breakfast									
7:45 – 8:00	Management of Learning:	Team 1	Team 2	Team 3	Team 4	Team 5	Team 6	Team 7		
8:00 – 9:30	Arrival and Settling in	The Nature of K-3 Learners (Jacinto Yassan)	Developing the 14 Domains: K-3 LP Walk Through (Susana Aliping)	Introduction to Children's Literature (Thelma Dalay-on)	During Reading Strategies (Angela Apopot)	Explicit Teaching Framework (Dominia Belluwan)	Bridging in Decoding Instruction (Shirley Comila)	Curriculum Connections (Carmel Meris)	SLAC Simulation	Simulation
9:30 – 10:00	Health Break									
10:00 – 11:30	Registration	Domains of Literacy-Emergent and Beginning Literacy (Pedro Talingdan, Jr.)	Bridging among the 14 Domains and Bridging among Languages (Pedro Talingdan, Jr.)	Introduction to Children's Literature (Thelma Dalay-on)	During Reading Strategies (Angela Apopot)	Grammar and Oral Language LP Walk Through (Mercy Wagner)	Differentiated Instruction (Maria Palsi)	Best Practices in MTB-MLE Implementation	Microteaching	Simulation
11:30 – 12:45	Lunch Break									
12:45 – 1:00	Ice Breaker (those in-charge will be the same teams scheduled for the day in the MOL)									

TIME	DAY 1 NOV. 25	DAY 2 NOV. 26	DAY 3 NOV. 27	DAY 4 NOV. 28	DAY 5 NOV. 29	DAY 6 NOV. 30	DAY 7 DEC. 1	DAY 8 DEC. 2	DAY 9 DEC. 3	DAY 10 DEC. 4
1:00 – 2:30	1:00 – 1:30 Opening Program 1:30 – 2:00 Training Workshop Orientation 2:00 – 3:00 Leveling of Expectations	Domains of Literacy-Emergent and Beginning Literacy (Pedro Talingdan, Jr.)	Evidence-based Teaching (Karen Tabanganay)	Formulating Objectives (Maria Paisi)	Post reading Strategies (Angela Apopot)	Grammar and Oral Language LP Walk-Through (Mercy Wagner)	How do Children learn Math? (Shirley Comila)	Developmentally-appropriate practices (Jacinto Yassan)	Microteaching	Closing Program
2:30 – 3:00	Health Break									
3:00 – 4:30	Status of Early Grades Education (Emilia Faustino)	Developing the 14 Domains: Literature-based LP Walk-Through (Susana Aliping)	Phil-IRI: What and How (Karen Tabanganay)	Pre-Reading Strategies (Angela Apopot)	Post reading Strategies (Angela Apopot)	Principles of Decoding and Explicit Instruction (Dominia Belluwan)	How do Children learn Math? (Shirley Comila)	Classroom Management (Lorna Hacloa)	Microteaching	Home sweet home
4:30 – 6:00	Developing the 14 Domains: Literature-based LP Walk-Through (Susana Aliping)	Phil-IRI: What and How (Karen Tabanganay)	Pre-Reading Strategies (Angela Apopot)	Classroom-based Assessment Tools (Mercy Wagner)	Principles of Decoding and Explicit Instruction (Dominia Belluwan)	How do we teach and assess Math? (Shirley Comila)	Learning Action Cells (Carmel Meris)	(Mechanics of simulation and microteaching)		
6:00 – 7:00	Dinner									
7:00 – 8:30	Debriefing of Training Team									
OFFICERS OF THE DAY	Angela Apopot	Carmel Meris	Thelma Delayon	Pedro Talingdan, Jr.	Jacinto Yassan	Karen Tabanganay	Maria Paisi	Shirley Comila	Mercy Wagner	Susana Aliping
Monitoring and Evaluation	Ethelyn Taqued	Claire Piggangay	Jennifer Ande	Emma Gabol	Rosmarie Dalang	Sabado Oayet	Marjorie Valdez	Rosmarie Dalang	Jennifer Ande	
Scaffolders	Pedro; Mercy	Angela; Dominia	Shirley; Jacinto	Lorna; Thelma	Carmel; Maria	Susana; Pedro	Mercy; Angela	Karen; Dominia		

Enclosure No. 2 to Early Literacy Memorandum

REGIONAL ELLN PARTICIPANTS' DATA
(Submit through email address: eed_car@yahoo.com)

Division: _____

<i>Name of Participants</i>	<i>Designation</i>	<i>School/Office</i>	<i>Food Preference</i>	<i>Date/Time of Arrival at the NEAP-CAR (for Dorm reservation)</i>

Submitted by:

SDS/ASDS