



Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City
RECORDS OFFICE

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SD 89
v: _____ Time 3:17

Office of the Schools Division
Superintendent

October 12, 2026

DIVISION MEMORANDUM

No. 588, s. 2026

**OFFICIAL DELEGATION AND PARTICIPATION IN THE REGIONAL UPSKILLING OF
INSTRUCTIONAL LEADERS ON STRENGTHENING EARLY LITERACY & NUMERACY
FOR KEY STAGE 1 (BATCH 2)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division (CID)
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to Regional Memorandum No. 1251, s. 2026 titled "Upskilling of Instructional Leaders on Strengthening Early Literacy and Numeracy Instruction for Key Stage 1", issued by the Regional Office I through the Curriculum and Learning Management Division (CLMD), this Office hereby announces the official list of SDO Dagupan City participants for Batch 2 of the said regional capacity-building program.
2. The activity specifically aims to achieve the following key objectives across Key Stage 1:
 - a. enhance the capacity of school heads and instructional leaders in implementing the Science of Reading framework;
 - b. strengthen instructional leadership in Early Language, Literacy, and Numeracy (ELLN);
 - c. ensure consistent administration and utilization of the Language Identification Tool (LIT) for language mapping;
 - d. align classroom instruction and school-based assessments with MATATAG curriculum standards and national assessment demands; and
 - e. promote the sustainability of literacy and numeracy interventions through concrete school-based action plans.
3. The activity for Batch 2 delegates from SDO Dagupan City shall be conducted on October 26 - 29, 2026 at Grand Lourds Hotel, Calasiao, Pangasinan.
4. Below are the identified participants:

NAME	DESIGNATION	OFFICE/SCHOOL
1. Ronie G. Bonao	EPS	CID
2. Edgar T. Timbol	PSDS	CID
3. Paul Michael P. Felstead	PSDS	CID
4. Kristine S. De Guzman	School Head	Lomboy ES

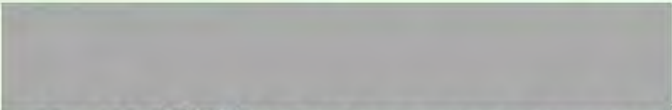


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5. Nizza J. Guieb	School Head	Tebeng ES
6. Renan P. Bautista	School Head	Mamalingling ES
7. Jacqueline V. Ibasan	School Head	Suit ES
8. Ronel T. Salazar	School Head	VQZES
9. Jose Q. Taparo	School Head	Calmay ES
10. Bernadette B. Castro	School Head	Pugaro IS
11. Marnelli C. Sonza	School Head	FNCIS
12. Cindy A. Gano	School Head	JLSES
13. Benedict A. Maramba	Master Teacher	Lomboy ES
14. Noralyn D. Navalta	Assistant School Head	WCES 1
15. Alfred De Vera	Assistant School Head	CNHS

5. Please refer to the attached Regional Memorandum for other details
6. This Memorandum shall serve as the Travel Authority of the identified 15 participants for the duration of activity, including the necessary travel time to and from the venue.
7. Immediate and wide dissemination of this Memorandum is desired.


MARCIANO U. SORIANO JR. PhD, CESO VI
Assistant Schools Division Superintendent
Officer in Charge
Office of the Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION I



REGIONAL MEMORANDUM

No. 125/ s. 2026

UPSKILLING OF INSTRUCTIONAL LEADERS ON STRENGTHENING EARLY LITERACY AND NUMERACY INSTRUCTION FOR KEY STAGE 1

To: Schools Division Superintendents

1. The Department of Education-Region I, through the Curriculum and Learning Management Division (CLMD), shall conduct the Regional Upskilling of Instructional Leaders on Strengthening Early Literacy and Numeracy for Key Stage 1 on October 12-15, 2026 at Hotelinda Suites, Vigan City for Batch 1; and October 26-29, 2026 at Grand Lourds Hotel, Calasiao, Pangasinan for Batch 2.
2. Specifically, the activity aims to:
 - a. enhance the capacity of school heads and other instructional leaders in implementing the Science of Reading framework;
 - b. strengthen instructional leadership in early language literacy and numeracy;
 - c. ensure consistent administration and utilization of the Language Identification Tool (LIT) for language mapping;
 - d. align classroom instruction and school-based assessments with curriculum standards and national assessment demands; and
 - e. promote sustainability of literacy and numeracy interventions through school-based action plans.
3. The participants in this activity are the untrained Division Education Program Supervisors In-Charge in ELLN/Kindergarten, Mathematics, English, and Filipino, and elementary schools' heads. The number of participants allocated to each SDO for Batch 1 and Batch 2 is provided in Annex A. The official names of the participants corresponding to the allocated slots in Annex A shall be submitted by the concerned SDOs to the CLMD through clmd.region1@deped.gov.ph on or before **October 2, 2026**.
4. The official list containing the names of the confirmed participants shall be issued through a separate Regional Memorandum. Confirmed participants are requested to accomplish the following link on or before **October 6, 2026**.
<https://forms.gle/DHLuHUUjLUBZMb97>.
5. All SDOs are enjoined to ensure the attendance of the identified participants. In the event that the designated Division EPS/Focal cannot attend, an alternate representative shall be officially designated by the SDO through a memorandum or designation order, subject to approval of the Schools Division Superintendent.
6. Participants whose permanent station is outside a reasonable commuting distance may be provided accommodation in the designated hotel to minimize repeated transportation expenses, travel time, and productivity losses associated



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Effectivity	11-18-2024	Page	1 of 4



with daily commuting, while ensuring their safety and timely participation in the required activities.

7. Participants who will confirm to stay-in arrangement but failed to stay in the assigned accommodation without providing prior notice and a written justification shall be required to refund the full accommodation cost incurred for them. The refund shall be made in accordance with applicable government accounting and auditing rules and regulations.

8. Any participant who is unable to attend or needs to make changes to the confirmed accommodation arrangement shall provide prior notice to the Regional Office and a written justification. The concerned SDO shall ensure that appropriate notification is made within the prescribed period.

9. Check-in time will be on October 12, 2026 (2:00 PM) with PM Snacks as the first provision of the meal and the last meal will be lunch on October 15, 2026 for **Batch 1**. Likewise, for **Batch 2**, check-in time will be on October 26, 2026 (2:00 PM) with PM Snacks as the first provision of the meal and the last meal will be lunch on October 29, 2026. The travel and other incidental expenses shall be charged to the FY 2026 ELLN Funds. Should there be an insufficiency in the available downloaded funds for the travel expenses of the participants, the deficit shall be charged against local funds or other sources of funds, subject to usual accounting and auditing rules and regulations.

10. Compensatory Time-Off (CTO) may be granted to eligible participants if the conduct of the activity falls on a holiday, weekend, or during cancellation or suspension of classes and work in government offices caused by typhoons, flooding, weather disturbances, or calamities, pursuant to CSC-DBM Joint Circular No. 2, s. 2024 on *Non-Monetary Remuneration for Overtime Services Rendered*, whichever is appropriate and applicable.

11. For advance coordination and further information, please contact CLMD through telephone number (072) 682-2324 local 120 and email at clmd.region1@deped.gov.ph.

12. For information, guidance, and compliance.

ESTELBA P. LEON-CARIÑO, EdD, CESO III
Director IV/Regional Director

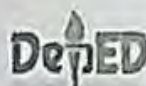
Encl.: None
Reference: None
To be included in the Perpetual Index
Under the following subject

ELLN LITERACY NUMERACY



CLMD281507

CLMD/jdd/RM_UpskillingofInstructionalLeadersonStrengtheningEarlyLiteracyandNumeracyforKeyStageI
September 23, 2026



Flores St., Catbangen, City of San Fernando, La Union
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Annex A

UPSKILLING OF INSTRUCTIONAL LEADERS ON STRENGTHENING EARLY LITERACY AND NUMERACY INSTRUCTION FOR KEY STAGE 1

BATCH 1- October 12-15, 2026
Hotelinda Suites, Vigan City

Division	EPS (K,M,E,F) PSDS School Heads
Regional Office	5
Batac City	10
Candon City	10
Ilocos Norte	45
Ilocos Sur	30
Laoag City	10
La Union	35
San Fernando City	10
Vigan City	10
TOTAL	165

Batch 2-October 26, 2026
GrandLourds Hotel, Calasiao, Pangasinan

Division	EPS (K,M,E,F) PSDS School Heads
Regional Office	5
Alaminos City	10
Dagupan City	15
Pangasinan I	55
Pangasinan II	45
San Carlos City	20
Urdaneta City	15
TOTAL	165