



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

**DIVISION MEMORANDUM**

No. 281, s.2024

**PARTICIPANTS TO THE UPSKILLING OF K TO 3 TEACHERS AND ELEMENTARY SCHOOL HEADS ON THE EARLY LANGUAGE LITERACY AND NUMERACY (ELLN) WITH FOCUS ON THE SCIENCE OF READING – BATCH II (CLUSTER I)**

TO: Assistant Schools Division Superintendent  
Chiefs Education Supervisor – CID  
Public Elementary School Heads  
All Others Concerned

1. In reference to the Regional Memorandum No. 975, s. 2024 titled *Upskilling of K to 3 Teachers and Elementary School Heads on the Early Language Literacy and Numeracy (ELLN) with Focus on the Science of Reading – Batch II (Cluster I)*, the following are advised to attend the said activity at Hotelinda Suites, Vigan City on September 1-7, 2024:

**Kinder teachers**

- Mark Donald Arreola – TES
- Marinel Valdez – CAPES
- Rachelle Fernando – APES
- Alma Yagyagan – CCES
- Bonifacio Valderosa – RES

**Grade 1 teachers**

- Allen Palecpec – CAMES
- Giggily Ahnn Rafanan – BPES
- Teresita Pugal – VCS
- Edelyn Quintal – RPES
- Cristina Ayson – BMSW

**Grade 2 teachers**

- Armi Joana Racoma – NES
- Eliza Castillo – PIS
- Marion Ablog – GESIIMS

**Grade 3 teachers**

- Lailani Rafanan – JSES
- Fe Quiocho – SJES

**Elementary School Heads**

- Pablo Bañaga Jr. – SJES
- Racquel Follante – CCES
- Nora Paroligan – VCS
- Karen Frando – CAMES
- Azenith Ramos – SPBES

**Trainer/Facilitator**

- Mr. Nelson A. Robiñol, EPSvr - English



📍 Mena Crisologo St. corner Rivero St., Brgy. IX, Vigan City, Ilocos Sur  
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2. Confirm your participation through link: <https://forms.gle/Em5DMmmS9pEyUcdG8> on or before August 31, 2024.
3. Participants involved in the activity shall be entitled to service credits in accordance with DepEd Order No. 53, s. 2003 titled *Updated Guidelines on Grant of Vacation Service Credits of Teachers*. Likewise, non-teaching personnel, including management staff shall be provided with Compensatory Time-Off (CTO) per Civil Service Commission (CSC) and the Department of Budget Management (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Renumeration for Overtime Service Rendered*.
4. This memorandum serves as the official Authority to Travel of the participants.
5. Attached is the Regional Memorandum No. 975, s. 2024 for your reference.
6. Immediate dissemination of this Memorandum is desired.



*Amie D. Eda*  
**VILMA D. EDA, CESO V**  
Schools Division Superintendent



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**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 975, s. 2024

**UPSKILLING OF K TO 3 TEACHERS AND ELEMENTARY SCHOOL HEADS  
ON THE EARLY LANGUAGE LITERACY AND NUMERACY (ELLN)  
WITH FOCUS ON THE SCIENCE OF READING- BATCH II (CLUSTER I)**

To: Schools Division Superintendents ) SDOs Alaminos City, Batac City,  
Candon City, Ilocos Norte, Ilocos Sur, La Union, Laoag City, Pangasinan I,  
Pangasinan II, San Carlos City, San Fernando City, Urdueta City,  
and Vigan City

1. The Department of Education Region I through the Curriculum and Learning Management Division (CLMD) will conduct the **Regional Upskilling of K to 3 Teachers and Elementary School Heads on the Early Language Literacy and Numeracy (ELLN) with Focus on the Science of Reading** on September 1-7, 2024 at Hotel Linda Suites, Vigan City.
2. The activity aims to:
  - a. upskill K to 3 teachers and elementary school heads capacity to use a knowledge-based pedagogy to become effective reading implementers;
  - b. enhance participants' capacity to provide technical assistance to the K to 3 teachers; and
  - c. promote and sustain a culture of reading in schools, and even in the communities.
3. The participants in the activity are untrained K to 3 Teachers and Elementary School Heads. Attached is *Enclosure 1* for the number of participants for each SDO. Participants are advised to pre-register through this link <https://forms.gle/Em5DMmmS9pEyUcdG8> on or before August 31, 2024. Moreover, *Enclosure 1* outlines the members of the Program Management Team/Technical Working Group.
4. Board and lodging of the participants, trainers/facilitators, and members of the Program Management Team/Technical Working Group shall be charged to FY 2024 ELLN Program Support Funds downloaded to SDO Candon City while travel expenses and other incidental expenses shall be charged to division/local funds subject to the usual accounting and auditing rules and regulations. Participants are encouraged to use the most economical means of transport in going to and from the venue.
5. Participants are expected to be at the venue on Day 1 before 1:00 PM and to check-out after lunch on Day 7. The first meal provision is PM Snacks on Day 1 and the last meal provision is Lunch on Day 7.



Flores St., Catbangan, City of San Fernando, La Union

Telephone Nos.: (072) 607-8137/682-2324

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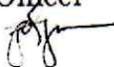


6. Service credits for teaching personnel and Compensatory Time-Off (CTO) for non-teaching personnel will be granted in lieu of the workshop/training days that will fall on either holidays or weekends in accordance with the provisions of CSC and DepEd Joint Circular No.2, s. 2004, and CSC-DBM Circular No.2, s. 2015 entitled Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.

7. Should you have any concerns or queries, please contact the CLMD at telephone: (072) 682-2324, loc. 120 or email: clmd.region1@deped.gov.ph.

8. For the information and appropriate action of all concerned.

For the Regional Director:

  
**ARNOLD I. VINGO**  
Chief Administrative Officer  
Finance Division 

CLMD/jps/jdd/RM\_UpskillingofKto3TeachersandElementarySchoolHeadsOntheELLNwithFocusOntheSOR  
August 19, 2024



**PARTICIPANTS PER DIVISION  
CLUSTER I**

Division	No. of Participants					Total
	Kinder	Grade 1	Grade 2	Grade 3	Elementary School Heads	
1. Batac City	5	5	3	2	5	20
2. Candon City	5	6	6	4	4	25
3. Ilocos Norte	8	8	5	4	10	35
4. Ilocos Sur	5	5	5	5	10	30
5. Laoag City	5	5	3	2	5	20
6. Vigan City	5	5	3	2	5	20
<b>Total</b>						<b>150</b>

Program Management Team	Division
1. RD Tolentino G. Aquino	Regional Office 1
2. ARD Rhoda T. Razon	Regional Office 1
3. Dr. Gemma Q. Tacuycuy, CESO V	Candon City
4. Dr. Julius M. Jose, CESE	Candon City
5. Ernesto B. Aquino, Jr.	Candon City
6. Arlene A. Niro	CLMD-RO1
7. Maria Concepcion A. Digay	Trainer/Facilitator-Candon City
8. Johnson P. Sunga	CLMD-RO1
9. Joselito D. Daguison	CLMD-RO1
10. Rica A. Perez	CLMD-RO1
11. Evangeline A. Cabacungan	CLMD-RO1
12. Belen C. Aquino	Trainer/Facilitator- La Union
13. Juanito V. Labao	Trainer/Facilitator- Laoag City
14. Melchora N. Viduya	Trainer/Facilitator- Pangasinan I
15. Gloria I. Pernes	Trainer/Facilitator- Pangasinan II
16. Lilibeth A. Magtang	Trainer/Facilitator-San Carlos City
17. Sheila Marie N. Bugayong	Trainer/Facilitator- San Fernando City
18. Edmundo A. Bisquera	Trainer/Facilitator- Urdaneta City
19. Nelson A. Robiñol	Trainer/Facilitator-Vigan City
20. Aleta C. Begonia	Trainer/Facilitator- Alaminos City
21. Marilou P. Omotoy	Trainer/Facilitator- Batac City
22. Remilin S. Abrogena	Trainer/Facilitator- Ilocos Norte
23. Marites A. Padiwan	Trainer/Facilitator- Ilocos Sur