2609- 2753

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

DIVISION MEMORANDUM
No. 838 , s. 2026

05 OCT 2026

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

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to Regional Memorandum No. 1251, s. 2026, the Department of Education - Region 1 shall conduct the Regional Upskilling of Instructional Leaders on Strengthening Early Literacy and Numeracy for Key Stage 1 – Batch 1 on October 12-15, 2026 at Hotelinda Suites, Vigan City, Ilocos Sur.

2. 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 official participants from this Division are as follows:

No.	Name	Position	School
1	**Angeline Rafanan**	OIC, Master Teacher	SJES
2	**Royston Quidolit**	Principal I	CAMIS
3	**Maggie Aytona**	Principal I	PIS
4	**Raymond Florendo**	Principal I	APES
5	**Grace Castañeda**	Principal II	RES
6	**Rolly Raceles**	Asst. Principal II	ISNHS
7	**Aileen Joy Manzano**	Head Teacher VI	ISNHS
8	**Ronald Alejo**	Head Teacher VI	ISNHS
9	**Glenn Tadena**	Principal I	VNHSW
10	**Anita Presto**	Principal IV	VNHSE

4. The participants are required to be at the venue on Day 1. The first meal to be served will be PM snacks on October 12, 2026 while the last meal will be lunch on October 15, 2026.

5. Compensatory Time-Off (CTO) shall be granted to the participants if the activity falls on local holiday, weekend, cancellation or suspension of classes and

work in Government Offices due to typhoon, flooding, other weather disturbances, and calamities pursuant to the guidelines specified in CSC-DBM Joint Circular No. 2, s. 2004 on Non-Monetary Renumeration for Overtime Services Rendered.

6. The travel and other expenses of the participants shall be charged to local funds subject to usual accounting and auditing rules and regulations.

7. This shall serve as locator slip of the participants.

8. Attached is the Regional Memorandum for reference.

9. For information and compliance of all concerned.

VILMA D. EDA, CESO V
Schools Division Superintendent

SGOD/RRQ/ahem

SCHOOLS DIVISION OFFICE
DEPED VIGAN CITY
05 OCT 2026
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BY

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Department of Education
REGION I

DEPARTMENT OF EDUCATION
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REGIONAL MEMORANDUM
No. 1251 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/DHLuHUUjLUBZMbi97.

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

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.

ESTELLA 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

DepEd RO1 Documan

CLMD261507

CLMD/jdd/RM_UpskillingofInstructionalLeadersonStrengtheningEarlyLiteracyandNumeracyforKeyStage1
September 23, 2026

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**