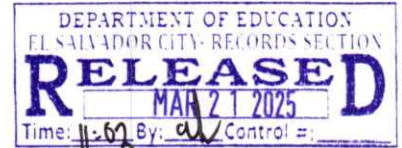




Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY



March 19, 2025

DIVISION MEMORANDUM
No. 100, s. 2025

CONDUCT OF INSTRUCTIONAL LEADERSHIP TRAINING (ILT)
FOR MASTER TEACHERS

To: Assistant Schools Division Superintendent
Chiefs of CID and SGOD
Education Program Supervisors
Elementary School Heads
This Division

- Regarding **Regional Memorandum Number 169, s. 2025**, this Office directs the identified participants to attend the **Conduct of Instructional Leadership Training (ILT) for Master Teachers** in Cagayan de Oro City on May 19-23, 2025.
- The participants are Master Teachers in the Elementary handling literacy or reading, and kindergarten are listed below.

Name	Designation	Station
Pureza B. Oco	Master Teacher II	Molugan Central School
Sharon D. Magtiza	Master Teacher II	El Salvador City Central School
Janeve I. Caballa	Master Teacher I	Taytay Elementary School
Christine G. Maestre	Master Teacher I	Pedro Sa. Baculio Elementary School

- The training aims to:
 - capacitate the participants on the content and platform to be used in School/ Division roll-outs;
 - draft research-based and data-driven project initiatives that will improve learning outcomes of the K to 3 learners in the Division; and
 - form linkages and share with other Schools Divisions, and schools' noteworthy practices aligned with Instructional Leadership Training (ILT) principles.
- Attendance of participants in this activity shall be on official business thereby granting them service credits per DepEd Order No. 53, s. 2023 titled Updated Guidelines on the Grant of Vacation Service Credits to Teachers and DepEd Order No. 5, s. 2024 item A.4.4 on Teaching related assignments. The first meal will be breakfast on Day 1 (May 19) and the last meal will be lunch of Day 5 (May 23).



Address: Zone 3, Poblacion, El Salvador City
Website: www.depedelsalvadorcity.net
Tel. No. (088) 555-0475
Email: elsalvador.city@deped.gov.ph

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Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

5. The cost for meals and accommodation of the participants and learning facilitators shall be charged against RO HRDD Funds while travel and other incidental expenses shall be charged to school local funds, subject to usual accounting, budgeting, and auditing rules and regulations.
6. Furthermore, this Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
7. This Office directs the immediate dissemination and strict compliance of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subject:

TRAINING

RE: Conduct of Instructional Leadership Training (ILT) for Master Teachers

CID/jdc



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Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO

2170

MAR 10 2025

February 27, 2025

REGIONAL MEMORANDUM
No. 149, s. 2025

CONDUCT OF INSTRUCTIONAL LEADERSHIP TRAINING (ILT)
FOR MASTER TEACHERS

To: Assistant Regional Director
Schools Division Superintendents
Assistant Schools Division Superintendents
Chief Education Supervisors, CID and SGOD
School Heads
All Others Concerned

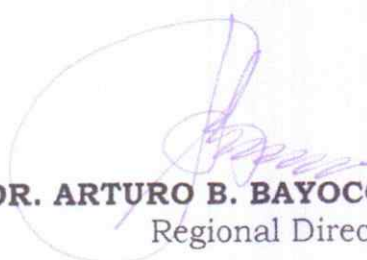
1. In furtherance of its mandate of providing capacity-building programs for public school teachers and school leaders, this Office, through the Human Resource Development Division (HRDD), announces its second run of conduct of Instructional Leadership Training (ILT) for Master Teachers in Cagayan de Oro City, on May 19-23.
2. The activity has the following objectives:
 - a. Capacitate the participants on the content and platform to be used in School / District roll-outs;
 - b. Draft research-based and data-driven project initiatives that will improve learning outcomes of the K to 3 learners their respective divisions / districts; and
 - c. Form linkages and share with other Schools Divisions, and schools' noteworthy practices aligned with Instructional Leadership Training (ILT) principles.
3. Participants to this activity are four (4) Elementary Master Teachers per Division handling literacy or reading, and kindergarten.
4. Attendance of participants in this activity shall be on official business. The first meal will be breakfast on Day 1, May 19, and the last meal will be lunch of Day 5, May 23.
5. Regional PMT members and learning facilitators shall likewise conduct a pre-work meeting on May 13-14. Check-in will be on May 13 with breakfast as first meal and check-out will be on May 14 with lunch as the last meal.

6. The cost for meals and accommodation of the participants and learning facilitators shall be charged against RO HRDD funds while travel and other incidental expenses shall be charged to local funds, subject to usual accounting, budgeting, auditing rules and regulations.

7. Attached is the list of Regional Program Management Team (PMT) and Learning Facilitators.

8. For queries and clarifications, contact Michael Dave B. Tan, EPS II-HRDD RX through michaeldave.tan@deped.gov.ph.

9. This Office directs the immediate and wide dissemination of this Memorandum.


DR. ARTURO B. BAYOCOT, CESO III
Regional Director

ATCH.: As stated
To be indicated in the Perpetual Index
under the following subjects:

SCHOOLS DIVISION TRAININGS

RE: Conduct of Instructional Leadership Training (ILT) for Master Teachers

HRDD/mdtan