



Republic of the Philippines  
**Department of Education**

REGION I

SCHOOLS DIVISION OF THE CITY OF BATAC

DIVISION MEMORANDUM

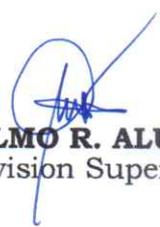
No. **687** s. 2025

16 OCT 2025

**UPSKILLING OF TEACHERS ON EARLY LANGUAGE LITERACY AND  
NUMERACY (ELLN) WITH FOCUS ON THE SCIENCE OF READING**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
All Unit/Section Heads  
Concerned Elementary School Heads  
All Others Concerned

1. The Schools Division of the City of Batac through the Curriculum and Implementation Division (CID) will conduct the Upskilling of Teachers on Early Language Literacy and Numeracy (ELLN) with Focus on the Science of Reading on October 18 and 25, 2025 at Hilario Valdez Memorial Elementary School.
2. The activity aims to:
  - a. upskill teachers' capacity to use knowledge-based pedagogy to become effective reading implementers; and
  - b. 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 on ELLN.
4. Attached are the list of participants and the training matrix for your reference.
5. 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 on 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 and DepEd Order No. 13, s. 2024, respectively.
6. For information and guidance.

  
**ANSELMO R. ALUDINO**  
Schools Division Superintendent

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

TRAINING PROGRAM

LITERACY

MPO/DM- Upskilling of Teachers on ELLN  
5228/October 15, 2025



SIDCB RECORDS UNIT

2516523



DepEd Batac City



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Asuncion Street, 16-S Quiling Sur,  
City of Batac, Ilocos Norte  
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**Enclosure 1**

**List of Participants**

<b>Name</b>	<b>Grade Level</b>	<b>School</b>
Cherry Jean O. Dela Cruz	Kindergarten	Baligat Elementary School
Marize G. Villa	Kindergarten	Baoa East Elementary School
Roselily Anne R. Ibbay	Grade 2	Baoa Elementary School
Love Angelica T. Perez	Kindergarten	B. Macadaeg Mem. Elem.Sch.
David Rick Manglal-Ian	Grade 1	Bil-loca Elementary School
Juliet M. Laforga	Kindergarten	Camandingan Elementary School
Fritz Gerald R. Dela Cruz	Grade 3	Colo-Mabaleng Elementary School
Jossa Rhea Pingkian	Kindergarten	CuMaPit Elementary School
Divine Jessica P. Camiring	Grade 3	Dariwdiw Elementary School
J Evelyn P. Agustin	Grade 1	Hilario Valdez Memorial Elem. Sch.
Dhevilyn Joy P. Bayan	Kindergarten	Catalino Acosta Mem. Elem. Sch.
Kevin Patrick P. Ronduen	Grade 1	Magnuang Elementary School
Marices M. Castro	Grade 3	Maipalig-Quiom Elementary School
Tibelda Alarise M. Cabansag	Grade 2	Mariano Marcos Mem. Elem. Sch.
Richelle P. Adina	Grade 1	Quiling Elementary School
Maricel R. Mata	Grade 3	Rayuray Elementary School
Jenny Rose T. Pagdilao	Grade 2	San Mateo Elementary School
Bernadette M. Clemente	Grade 1	Sumader Elementary School
Jalyn A. Accad	Grade 1	Tabug Elementary School
Daisy S. Lagmay	Grade 3	P. Q. Pimentel Elem. School

<b>Program Management Team</b>		
<b>Role</b>	<b>Name</b>	<b>Position</b>
Program Manager	Marilou B. Sales, EdD	Chief Education Supervisor
Learning Managers	Marilou P. Omotoy, EdD	Education Program Supervisor
M & E Coordinator	Dolores A. Ubina	Senior Education Program Specialist, SMME
Learning Facilitators	Jenelyn B. Asuncion	School Principal II
	John Resty R. Arellano	Master Teacher I/TIC
	Oliveth M. Jerez	Teacher III/TIC
	Deodelyn B. Agulay	Head Teacher III
	Eleonor B. Ramos	School Principal I
	Marlene F. Diculen	Master Teacher II
	Ethewalda D. Daga	Master Teacher I
	Lorrie Jane F. Quizquiz	Teacher III
Documenter	Lorrie Jane F. Quizquiz	Teacher III
Welfare Officer	Jedidiah B. Jagto	Nurse II
Logistics Officer	John Resty R. Arellano	Master Teacher I/TIC
Finance Officer	Jennifer C. Bungubung	Accountant III

## Enclosure 2

### Activity Matrix

Parts	Time	In-Charge
<b>Registration</b>	7:30 – 8:00	<b>Secretariat</b>
<b>Preliminaries</b> National Anthem Prayer DepEd Quality Policy Welcome Remarks	8:00 – 8:30	<b>Lorrie Jane F. Quizquiz</b> <i>Teacher III, Cumapit ES</i>
Acknowledgement of Participants		<b>Arnel S. Bandiola</b> <i>Assistant Schools Division Superintendent</i>
Statement of Purpose		<b>Marilou P. Omotoy</b> <i>Education Program Supervisor in Kindergarten</i>
Message from SDS		<b>Marilou B. Sales</b> <i>Chief Education Supervisor, CID</i>
Orientation and Administration of Pre-Test		<b>Anselmo R. Aludino</b> <i>Schools Division Superintendent</i>
		<b>Marilou P. Omotoy</b> <i>Education Program Supervisor in Kindergarten</i>
<b>Training Proper - Day 1</b>		
Nature and the Science of Reading	8:30 – 10:00	<b>Jenelyn B. Asuncion</b> <i>School Principal II - CAMES</i>
Health Break	10:00 – 10:30	
Oral Language Development	10:30 – 12:00	<b>Marlene F. Diculen</b> <i>Master Teacher II - HVMES</i>
Lunch Break	12:00- 1:00	
Phonological Awareness	1:00 – 3:00	<b>Ethewalda D. Daga</b> <i>Master Teacher I- Colo-Mabaleng ES</i>
Health Break	3:00 – 3:30	
Phonics Instruction	3:30 – 5:00	<b>Lorrie Jane F. Quizquiz</b> <i>Teacher III – CuMapit ES</i>
<b>Day 2</b>		
Management of Learning (MOL)	8:00-8: 30	
Vocabulary Development	8:30 – 10:00	<b>Deodelyn B. Agulay</b> <i>Head Teacher III – Sumader ES</i>
Health Break	10:00 – 10:30	
Fluency	10: 30 – 12:00	<b>Oliveth M. Jerez</b> <i>Teacher III/TIC - Biningan ES</i>
Lunch Break	12:00- 1:00	
Reading Comprehension in the Early Years	1:00-:300	<b>Eleonor B. Ramos</b> <i>School Principal I - Tabug ES</i>
Health Break	3:00 – 3:30	
The Language Transition	3: 30 – 4:30	<b>John Resty R. Arellano</b> <i>Master Teacher I/TIC- Dariwdiw ES</i>
Closing Program	4:30 – 5:00	
Nationalistic Song		<b>PMT</b>
Impressions		<b>Select Participants</b>
Message		<b>Anselmo R. Aludino</b> <i>Schools Division Superintendent</i>

Words of Challenge		<b>Arnel S. Bandiola</b> <i>Assistant Schools Division Superintendent</i>
Awarding of Certificate		<b>PMT</b>
Closing Remarks		<b>Nemalyn M. Ulep</b> <i>Chief Education Supervisor, SGOD</i>