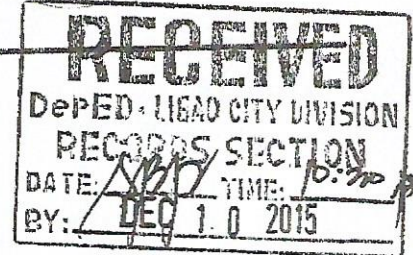




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DIVISION MEMORANDUM

No. 64, s. 2015

**DIVISION TRAINING OF SCHOOL HEADS AND KEY TEACHERS
ON THE EARLY LANGUAGE LITERACY AND NUMERACY PROGRAM**

TO: Education Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary School Heads & Key Teachers

1. Anent to DepED Order No. 12, s. 2015 (Guidelines on the Early Language, Literacy and Numeracy Program; Professional Development Component) and Regional Memo No. 101, s. 2015, a Division Training of Elementary School Heads and 1 key teacher per school is set on January 11-20, 2016 at Macagang Business Center Inc., Nabua, Camarines Sur.

2. The 10-day training aims to improve reading and numeracy skills of Kinder to Grade 3 pupils in the K to 12 Curriculum and to establish a sustainable and cost effective professional development system for teachers in every school. Specifically, the training expects the participants to have:

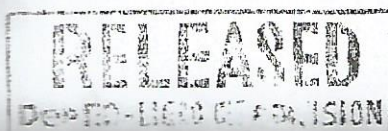
- Enhanced pedagogical knowledge, skills and attitudes on early language literacy and numeracy;
- Improved ability on assessing learners' literacy and numeracy skills;
- Sustained commitment in mentoring/sharing of teaching practices to improve instruction and outcomes thru SLAC (School Learning Action Cell).

3. The participants to this live-in training are the Elementary School Heads, and 1 key teacher per school. The key teacher should be selected according to his/her capability to train, mentor and handle sessions during the school LAC meetings. The CID Chief, the Education Program Supervisors and the Public Schools District Supervisors are included in the training for instructional supervision purposes.

4. To finalize the preparations for the ten-day training, the Division Training Team (the 9 Division paxs who attended the regional training) is called to an orientation-workshop and walkthrough on December 14, 2015. 8:00 A.M. to 4 P.M. at the Division Training Hall. The different topics to be handled by each trainer, the materials needed and some issues and concerns relative to the conduct of the activity shall be given emphasis. Each trainer is advised to bring his/her laptop for the finalization of the session to be handled.

5. Expenses relative to the training, pre-work (Walkthrough/Orientation Workshop), and the actual conduct of the activity shall be charged against the funds downloaded to the division for this purpose while the transportation of participants and trainers to and from the venue shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. Immediate dissemination of this memorandum is required.



MARIA LUISA P. SAMANIEGO
Assistant Schools Division Superintendent
Officer-in-Charge