REGIONAL MEMORANDUM
No. 032, s. 2021

**NOMINATION TO SEAMEO INNOTECH’s EARLY LITERACY INSTRUCTION FOR K TO 3 TEACHERS ONLINE COURSE**

To: Schools Division Superintendents

1. The SEAMEO INNOTECH developed a self-paced online course entitled Early Literacy Instruction for K to 3 Teachers which will officially start on **January 18, 2021** and will end on April 17, 2021.

2. The course aims to provide quality and readily accessible content for teachers handling Kindergarten to Grade 3 specifically those who are not covered under the Basa Pilipinas’ Face-to-Face Blended Learning courses on early literacy instruction.

3. In line with this, the Schools Division Offices are requested to send their list of nominees (10 per SDO) for the online course using the attached template **on or before 5:00 p.m today, January 15, 2021** through e-mail at [hrdd.region1@deped.gov.ph](mailto:hrdd.region1@deped.gov.ph) for consolidation and submission to the Central Office.

4. Enclosed also are the Information Note and FAQs for other details.

5. For information and compliance.

For the Regional Director:

**RONALD B. CASTILLO**
Schools Division Superintendent
Officer-In-Charge
Office of the Assistant Regional Director

Reference: ICO Memo dated January 8, 2021
Encl.: As stated
To be indicated in the Perpetual Index
Under the following subjects:

**KINDERGARTEN LITERACY PARTICIPATION TEACHERS**

HRDD-NEAP/aac/RM_SEAMEOOC
January 15, 2021

*DepEd Region 1: Built on character; empowered by competence.*
LIST OF NOMINATED PARTICIPANTS

<table>
<thead>
<tr>
<th>FULL NAME</th>
<th>DESIGNATION</th>
<th>REGION</th>
<th>DEPED EMAIL ADDRESS</th>
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SEAMEO INNOTECH will offer the Early Literacy Instruction for K-3 Teachers for Kindergarten to Grade 3 teachers of the Department of Education for Free:

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Description</th>
<th>Target Participants</th>
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<tbody>
<tr>
<td>Early Literacy Instruction for K-3 Teachers (a Massive Open Online Course)</td>
<td>The course aims to help you to become familiar with effective and practical strategies in teaching reading and writing. Specifically,</td>
<td>Beginning Teachers (Career Stage 1) who are handling</td>
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<td>- to introduce teaching reading and writing in the early grades; and</td>
<td>Kindergarten to Grade 3 learners</td>
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<td>- to provide you with practical strategies to help your students become competent readers and writers.</td>
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The course (pilot) will start on January 18 and will end on April 17, 2021. To register, kindly access the link: [https://bit.ly/regEGRA](https://bit.ly/regEGRA).

All the course materials are uploaded in the course platform termed as iFLEX (INNOTECH Flexible Learning Management System, specifically in [https://iflex2.innotech.org](https://iflex2.innotech.org)). The iFLEX is a MOODLE-based software application used for the administration, tracking, reporting and delivery of SEAMEO INNOTECH’s flexible learning courses.

For any concerns, you can refer to the Frequently Asked Questions. Feel free as well to contact the Course Management Team:

- by email k3literacy@seameo-innotech.org
- Facebook Page: [https://www.facebook.com/Early-Literacy-Instruction-for-K-3-Teachers-103508024874475](https://www.facebook.com/Early-Literacy-Instruction-for-K-3-Teachers-103508024874475)
Frequently Asked Questions

Below are the responses to the Frequently Asked Questions (FAQ) regarding the course:

1. **What is SEAMEO INNOTECH?**

   SEAMEO INNOTECH is principally dedicated to identifying common and unique education problems and needs of Southeast Asian countries and developing innovative and technology-based solutions to address these problems.

   The Center aids in educational development within and outside the region through training and human resource development, research and evaluation, information and communications technology and other special programs addressing specific areas of concern in the Southeast Asian educational scenario. It is one of three SEAMEO (www.seameo.org) regional centers hosted by the Government of the Philippines.

2. **What course is being offered for FREE?**

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<td>(Career Stage 1) who are handling Kindergarten to Grade 3 learners</td>
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</table>

3. **When will the course be implemented?**

   This course is open to all beginning teachers of K-13. The course (pilot) will start on January 18 and will end on April 17, 2021.

4. **How can I enroll?**

   To register, you need to access the link [https://bit.ly/EGRACOURSE](https://bit.ly/EGRACOURSE) and accomplish the online registration form.

5. **Where can I get the materials for the course?**

   All the course materials are uploaded in the course platform termed as iFLEX (INNOTECH Flexible Learning Management System or [https://iflex2.innotech.org](https://iflex2.innotech.org)). The iFLEX is a MOODLE-based software application used for the administration, tracking, reporting and delivery of SEAMEO INNOTECH's flexible learning courses.

6. **Who will be handling the class or act as course facilitator?**

   This course is presented in a Massive Open Online Course (MOOC) format. This means that the course is self-paced and the activities will be mostly asynchronous.

7. **Am I qualified to enroll? Do I need to be nominated by my Supervisor?**

   The course is open to all teachers handling Kindergarten to Grade 3 learners.

   You do not need to be nominated by your Supervisor, but you will need to inform him/her that you will be participating in a course offered for FREE by SEAMEO INNOTECH.

8. **Is there a face-to-face orientation before the course begins?**

   There is no face-to-face orientation. You are expected to view the Orientation Powerpoint Presentation for your selected course (below) and How to Navigate the iFLEX on your own.
Once you are officially enrolled in the course, you expected to further read the contents of the “Learner’s Guide” that will help you in navigating through the course.

9. How do I know that I have successfully enrolled in the course?

You will receive an email and an SMS messages from the Program Manager and the assigned Technical Support staff, as applicable.

10. When should I log-in? Will the class be conducted daily?

Once confirmed as a participant, you will need to access the iFLEX once a week or at your own pace. The access to the class page will be available from January 18 to March 30, 2021. Your iFLEX access will be as follows:

- **USERNAME**: First letter of first name, middle initial and complete surname (E.g. If your name is Juan B. Cruz, your username will be [jbcruz])
- **PASSWORD**: P@55w0rd (Default Password or for replacement as soon as you access the iFLEX. Note that 0 = zero)

Please refer to the indicative schedule below:

<table>
<thead>
<tr>
<th>Week</th>
<th>Course Section (3-4 hours)</th>
<th>Activities</th>
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</table>
| 1    | Foundations of Effective Literacy Instruction | • Self-Competency Assessment Checklist (PRE) Questionnaire  
• Week 1 Lesson: Foundation of Effective Literacy Instruction  
  o Activity 1.1  
  o Activity 1.2 |
| 2    | Introduction to ReadAlouds | • Week 2 Lesson: Introduction to Read-Alouds  
  o Activity 2.1 |
| 3    | Questioning Techniques for Comprehension | • Week 3 Lesson: Questioning Techniques for Comprehension  
  o Activity 3.1 |
| 4    | Planning and Conducting a Lesson Using Read Alouds | • Week 4 Lesson: Planning and Conducting a Lesson Using Read Alouds  
  o Activity 4.1  
  o Activity 4.2 |
| 5    | Introduction to Leveled Readers | • Week 5 Lesson: Introduction to Leveled Readers  
  • Forum: Sharing of Classroom Experience in Conducting Read Aloud Lessons |
| 6    | Using Leveled Readers | • Week 6 Lesson: Using Leveled Readers  
  o Activity 6.1 |
| 7    | Guided Reading with Leveled Readers | • Week 7 Lesson: Guided Reading with Leveled Readers  
  o Activity 7.1 |
| 8    | Planning and Conducting a Lesson Using Leveled Readers | • Week 8 Lesson: Planning and Conducting a Lesson Using Leveled Readers  
  o Activity 8.1  
  o Activity 8.2 |
<table>
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<tr>
<th>Week 9</th>
<th>Conclusion to Effective Literacy Instruction for K-3</th>
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<tr>
<td>o Activity 9.1</td>
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<td>o Activity 9.2</td>
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<tr>
<td>• Self-Competency Assessment (POST) Questionnaire</td>
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<tr>
<td>10</td>
<td>Submission of FINAL COURSE REQUIREMENT</td>
</tr>
<tr>
<td>11</td>
<td>Review of the FINAL COURSE REQUIREMENT (Course Assessors)</td>
</tr>
<tr>
<td>12</td>
<td>Release of names of QUALIFIED learners who will be eligible to receive a Certificate of Completion</td>
</tr>
</tbody>
</table>

11. Are there any requirements for participating in the course?

Just like any other course, this requires your full commitment. You will need to manage your time.

This being an online course, you need to have basic computer literacy skills (includes but not limited to using Facebook, browsing the internet, using email, using MS Word, creating online accounts and the like).

12. Will I get a certificate after the course?

Not everyone who enrolls will get a certificate. Those who would like to get a certificate will need to complete/submit and pass the following course requirements:

➢ Accomplished Pre and Post Competency Checklist and End of Course Evaluation
➢ Participate in the Forum Discussions
➢ Submit the Final course requirements (Demo Teaching and Worksheet for Literacy)

The requirements will be reviewed and graded (Pass or Fail) by the Course Assessors (Experts on Literacy Instruction). Successful completers will receive an international Certificate of Completion from SEAMEO INNOTECH.

13. Other details:

For any concerns, please feel free to contact the Program Manager:

• By email k3literacy@seameo-innotech.org
• Facebook Page: https://www.facebook.com/Early-Literacy-Instruction-for-K-3-Teachers-103508024874475