



Republic of the Philippines  
**Department of Education**  
REGION I



**REGIONAL MEMORANDUM**

No. 0189, s. 2024

**INSTRUCTIONAL LEADERSHIP TRAINING (ILT) ON STRENGTHENING  
LEARNING CONDITIONS FOR EARLY LITERACY**

To: Schools Division Superintendents

1. This Office, through the Human Resource Development Division – National Educators Academy of the Philippines Region 1 (HRDD-NEAP R1) shall conduct the Instructional Leadership Training (ILT) on Strengthening Learning Conditions for Early Literacy on various schedules.
2. The activity aims to:
  - a. capacitate the participants on the content and platform to be used in their respective divisions and schools;
  - b. draft research-based and data driven project initiatives that will improve learning outcomes of the K to 3 learners in their respective divisions and schools; and
  - c. form linkages and share with other divisions and schools noteworthy practices aligned with the Instructional Leadership Training (ILT) principles.
3. The participants are School Heads in the Elementary and those handling Indigenous Peoples Education (IPEd), Madrasah Education (MEP), and Alternative Learning System (ALS), Education Program Supervisors for Literacy or Division Reading Focal Persons, Education Program Supervisors for Kindergarten, and Public Schools District Supervisors who have not attended previously conducted ILT by the Central Office or Regional Office. Details on the schedule and number of participants are in Enclosure 1.
4. The SDOs, through the SGOD HRDS SEPS/EPS II shall submit the list of participants duly endorsed by the Schools Division Superintendents via [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph) with the subject (Name of SDO)\_ILTParticipants on or before February 29, 2024. Participants are requested to register online on or before the said date via <http://tinyurl.com/CapBuild-ILT2024>.
5. The first meal to be served is dinner on Day 0 and last meal is PM snacks on Day 5.

6. Participants of Batches 1 and 2 are entitled to service credits in accordance with DepEd Order No. 53, s. 2003 or Compensatory Time-off (CTO) per CSC and DepEd Joint Circular No. 02, s. 2004 to compensate for the time rendered as the last day of training falls on a Regular Non-Working Holiday (April 9, 2024).

7. Expenses related to this activity such as board and lodging, supplies and materials shall be charged against FY2023 PSF downloaded fund while travel expenses shall be charged against SDO/School MOOE or other local funds subject to usual accounting and auditing rules and regulations.

8. For queries and other concerns, please contact HRDD-NEAP R1 through (072) 682-23-21 or email at [neap.region1@deped.gov.ph](mailto:neap.region1@deped.gov.ph).

9. Immediate dissemination of this Memorandum is desired.



**TOLENTINO G. AQUINO**  
Director IV *TLG*

Reference:

Encl:

To be indicated in the Perpetual Index  
Under the following subjects:

**TRAINING PROGRAMS**

HRDD/kmmb/RM\_ILTEarlyLiteracy  
February 14, 2024



**RM\_ Capacity Building on Instructional Leadership Training (ILT) for SDOs: Strengthening Learning  
Conditions for Early Literacy**

Enclosure 1

Breakdown of participants per batch.

DIVISION	BATCH 1 APRIL 8-12, 2024	BATCH 3 MARCH 18-22, 2024	BATCH 5 APRIL 1-5, 2024	VENUE
ALAMINOS CITY	41	0	0	TBA
DAGUPAN CITY	37	0	0	
PANGASINAN I	29	79	79	
PANGASINAN II	0	42	91	
SAN CARLOS CITY	63	0	0	
URDANETA CITY	0	49	0	

DIVISION	BATCH 2 APRIL 8-12, 2024	BATCH 4 MARCH 18-22, 2024	BATCH 6 APRIL 1-5, 2024	VENUE
BATAAC CITY	29	0	0	TBA
CANDON CITY	0	32	0	
ILOCOS NORTE	59	63	61	
ILOCOS SUR	61	75	72	
LAOAG CITY	0	0	37	
VIGAN CITY	21	0	0	

DIVISION	BATCH 7 APRIL 1-5, 2024	BATCH 8 APRIL 15- 19, 2024	BATCH 9 MAY 13-17, 2024	BATCH 10 MAY 20-24, 2024	BATCH 11 MAY 27-31, 2024	BATCH 12 JUNE 3-7, 2024	BATCH 13 JUNE 17-21, 2024	Venue
LA UNION	23	23	23	23	23	23	22	NEAP R1, San Vicente, City of San Fernando La Union
SAN FERNANDO CITY	30	0	0	0	0	0	0	
PANGASINAN II	24	30	30	30	30	30	30	
ILOCOS SUR	0	24	24	24	24	24	25	

RM\_Capacity Building on Instructional Leadership Training (ILT) for SDOs: Strengthening Learning Conditions for Early Literacy