



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

January 13, 2023

DIVISION MEMORANDUM

No. 012 , s. 2023

**THREE-DAY ORIENTATION TO UNTRAINED SCHOOL HEADS AND MASTER
TEACHERS ON THE UTILIZATION OF EARLY LANGUAGE, LITERACY
AND NUMERACY (ELLN) DIGITAL COURSEWARE**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. This Office hereby announces the conduct of the **“Three-day Orientation to Untrained School Heads and Master Teachers on the Utilization of Early Language, Literacy and Numeracy (ELLN) Digital Courseware”** on January 18-20, 2023 (NORTH DISTRICTS) and January 25-27, 2023 (SOUTH DISTRICTS) at DepEd Ecotech Center, Sudlon, Lahug, Cebu City.
2. This three-day in-person/formal face-to-face Learning and Development (L&D) activity aims to capacitate four (4) Elementary School Heads and one (1) Master Teacher from each district on the guidelines concerning the utilization of the ELLN Digital Courseware (*see Annex A for the breakdown of the number of participants*). They are required to bring their own devices (laptop computer, flash drive and other essentials) to be used during the sessions on utilizing the courseware.
3. The participants must be at the venue before 8:00AM on Day One. This L&D activity is on **live-in/stay-in arrangement**. **Participants from Camotes Group of Islands and Bantayan Island Districts are given Day Zero**. The first meal shall be breakfast on Day One. Last meal will be packed dinner on Day 3.
4. Expenses incurred such as accommodation, materials/supplies, meals and snacks of the participants, resource speakers and members of the Program Management Team (PMT) shall be charged against the **Division HRD funds**, while travel and other incidental expenses incurred by the participants from schools shall be charged against the **School MOOE/local funds**, all subject to their availability and the usual government accounting and auditing rules and regulations.
5. The members of the PMT are directed to be at the venue on January 16-17, 2023 & January 23-24, 2023) to conduct ocular inspection and prepare the training materials/supplies to be used during this activity. Expenses such as accommodation, meals and snacks of the members of the PMT during these days shall be charged against the **Division HRD funds**, subject to their availability and the usual government accounting and auditing rules and regulations.
6. The participants are still advised to observe minimum public health and safety

standards at all times during the conduct of this three-day activity. The Medical Section (**Attn.: Dr. Asterterrie Bernales & Dr. Virgilio C. Tantuico**) is hereby directed to assign at least two (2) nurses to be at the training venue throughout the entire course of this program.

7. This Memorandum serves as **Authority to Travel** for the participants, medical section staff and all the members of the PMT.

8. Immediate dissemination of and compliance with this memorandum are desired.

MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent

MSA/LMD/FCL/SGOD/VAY/lgm2023



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Annex A

THREE-DAY ORIENTATION TO UNTRAINED SCHOOL HEADS AND MASTER TEACHERS ON THE UTILIZATION OF EARLY LANGUAGE, LITERACY AND NUMERACY (ELLN) DIGITAL COURSEWARE
January 18-20, 2023 (NORTH DISTRICTS)
January 25-27,2023 (SOUTH DISTRICTS)
DepEd Ecotech Center, Sudlon, Lahug, Cebu City

LIST OF PARTICIPANTS

Number of Participants
BATCH 1 (January 18-20, 2023)

Districts	School Principal (Elementary)	Master Teachers	Total
ASTURIAS SOUTH	4	1	5
ASTURIAS NORTH	4	1	5
BALAMBAN I	4	1	5
BALAMBAN II	4	1	5
TUBURAN I	4	1	5
TUBURAN II	4	1	5
BANTAYAN I	4	1	5
BANTAYAN II	4	1	5
DAANBANTAYAN I	4	1	5
DAANBANTAYAN II	4	1	5
MADRIDEJOS	4	1	5
MEDELLIN	4	1	5
SAN REMEGIO I	4	1	5
SAN REMEGIO II	4	1	5
SANTA FE	4	1	5
TABOGON	4	1	5
TABUELAN	4	1	5
BORBON	4	1	5
CARMEN	4	1	5
CATMON	4	1	5
COMPOSTELA	4	1	5
LILOAN	4	1	5
PILAR	4	1	5
PORO	4	1	5
SAN FRANCISCO	4	1	5
SOGOD	4	1	5
TUDELA	4	1	5
CONSOLACION 2	4	1	5
CONSOLACION 1	4	1	5
CORDOVA	4	1	5
PMT			15
Support Staff (CID)			1

Total Number of Pax

166

**Number of Participants
BATCH 2 (January 25-27, 2023)**

Districts	School Principal (Elementary)	MASTER TEACHERS	Total
MINGLANILLA I	4	1	5
MINGLANILLA II	4	1	5
SAN FERNANDO I	4	1	5
SAN FERNANDO II	4	1	5
SIBONGA	4	1	5
ALCOY	4	1	5
ARGAO I	4	1	5
ARGAO II	4	1	5
BOLJOON	4	1	5
DALAGUETE I	4	1	5
DALAGUETE II	4	1	5
OSLOB	4	1	5
SAMBOAN	4	1	5
SANTANDER	4	1	5
ALCANTARA	4	1	5
ALEGRIA	4	1	5
BADIAN	4	1	5
DUMANJUG I	4	1	5
DUMANJUG II	4	1	5
GINATILAN	4	1	5
MALABUYOC	4	1	5
MOALBOAL	4	1	5
RONDA	4	1	5
BARILI I	4	1	5
BARILI II	4	1	5
PINAMUNGAJAN I	4	1	5
PINAMUNGAJAN II	4	1	5
ALOGUINSAN	4	1	5
PMT			15
Support Staff (CID)			1
		Total	156

Annex B

**THREE-DAY ORIENTATION TO UNTRAINED SCHOOL HEADS AND MASTER
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January 18-20, 2023 (NORTH DISTRICTS)
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DepEd Ecotech Center, Sudlon, Lahug, Cebu City

PROGRAM MANAGEMENT TEAM

Responsibility	Personnel In-Charge
Over-all Program Manager	Dr. Marilyn S. Andales, CESO V, SDS
Assistant Program Managers	Dr. Lorenzo M. Dizon, CESO VI, ASDS Dr. Fay C. Luarez, ASDS
Program Coordinator	Dr. Mary Ann P. Flores, CID Chief
Asst. Program Coordinator	Dr. Chona B. Redoble, EPSVR-English
Training Manager	Dr. Chona B. Redoble, EPSVR-English
Finance Officer	Mrs. Desiree C. Ramos, Accountant III
Resource Manager/Logistics	Mr. Louie G. Monteroso, OIC-SEPS-HRD
Welfare/Health Protocol Officer	Assigned Nurses from the Medical Section
Trainers/Facilitators	Dr. Chona B. Redoble, EPSVR-English Dr. Cathalie Lovina Cardosa Marivic Montejo Evelyn Wagas Maribeth Mier Maylene Padigos Helen Montalla Victori Bacalso
Secretariat/Support Staff/Documenter	Ms. Zenifer Corpuz