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Republic of the Philippines

Department of Education
REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

30 April 2024

DIVISION MEMORANDUM

No: 247, s. 2024

CONDUCT OF CATANDUANES DIVISION ROLL-OUT OF INSTRUCTIONAL LEADERSHIP TRAINING (ILT): STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY

To: Assistant Schools Division Superintendent
Division Chiefs
Education Program Supervisors
Public Schools District Supervisors and In-Charge of the District
Elementary School Heads
All Other Concerned

1. In reference to DepEd Memorandum DM OUHROD-2022-0184, the National Educators Academy of the Philippines (NEAP) shall conduct the Advancing Basic Education in the Philippines (ABC+) Project Professional Development (PD) Programs upscaling to streamline efforts in improving learning outcomes of the K to 3 learners in all regions. Likewise, as per Regional Memorandum No. 413 s. 2023, the Regional Office V through the Human Resource Development Division (HRDD) and National Educators Academy of the Philippines Region V in collaboration with the Curriculum and Learning Management Division and USAID ABC + Instructional Leadership Training (ILT) "Strengthening Learning Conditions for Early Literacy conducted last October 23-27, 2023, at NEAP-R Hall, DepEd RO-V, Rawis, Legazpi City.

2. To fully support teachers, school leaders and sustain efforts on Learning Recovery Program (LRP), this Office through the Schools Governance Operations Division- Human Resource Development Section (HRDS) shall conduct the Catanduanes Division Roll-out of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy. Likewise, this is a *live out training* to be participated by EPS, PSDS, PSDS In-charge, and elementary school heads on the following dates; **Batch 1 -May 6-9, 2024**, and **Batch 2- May 20-24, 2024**, at Victor Hall Virac Town Center, Gogon Virac, Catanduanes.

3. This activity aims to:

a. foster culture of community of practice and collaboration among school heads and Division Supervisors to reach a consensus on a shared vision for instructional literacy;



San Roque, Virac, Catanduanes

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b. develop a participatory process in engaging a broad base of school community stakeholders in developing a project initiative guided by the shared vision for literacy instruction-the processes of which will reflect the construct of the school as a learning organization;

c. implement literacy instructional leadership practices based on the demands of learning from home and face-to-face classes modalities; and

d. design a project initiative plan that covers the areas of constructing a school and classroom climate, learning conditions and instructional strategies that support their social and emotional competence and that of their students and the interdependence between school climate, SEI, and literacy learning.

4. The list of the participants, trainers, and PMT and the training matrix of the Division roll out are found in the enclosures:

4.1 Enclosure A- List of the participants, trainers, and PMT

4.2 Enclosure B- Training Matrix

5. To ensure the organized conduct of the roll out, the following are the pre-activities to be conducted:

Date/Time	Activities	Expected Participants	Venue
May 2, 2024 (Thursday)/ 8:00-12:00; 1:00-5:00 p.m.	PMT Meeting	PMT, and Trainers	Gran Isabel
May 3- 4, 2024 (Friday- Saturday) 8:00- 12:00; 1:00-5:00 p.m.	Division Staff Orientation Workshop (DSOW)	PMT, and Trainers	Gran Isabel

6. Cost of the meals, supplies, and other training expenses shall be charged from Human Resource and Development Fund of this Office. While the travel and other expenses of the participants and others concerned shall be charged from local funds and/or school MOOE subject to the usual accounting and auditing rules and regulations. Moreover, service credits/compensatory time off (CTO) will be given to the participants of the scheduled activities fall on Saturday.

7. This Division Roll warrants the participants with 15 CPD units. Only upon completion of the 5-day training will the participants be provided with a copy of their CPD certificate.



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8. For questions and clarifications, please contact Carol P. Gil, Senior Education Program Specialist-Human Resource Development Section.

9. Widest dissemination of this Memorandum is desired.

SOCORRO V. DELA ROSA, CESO V
Schools Division Superintendent



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BATCH 1

No.	School/Office	Name	Position/ Designation
1.	BARAS SOUTH	JOSE ARCILLA	PSDS
2.	BATO WEST	BELEN T.TAPAS	PSDS
3.	CARAMORAN SOUTH	DELFIN DE LEON	PSDS
4.	GIGMOTO	JOSELITO T.RUIZ	PSDS
5.	PANGANIBAN	ARNOLD M. VALLEDOR	PSDS
BAGAMANOC NORTH			
1	Bugao Central Elementary School	NOE M. VILLAMARTIN	SP-I
2	Cahan Elementary School	JENLE EVANGELISTA	T-III
3	Hinipaan Elementary School	REBECCA C. VILLACORTA	HT -III
4	Mavil Elementary School	CHERRY S. SAN JOSE	T - III
5	Sagrada Elementary School	JERRY C. VELCHEZ	T-III
6	San Vicente Elementary School	JOSE C. TAPIA	SP I
BAGAMANOC SOUTH			
7	Bacak Elementary School	LOLITA P. DELA ROSA	HT-III
8	Bagamanoc CES	JOSE O. AQUINILLO	SP I
9	Pangcayanan Elementary School	ROMEO T. OGALINOLA	SP -I
10	San Rafael Elementary School	CYNTHIA P. EVANGELISTA	HT - IV
11	Quiraray Elementary School	MARIA GRACIA A. BALUYOT	HT-III
12	Suchan Elementary	AILEEN V. VERA	HT -II



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13	Salvacion Elementary School	LENY B. IGNACIO	HT I
BARAS NORTH			
14	AGBAN CES	JUAN O. GEROMO	SP II
15	BENTICAYAN ES/PURARAN ES	ARA V. BODOTA	HT I
16	GENITLIGAN ES	JAN MARVIN A. TOLEDANA	HT -III
17	GUINSAANAN ES/SAN MIGUEL ES	JOEL V. MASAGCA	HT IV
BARAS SOUTH			
18.	ABIHAO ES/PANIQUIHAN ES	JANET T. VARGAS	SP I
19	BARAS CES	LILYBETH T. GUALBERTO	HT III
20	CARAGUIMIHAN ES/MACUTAL ES	ADELEINE R. ARCILLA	HT II
21	MONING ES/STA MARIA ES	LEVI V. TAWAY	HT II
22	PUTSAN-DANAO ES	MARIBEL B. TAGOO	HT III
23	SALVACION ES/ TILOD ES	JOVEL T. TENDENCIA	HT II
BATO EAST			
24.	BAGUMBAYAN ES/BUENAVISTA ES/MINTAY ES	MARSHALL A. TITO	T-II
25.	BATALAY ES	VIRGINIA M. TEJERERO	SP I
26.	BATO CES	TIMMY T. ALCANTARA	SP II
27.	BOTE ES	LINA TAYAS	SP I
28.	CAGRARAY ES	ROCELIA S. TRINIDAD	T III
29.	CARORIAN ES	BERT T. TIMBAL	HT III
30.	LIBJO ES	WILSON P. TRANSMANIO	HT II



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31.	PANANAOGAN ES	ANGELITO R. PARAGAS	HT I
32.	SHERWYNE T. MANLANGIT	SAN PEDRO ES	T III
33.	SAN ROQUE ES	ALAN B. TESORERO	SP I
BATO WEST			
34.	CABUGAO IS	IRENE T. TORZAR	SP II
35.	GUINOBATAN ES	JENRY T. TAYAM	SP I
36.	MARINAWA ES	ESTRELLA T. ROJAS	SP I
37.	OGUIS ES	MARCK JOHN D. EUSTAQUIO	HT III
38.	SIBACUNGAN ES	RONALDO T. RODULFO	HT II
39.	SIPI ES	ROY J. TEJERERO	SP I
CARAMORAN NORTH			
40.	BUENAVISTA ES	ALLAN F. SAPANTA	T I
41.	CAMBURO ES	JIL ANN S. SARMIENTO	HT II
42.	CARAMORAN CES	IRMA S. MIRARAN	SP I
43.	DARIAO ES	EDWIN I. RESARE	HT IV
44.	MABINI ES	ANALILY DR. IDANAN	SP I
45.	PALUMBANES ES	EFREN O. MATIENZO JR. <i>Batch 2</i>	SP I
46.	PANIQUE ES	JOVEN P. ONAN	HT II
47.	SAN JOSE ES	MARICHRIS B. EUSEBIO	T III
48.	TUBLI ES	ROSIEL P. IMPERIAL	SP I
49.	TUCAO-MAYSURAM ES	HIMEROSE I. PONGAN	T III



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CARAMORAN SOUTH			
50.	BOCON ES	MA. YOLLY T. SENA	T II
51.	DATAG CES	ALAN S. GUD	SP I
52.	GUIAMLONG ES	MILANI R. DEL BARRIO	SP I
53.	HITOMA-BULALACAO E/S	JOUIE R. SANCHEZ	SP I
54.	INALMASINAN ES	HERALD SURBANO	T III ✓
55.	IYAO ES	LORIE A. BANTA	T III
56.	MAUI ES	JOSEPHINE M. SOLERO	T II
57.	MILAVIGA ES	MARIA VEGIM <i>Batch 2</i>	HT I
58.	OBI ES	JANETTE T. BUENO	HT I
59.	SABLOYON ES	EDGAR S. SANTOS	HT I
60.	SALVACION ES	MARICON D. BERNAL	HT II
61.	SUPANG ES	HIZEL DEL BARRIO	HT I
GIGMOTO			
62.	BIONG ES	DENMAR C. ROMERO	HT I
63.	DOMINADOR C. GUERRERO/SAN PEDRO ES	RODEL TAYO	T III
64.	DORORIAN ES	WILSON T. OLINO	SP I
65.	GIGMOTO CES	MARINO T. PANTALEON	SP I
66.	SICMIL ES	JUAN D. TATAD	HT III
67.	SIORON ES	CHITO T. CARRANZA	T II
PANDAN EAST			



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68.	BALDOC ES	ARNULFO D. BERNARDINO	SP I
69.	JOSE O. VERA ES	JOHN BRYAN M. ARCILLA	T III
70.	HIYOP ES	ARNEL T. DE QUIROS	T II
71.	CANLUBI ES	WILLY ICARO	T II
72.	LOURDES ES	MARY JANE S. RIMA	HT III
73.	TABUGOC ES	ARNEL D. BONIFACIO	SP I
74.	MARAMBONG ES	PERCY A. RIMA	SP I
75.	POROT ES	BERNARDO CONDENO JR.	T III
76.	SAN ISIDRO ES	JENNIEROSE T. RODRIGUEZ	T III
PANDAN WEST			
77.	BAGAWANG ES	MARIVIC BUIZON	MT I
78.	TARIWARA ES	COLUMBA R. DEINLA	SP I
79.	BALOGNONAN ES	MARY ANNE C. GALICIA	SP I
80.	CARUYO PRIMARY SCHOOL	IMELDA C. RAFAEL	T III
81.	CATAMBAN ES	MINNIE I. LOPEZ	SP I
82.	OGA ES	REBECCA A. LOPEZ	MT I
83.	COBO ES	TITO FERNANDEZ	HT I
84.	LUMABAO ES	MA. REMONS E. TABIRARA	HT I
85.	PANUTO ES	ARLENE P. OBICO	HT I
86.	PANDAN CES	AMALIA I. DOMINGO	SP I
87.	STA CRUZ ES	SHAHANI S. ICAWAT	T III



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88.	SAN ANDRES BARANGAY SCHOOL	JOEL DATOON	HT IV
89.	SAN RAFAEL PRIMARY SCHOOL	JESON E. LOPEZ	MT I
PANGANIBAN			
90.	ALINAWAN ES	FELIPE F. TULDAC JR.	HT I
91.	BABAGUAN ES/ MACULIW ES	BEATRIZ M. ARISAPA	HT III
92.	BAYHAN COMMUNITY SCHOOL/ PANAY COMMUNITY SCHHOL	ROMEO M. ALBERTO	HT III
93.	BURABOD COMMUNITY SCHOOL	CORAZON C. MAGTANGOB	HT III
94.	CABUYOAN ES	JOSEPHINE V. VALLESPIN	SP I
95.	CAGDARAO ES	WALTER R. TURADO	HT I
96.	MABINI ES	CHERILYN T. TURADO	HT I
97.	SAN MIGUEL ES	JULIE V. VITALICIO	SP I
98.	PANGANIBAN CES	LINDA V. DELA ROSA	SP II
99.	TIBO ES	ARNEL T. FERNANDEZ	HT I

BATCH 2

No.	School/Office	Name	Position/ Designation
1.	SAN ANDRES EAST	RUTH B. SORRERA	PSDS
2.	SAN MIGUEL SOUTH	MARISOL T. LIM	PSDS
3.	VIGA EAST	NIEVA DJ. TUIBEO	PSDS
4.	VIRAC NORTH	ELIAS V. ABUNDO	PSDS
5	VIRAC SOUTH	MIGUELITO T. RODRIGUEZ	PSDS
SAN ANDRES EAST			
1	ALIBUAG ES	WENCESLAO M. ZAFE	HT III
2	BATONG PALUWAY ES	ROLANDO Z. REGALADO	SP I



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3	BON-OT ES	WILSON C. SANTELICES	HT -I
4	CARAGNAG ES	ROGELIO L. SONTILLANO	HT IV
5	COMAGAYCAY ES	ROLLY N. NAZARENO	SP I
6	JOSE RIZAL ES	CECILE S. ALDEA	SP I
7	LICTIN ES	DENNIS L. GIANAN	SP II
8	PALAWIG ES	REGGIE M. CERDENIA	SP I
9	SAN JOSE ES	EVELYN P. GARCIA	HT III
10	TIMBAAN ES	EDWINA F. CAMACHO	SP I
11	YOCTI ES	FERDINAND T. TUSI	SP I
SAN ANDRES WEST			
12	AGOJO ES	JOSE R. DE LOYOLA	HT I
13	BAGONG SIRANG ES	MARIETTA A. BONGON	HT I
14	BARIHAY ES	RONALD O. CORONEJO	HT I
15	BISLIG ES	DANILO C. CLIMACO JR.	HT -IV
16	CABCAB CES	SOLEDAD S. GIANAN	SP II
17	CABUNGAHAN ES	RAQUEL G. BANAS	TII
18.	CATAGBACAN ES	MICHAEL ANGELO B. ALMANZA	HT II
19	DATAG ES	GINA S. ZUNIEGA	HT III
20	HILAWAN ES	VERNIE B. POSTRADO	HT I
21	J.M.A (ASGAD)	LILIBETH L. MANLANGIT	HT IV
22	MANAMBRAG ES	MANUEL N. TABLIZO	SP I
23	MAYNGAWAY ES	NAPOLEON I. ARCILLA	SP I
24.	PUTING BAYBAY ES	RONALD O. CORONEJO	HT I
25.	SAN ISIDRO ES	JOUE B. BONGON	HT I
26.	SAN VICENTE ES	ALFREDO I. ABEJO JR	T III
27.	TIBANG ES	JONI S. TOLEDO	T III
28.	TOMINAWOG ES	PRINCE LEE A. BURCE	HT I



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SAN MIGUEL NORTH			
29.	ALMA ES	MARILYN SORIAO	T II
30.	BALATOHAN ES	WILMA T. LIZASO	HT III
31.	CAGLATAWAN ES/TOBREHON ES/TUCAO PRIMARY SCHOOL	EDDIE T. CADAG	T III
32.	KILIKIHAN ES	AGNES DOBLON	HT IV
33.	PACOGON ES	ROLYN T. TRINIDAD	HT II
34.	PAGSANGAHAN ES	ELENA C. TEDERA	SP I
35.	PARAISO A	JINGKEE J. TORRENA	HT I
36.	PARAISO B	ALEX S. AGUILAR	T III
37.	SAN MARCOS ES	JANET T. TAPAR	T III
38.	SIAY ES	VANESSA T. POLERO	MT I
SAN MIGUEL SOUTH			
39.	BOTON PRIMARY SCHOOL/SOLONG ES	JHONNEY BOY D. BERNAL	HT III
40.	BUHI ES	ROWENA B. TINDUGAN	HT IV
41.	DAYAWA ES/ PANGILAO ES/PATAGAN ES	CHRISTOPHERE S. TAPAS	T III
42.	KATIPUNAN ES	MARY JANE T. VALENZUELA	SP I
43.	OBO ES	MARIGEN M. TORRENTE	SP I
44.	SAN JUAN ES	JUPITER TORNO	HT III
45.	SAN MIGUEL CES	MYLA B. CORDIAL	SP I
VIGA EAST			
46.	BATOHONAN ES	ROMELA L. VISTA	T II
47.	BEGONIA ES	GENARO V. ROBLES	HT III
48.	BOTINAGAN ESSOBOC ES	ARNULFO T. TAWAT JR.	HT III
49.	BUENAVISTA ES	TESSIES A. PADILLA	SP I
50.	MAGSAYSAY ES	SHERYL U. LITA	T III
51.	QUIRINO ES	MAYLENE T. LOPEZ	T II
52.	TAMBONGON ES	CLARISSA G. MAGDARAOG	SP II
53.	TINAGO ES	CECILE T. LEON	HT III



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54.	VILLA AURORA ES	MC DONALD R. TATING	T III
VIGA WEST			
55.	ALMOJUELA ES/ BURGOS ES	AMOS TUPLANO	HT III
56.	ANANONG ES/MABINI ES	SARRAH T. TULOD	T III
57.	DEL PILAR ES / SAN VICENTE PRIMARY OSMENA ES	MA. KAREN V. PAPANGO	T III
58.	OGBONG ES	DANILO V. VALDERAMA	SP I
59.	P. VERA ES/SUMMIT ES	PERFECTO M. USERO	HT I
60.	QUEZON ES	MARITES SANCHEZ	HT III
61.	RIZAL ES	MA. LIZA R. ARROJO	SP II
62.	ROXAS ES	SARRAH T. TULOD	T III
63.	SAGRADA ES	KENNON JAY U. OGENA	HT III
64.	SAN JOSE ES	FRANCIA T. TEBELIN	SP I
65.	SA ROQUE ES	RANDY T. ODI	SP I
66.	STA ROSA ES	SHRYL V. TUPLANO	HT III
VIRAC NORTH			
67.	BIGAA ES	SHIELA MARIE M. SAPANTA	SP I
68.	BUYO IS	EDGAR T. SARMIENTO	SP II
69.	CALABNIGAN ES	JAY V. TABUZO	SP I
70.	CALATAGAN ES	ANCHELITA P. SICIO	SP II
71.	CAPILIHAN ES	MARITES R. VARGAS	SP II
72.	DANICOP ES	PERLITA V. TATEL	SP I
73.	DUGUI SAN ISIDRO ES	EMIL P. MASAGCA	T III
74.	DUGUI TOO ES	NEIL F. BANARES	SP I
75.	DUGUI WALA ES	ROCHELLE V. PANTI	T III
76.	GOGON ES	LINA S. MARIANO	SP I
77.	HICMING ES	ROBERTO B. MOLINA	SP I
78.	JMA PONITON ES	WALTER MARINAS	HT IV
79.	JMAMES	FE B. MENDOZA	SP II



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80.	SAN VICENTE ES	OPERO A. TURADO	SP I
81.	SIMAMLA ES	NESTOR V. QUINTAL	SP I
82.	SOGOD SIMAMLA ES	CARMEN BUENDIA	T III
83.	STO. DOMINGO ES	JOSE D. BONIFACIO	SP I
84.	STO NINO ES	ARLENE P. ALBERTO	HT IV
85.	TAYTAY ES	YOLANDA T. TAYAM	SP I
86.	VIRAC PILOT ES	SALVE T. TEMPLO	SP III
VIRAC SOUTH			
87.	ANTIPOLO ES	RUBEN JOSE V. TRIA	SP I
88.	BALITE ES	DEMETRIO SUAREZ JR.	HT II
89.	BATAG ES/MARILIMA ES	ALEX TORRES	HT III
90.	BUENAVISTA ES	RICKY P. DELOS SANTOS	HT III
91.	CALAMPONG ES	JOAN G. CORREO	HT II
92.	CASOOCAN ES	ASUNCION Z. TABO	SP I
93.	CAVINITAN ES	MARJORIE A. TOLEDANA	SP II
94.	F. TACORDA VILLAGE ES	ARIEL T. ABRASALDO	HT III
95.	HAWAN ES	LILIBETH B. TABUZO	SP II
96.	HAWAN ILAYA ES	DAISY V. CAMBONGA	HT III
97.	IGANG ES	ELIGIO SALES	SP I
98.	MAGNESIA ES	ALLAN SORREDA	SP II
99.	PAJO BAGUIO ES	RAQUEL C. ALFON	HT IV
100.	PAJO SAN ISIDRO ES	RITA G. SORIAO	SP II
101.	PALNAB ES	JESSIE V. ICARANOM	SP I
102.	PALTA ES	ISABEL T. BERNAL	SP I
103.	PALTA SADAY ES	REYNANTE T. TABUZO	SP I
104.	SAN ISIDRO VILLAGE ES	JOCELYN A. BURCE	SP II
105.	STO. CRISTO ES	GERLIE G. TABLADA	SP I
106.	TALISOY ES	MARY LIZA T. IBAYAN	HT III



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107.	VALENCIA ES	GLORIA T. TEJADA	SP II
108.	VIRAC CENTRAL ES	JANE C. TABOR	SP II

PUBLIC SCHOOLS DISTRICT SUPERVISORS/IN-CHARGE OF THE DISTRICTS

No.	DISTRICT	FIRST NAME	MIDDLE NAME	SURNAME	POSITION
1	Bagamanoc North	Noe	Mendoza	Villamartin	In-Charge of the District
2	Bagamanoc South	Brenda	Vistal	Villarey	Public Schools District Supervisor
3	Baras North	Juan	Obo	Geromo	In-Charge of the District
4	Baras South	Jose	Tapel	Arcilla Jr.	Public Schools District Supervisor
5	Bato East	Timmy	Tenerife	Alcantara	Public Schools District Supervisor
6	Bato West	Belen	Timbal	Tapas	Public Schools District Supervisor
7	Caramoran North	Irma	Sales	Miraran	In-Charge of the District
8	Caramoran South	Delfin	Icaonapo	De Leon	Public Schools District Supervisor
9	Gigmoto	Joselito	Tulalian	Ruiz	Public Schools District Supervisor
10	Pandan East	Arnel	Domingo	Bonifacio	In-Charge of the District
11	Pandan West	Amalia	Isorena	Domingo	In-Charge of the District
12	Panganiban	Arnold	Matencio	Valledor	Public Schools District Supervisor
13	San Andres East	Jayson	Marino	Floranza	In-Charge of the District
14	San Andres West	Ruth	Bruce	Sorrera	Public Schools District Supervisor
15	San Miguel North	Analyn	Pervera	Carpio	In-Charge of the District
16	San Miguel South	Marisol	Tusi	Lim	Public Schools District Supervisor
17	Viga East	Nieva	De Jesus	Tuibeo	Public Schools District Supervisor
18	Viga West	Cynthia	Delos Santos	Usero	In-Charge of the District
19	Virac North	Elias	Valeza	Abundo	Public Schools District Supervisor
20	Virac South	Miguelito	Traqueña	Rodriguez	Public Schools District Supervisor

CID PERSONNEL	
NAME	DESIGNATION
Cabrera, Amelia B.	EPS-TVL
Ceneta, Niño Gerard C	EPS-SCIENCE
Custodio, Gina L.	EPS-KINDERGARTEN
Omadto, Jezrahel T.	EPS-MATH
Pantino, Gina B.	EPS-ENGLISH
Boneo, Zarita M.	Div. SPED Coordinator
Taway, Jesslyn T.	EPS-LRMDS
Templonuevo, Ma. Gina M.	EPS-FILIPINO
Turalde, Frankie T.	EPS-MAPEH

PROGRAM MANAGEMENT TEAM

ROLE	TERMS OF REFERENCE	NAME OF PERSONNEL and OFFICE
Execom	<ul style="list-style-type: none"> • Oversee the implementation of the program 	<ul style="list-style-type: none"> • SDS Socorro V. Dela Rosa • ASDS Cecile C. Ferro • SGOD Chief Mary Jean S. Romero • CID Chief Romel G. Petajen • AO V- Eva S. Tolentino
Overall Program Managers	<ul style="list-style-type: none"> • Provides guidance to the program management team • Approves courses of action necessary for the successful program implementation • Responds in a timely manner to all program implementation concerns • Facilitates the pre and post meetings • Prepares matrix of activities, and completion report • Prepares all financial and travel requirements and materials for the conduct of the activity. 	<ul style="list-style-type: none"> • SGOD Chief Mary Jean S. Romero • Carol P. Gil, SEPS

ROLE	TERMS OF REFERENCE	NAME OF PERSONNEL and OFFICE
	<ul style="list-style-type: none"> • Coordinates with the training venue for accommodation, meals, and other concerns 	
Overall Learning Area Expert	<ul style="list-style-type: none"> • Coordinates with program managers to ensure proper implementation of the program • Provide technical assistance in checking the content of the presentation of the Resource Persons during the DSOW, and to the Actual implementation 	<ul style="list-style-type: none"> • CID Chief Romel G. Petajen • EPS Gina B. Pantino
Resource Persons	<ul style="list-style-type: none"> • Coordinates with program managers to ensure proper implementation of the program • Attends PMT Meeting, DSOW, and Post Conference • Ensure that the assigned topic is thoroughly discussed 	<p>Marisol Lim, PSDS</p> <p>Brenda Villarey, PSDS</p> <p>Analyn Carpio, SP II/ PSDS In-Charge</p> <p>Jayson Floranza, SP III/PSDS In-Charge</p> <p>Cynthia Usero, SP II/ PSDS In-Charge</p> <p>Francis Surban, SP I</p>
Class Managers	<ul style="list-style-type: none"> • Captures the registration and daily attendance of the participants 	<p>Elizabeth S. Urbano, EPS II</p> <p>Aroline T. Borja, EPS</p> <p>Imaculate T. Latorre, EPS-II</p> <p>Jupiter L. Torno, Head Teacher III</p>

ROLE	TERMS OF REFERENCE	NAME OF PERSONNEL and OFFICE
	<ul style="list-style-type: none"> ● Monitors the submission of outputs of the participants ● Shall be present in the session rooms to address any concerns raised by pax ● Coordinated with the Program Managers the needed materials ahead of time ● Ensures the availability of token, certificate of appreciation/recognition/appearence of pax and learning facilitators during class coordination with technical assistants 	<p>Aileen V. Vera, Head Teacher III</p>
<p>Technical Assistants/ICT/Logistics</p>	<ul style="list-style-type: none"> ● Provides assistance in coordination of materials and creation of PMT slide decks ● Provides assistance with ICT related concerns ● Ensures all audio-visual equipment in the plenary and training groups are available and working properly ● Prepares certificates of participation of pax & learning facilitators 	<p>Jennifer Metica, ITO Franky Padilla, COS Alyssa Bagadiiong, PDO Hazel C. Manlangit, Senior Bookkeeper</p>

ROLE	TERMS OF REFERENCE	NAME OF PERSONNEL and OFFICE
	<ul style="list-style-type: none"> • Prepares the list of participants to be given to the class manager • May perform other functions assigned by the Program Managers 	
Documenters Photo & Write-up	<ul style="list-style-type: none"> • Captures the event proceedings in writing and images • Creates captions and post in the NEAP FB page the proceeding of the activity • Assists in the preparation of the activity completion report • Submit the completion report 	Vernie Postrado, Head Teacher II Alex Ibayan, Head Teacher II Sheryl U. Lita, Head Teacher III Arnel Fernandez. Head Teacher I
Monitoring and Evaluation	<ul style="list-style-type: none"> • Takes charge of Monitoring and Tracking Evaluation Forms • Crafts and Quality Assures M & E Tools needed to gather relevant data and outputs • Analyzes and interprets M & E Tools utilized and presents it to the group during debriefing 	Sarah S. Chiong, SEPS Achilles Alberto, EPS II Ronald Coronejo, Head Teacher III Rodel Tayo, Head Teacher II

ROLE	TERMS OF REFERENCE	NAME OF PERSONNEL and OFFICE
	<ul style="list-style-type: none"> Provides suggestions and inputs based on Evaluation results as basis of Improvement of Program Implementation 	
Secretariat	<ul style="list-style-type: none"> Assist the Class Manager in preparation of Attendance Sheet Monitor the attendance of the pax 	Ma. Eliza Icaranom Novy P. Borja Alyssa Bagadiiong Hazel C. Manlangit