



Republika ng Pilipinas  
**Department of Education**  
**OFFICE OF THE UNDERSECRETARY**  
**HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT**

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**MEMORANDUM**

**DM-HROD-NEAP-2023-1063**

TO : **Regional Directors**  
**Schools Division Superintendents**  
**All Others Concerned**

FROM :   
**GLORIA JUMAMIL-MERCADO**  
*Undersecretary for Human Resource and Organizational Development*

SUBJECT : **CONDUCT OF THE DIVISION ROLLOUT OF THE ABC+  
PROJECT ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

DATE : **August 07, 2023**

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1. In furtherance of its mandate of providing capacity-building programs for public school teachers and school leaders, the National Educators Academy of the Philippines (NEAP) has embarked on a partnership with the Advancing Basic Education in the Philippines (ABC+) project aimed at improving the outcomes of early literacy, numeracy, and socio-emotional learning in the country.
2. The core interventions to be provided include the development and implementation of professional development programs for teachers and instructional supervisors, the development of developmentally-appropriate reading materials for Kindergarten to Grade 3 in the Mother Tongue, and systems strengthening as well as capacity development along these core areas of work.
3. In FY 2022, NEAP conducted the National Training of Trainers (NTOT) for the **Instructional Leadership Training: Strengthening Learning Conditions for Early Literacy**. NEAP likewise downloaded funds to the DepEd Regional Offices for the conduct of the Regional Training of Trainers (RTOT) amounting to Eighteen Million Eighty-Seven Thousand Two Hundred Pesos and 00/100 (Php 18,087,200.00).
4. For this year, FY 2023, NEAP shall once again download funds amounting to Two Hundred Sixty-Six Million Three Hundred Ninety-Nine Thousand Two Hundred Pesos and 00/100 (Php 266,399,200.00) to the Regional Offices for the conduct of the Division Rollout of the said program (Enclosure 1):



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## Department of Education

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4. For this year, FY 2023, NEAP shall once again download funds amounting to Two Hundred Sixty-Six Million Three Hundred Ninety-Nine Thousand Two Hundred Pesos and 00/100 (Php 266,399,200.00) to the Regional Offices for the conduct of the Division Rollout of the said program (Enclosure 1):

<b>Region</b>	<b>No. of Pax</b>	<b>Total</b>
1	1,438	17,543,600.00
2	1,087	13,261,400.00
3	1,924	23,472,800.00
CALABARZON	1,728	21,081,600.00
MIMAROPA	995	12,139,000.00
5	1,653	20,166,600.00
6	2,157	26,315,400.00
7	1,748	21,325,600.00
8	1,777	21,679,400.00
9	1,041	12,700,200.00
10	1,449	17,677,800.00
11	1,112	13,566,400.00
12	968	11,809,600.00
CARAGA	1,110	13,542,000.00
CAR	933	11,382,600.00
NCR	716	8,735,200.00
<b>TOTAL</b>	<b>21,836</b>	<b>266,399,200.00</b>

5. The Division Rollout aims to:

- a. Capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, social-emotional learning, and gender equity and social inclusion (GESI) in fostering conditions for a positive learning environment;
- b. Draft research-based and data-driven project initiatives that will improve learning outcomes of the K to 3 learners in their respective schools as embedded in the School Improvement Plan (SIP) and as practiced in Continuous Improvement (CI);
- c. Support and complement the implementation of national programs or initiatives such as but not limited to National Learning Camp (NLC), National Reading Program (NRP), and National Mathematics Program (NMP); and,
- d. Form linkages and share with other districts and schools, some noteworthy practices aligned with Instructional Leadership Training (ILT) principles.

6. Participants in the Division Rollout:

- a. Regional Trainers
- b. Division Core Management Team (DCMT)
  - i. Chief Education Program Supervisor, Curriculum and Implementation Division
  - ii. Specialist, Human Resource Development Service
  - iii. Specialist, School Management, Monitoring, and Evaluation
  - iv. Officer or Alternate, Division Information Technology Office
- c. Division Participants
  - i. Education Program Supervisors for literacy or reading and

- kindergarten
- ii. Public School District Supervisors
- iii. School Heads (elementary)

7. The funds shall be downloaded to the DepEd Regional Offices. The Regional Offices shall have the responsibility of downloading the funds to the Schools Division Offices in their respective jurisdictions.
8. To facilitate the conduct of the downloading of funds, the Regional Offices are directed to submit Letters of Acceptance (Enclosure 2) covering the total amount allocated for each region (as indicated above), should all the Schools Division Offices (SDO) under its jurisdiction have signified their assent to accept the same. Should a particular SDO turn down said funds, the respective Regional Office shall accept and indicate the reduced amount.
9. The funds to be downloaded consists of the following:
  - a. Board and lodging of the Regional Trainers, DCMT, and the participants at Php 2,000.00 per night, per person;
  - b. Supplies and materials of the Regional Trainers, DCMT, and the participants at Php 200.00 per person; and,
  - c. Travel expenses of the Regional Trainers, DCMT, and the participants at Php 2,000.00 per person.
10. The funds may be used for the following expenses:
  - a. Board and lodging of the Regional Trainers, DMCT, and the participants, the use of the function room/s, provision of audio-visual system or facility and other equipment and requirements prescribed by pertinent accounting and auditing rules and regulations;
  - b. Supplies and materials, which may include the printing of training modules and activity sheets and purchase of paper materials, writing tools and implements, flash drives for storage of e-copies of the training resources, and other training supplies, as may be required;
  - c. Transportation cost and per diem of the Regional Trainers, DMCT, and the participants; and,
  - d. Other expenses in support of the conduct of the division rollout, are deemed eligible expenses provided these are classified under MOOE.
11. Implementation Process
  - a. The DCMT prepares the Division Rollout implementation plan (Enclosure 3) for review and approval by the Schools Division Superintendent.
  - b. DCMT informs the RO and NEAP-CO of the approved conduct date.
  - c. The DCMT implements the division rollout based on the approved implementation plan.
  - d. DCMT prepares and uploads their physical and financial accomplishment in the Program Management Information System (PMIS) as indicated in DepEd Order No. 11, s. 2021 "*Guidelines on the Operationalization of PMIS.*"
  - e. Likewise, DCMT prepares and submits the following to the NEAP Quality Assurance Division 10 working days after the conduct of the program:
    - i. NEAP Program Completion Report (Enclosure 4)
    - ii. Completion Report Attachment (Enclosure 5)
    - iii. Participants' Profile – Template (Enclosure 6)

All Enclosures may be downloaded from <https://bit.ly/ILTComRepTemp>

12. Monitoring and Evaluation Activities

- a. The ABC+ ILT Program Manager and other NEAP representatives, in coordination with Regions and selected Schools Divisions, will conduct the monitoring of the program.
- b. The monitoring activities shall involve the following activities:
  - i. Review and discussion of the division rollout program and facilitator evaluation results
  - ii. Discussion on post-division rollout activities and their corresponding M&E

13. Should a particular School Division Office will not be able to conduct the division rollout on the date they have stipulated in the implementation plan, due to circumstances beyond their control, it is imperative that they coordinate with the Regional Office and Central Office for their course of action.

14. To ensure effective and efficient implementation of the activities funded through downloading of funds, SDOs are required to report the status of the utilization of the fund (Enclosure 7) to NEAP-PDD through the respective Regional Director.

15. For more information, please contact Mr. Dustin Troy Joson, NEAP-CO Program Manager and Senior Education Program Specialist of NEAP-PDD, through email at [neap.pdd@deped.gov.ph](mailto:neap.pdd@deped.gov.ph) cc: [dustintroy.joson@deped.gov.ph](mailto:dustintroy.joson@deped.gov.ph) or via telefax number (02) 8715-9919.

16. Immediate dissemination of and strict compliance with this issuance is directed.

*Enclosure 1: Breakdown of Budget*

*Enclosure 2: Template of Letters of Acceptance (LOA)*

*Enclosure 3: Template of Implementation Plan*

*Enclosure 4: Template of Program Completion Report*

*Enclosure 5: Template of Attachment to Program Completion Report*

*Enclosure 6: Template of Participants' Profile*

*Enclosure 7: Template of Budget Utilization Report*

[NEAP/Joson]

Department of Education  
National Educators Academy of the Philippines  
Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT  
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**Budget Allocation**

<b>Region</b>	<b>No. of Pax</b>	<b>Total</b>
1	1,438	17,543,600.00
2	1,087	13,261,400.00
3	1,924	23,472,800.00
CALABARZON	1,728	21,081,600.00
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CARAGA	1,110	13,542,000.00
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NCR	716	8,735,200.00
<b>TOTAL</b>	<b>21,836</b>	<b>266,399,200.00</b>

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 1</b>								
Alaminos City	38	1	1	1	4	5	50	610,000.00
Batac City	26	1	1	1	4	5	38	463,600.00
Candon City	29	1	1	1	4	5	41	500,200.00
Dagupan City	34	1	1	1	4	5	46	561,200.00
Ilocos Norte	159	1	1	1	4	5	171	2,086,200.00
Ilocos Sur	226	1	1	1	4	5	238	2,903,600.00
La Union	157	1	1	1	4	5	169	2,061,800.00
Laoag City	34	1	1	1	4	5	46	561,200.00
Pangasinan I, Lingayen	184	1	1	1	4	5	196	2,391,200.00
Pangasinan II, Binalonan	232	1	1	1	4	5	244	2,976,800.00
San Carlos City	60	1	1	1	4	5	72	878,400.00
San Fernando City	27	1	1	1	4	5	39	475,800.00
Urdueta City	46	1	1	1	4	5	58	707,600.00
Vigan City	18	1	1	1	4	5	30	366,000.00

**TOTAL 17,543,600**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 2</b>								
Batanes	21	1	1	1	4	5	33	402,600.00
Cagayan	235	1	1	1	4	5	247	3,013,400.00
Cauayan City	65	1	1	1	4	5	77	939,400.00
City of Ilagan	88	1	1	1	4	5	100	1,220,000.00
Isabela	254	1	1	1	4	5	266	3,245,200.00
Nueva Vizcaya	168	1	1	1	4	5	180	2,196,000.00
Quirino	87	1	1	1	4	5	99	1,207,800.00

**TOTAL 13,261,400**



SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 3</b>								
Angeles City	43	1	1	1	4	5	55	671,000.00
Aurora	68	1	1	1	4	5	80	976,000.00
Balanga City	18	1	1	1	4	5	30	366,000.00
Bataan	84	1	1	1	4	5	96	1,171,200.00
Bulacan	221	1	1	1	4	5	233	2,842,600.00
Cabanatuan City	57	1	1	1	4	5	69	841,800.00
City of San Jose Del Monte	36	1	1	1	4	5	48	585,600.00
Gapan City	33	1	1	1	4	5	45	549,000.00
Mabalacat City	40	1	1	1	4	5	52	634,400.00
Malolos City	47	1	1	1	4	5	59	719,800.00
Meycauayan City	25	1	1	1	4	5	37	451,400.00
Nueva Ecija	209	1	1	1	4	5	221	2,696,200.00
Olongapo City	28	1	1	1	4	5	40	488,000.00
Pampanga	220	1	1	1	4	5	232	2,830,400.00
San Fernando City	39	1	1	1	4	5	51	622,200.00
San Jose City	50	1	1	1	4	5	62	756,400.00
Science City of Muñoz	34	1	1	1	4	5	46	561,200.00
Tarlac	216	1	1	1	4	5	228	2,781,600.00
Tarlac City	88	1	1	1	4	5	100	1,220,000.00
Zambales	128	1	1	1	4	5	140	1,708,000.00

**TOTAL 23,472,8000**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 4a</b>								
Antipolo City	46	1	1	1	4	5	58	707,600.00
Bacoor City	28	1	1	1	4	5	40	488,000.00
Batangas	171	1	1	1	4	5	178	2,171,600.00
Batangas City	83	1	1	1	4	5	95	1,159,000.00
Binan City	26	1	1	1	4	5	38	463,600.00
Cabuyao City	19	1	1	1	4	5	31	378,200.00
Calamba City	52	1	1	1	4	5	64	780,800.00
Cavite	131	1	1	1	4	5	143	1,744,600.00
Cavite City	12	1	1	1	4	5	24	292,800.00
Dasmariñas City	28	1	1	1	4	5	40	488,000.00
General Trias City	27	1	1	1	4	5	39	475,800.00
Imus City	26	1	1	1	4	5	38	463,600.00
Laguna	130	1	1	1	4	5	142	1,732,400.00
Lipa City	67	1	1	1	4	5	79	963,800.00
Lucena City	44	1	1	1	4	5	56	683,200.00
Quezon	258	1	1	1	4	5	270	3,294,000.00
Rizal	106	1	1	1	4	5	118	1,439,600.00
San Pablo City	65	1	1	1	4	5	77	939,400.00
San Pedro City	20	1	1	1	4	5	32	390,400.00
Sta. Rosa City	18	1	1	1	4	5	30	366,000.00
Sto. Tomas City	25	1	1	1	4	5	37	451,400.00
Tanauan City	44	1	1	1	4	5	56	683,200.00
Tayabas City	31	1	1	1	4	5	43	524,600.00

**TOTAL 21,081,600**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 4b</b>								
Calapan City	49	1	1	1	4	5	61	744,200.00
Marinduque	92	1	1	1	4	5	104	1,268,800.00
Occidental Mindoro	154	1	1	1	4	5	166	2,025,200.00
Oriental Mindoro	217	1	1	1	4	5	229	2,793,800.00
Palawan	215	1	1	1	4	5	227	2,769,400.00
Puerto Princesa City	75	1	1	1	4	5	87	1,061,400.00
Romblon	109	1	1	1	4	5	121	1,476,200.00

**TOTAL 12,139.0000**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 5</b>								
Albay	233	1	1	1	4	5	245	2,989,000.00
Camarines Norte	127	1	1	1	4	5	139	1,695,800.00
Camarines Sur	289	1	1	1	4	5	301	3,672,200.00
Catanduanes	117	1	1	1	4	5	129	1,573,800.00
Iriga City	40	1	1	1	4	5	52	634,400.00
Legaspi City	44	1	1	1	4	5	56	683,200.00
Ligao City	55	1	1	1	4	5	67	817,400.00
Masbate	193	1	1	1	4	5	205	2,501,000.00
Masbate City	36	1	1	1	4	5	48	585,600.00
Naga City	30	1	1	1	4	5	42	512,400.00
Sorsogon	225	1	1	1	4	5	237	2,891,400.00
Sorsogon City	68	1	1	1	4	5	80	976,000.00
Tabaco City	40	1	1	1	4	5	52	634,400.00
<b>TOTAL</b>							<b>20,166,6000</b>	

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 6</b>								
Aklan	160	1	1	1	4	5	172	2,098,400.00
Antique	241	1	1	1	4	5	253	3,086,600.00
Bacolod City	46	1	1	1	4	5	58	707,600.00
Bago City	36	1	1	1	4	5	48	585,600.00
Cadiz City	51	1	1	1	4	5	63	768,600.00
Capiz	209	1	1	1	4	5	221	2,696,200.00
Escalante City	27	1	1	1	4	5	39	475,800.00
Guimaras	97	1	1	1	4	5	109	1,329,800.00
Himamaylan City	44	1	1	1	4	5	56	683,200.00
Iloilo	330	1	1	1	4	5	342	4,172,400.00
Iloilo City	54	1	1	1	4	5	66	805,200.00
Kabankalan City	68	1	1	1	4	5	80	976,000.00
La Carlota City	24	1	1	1	4	5	36	439,200.00
Negros Occidental	241	1	1	1	4	5	253	3,086,600.00
Passi City	38	1	1	1	4	5	50	610,000.00
Roxas City	41	1	1	1	4	5	53	646,600.00
Sagay City	53	1	1	1	4	5	65	793,000.00
San Carlos City	59	1	1	1	4	5	71	866,200.00
Silay City	32	1	1	1	4	5	44	536,800.00
Sipalay City	35	1	1	1	4	5	47	573,400.00
Victorias City	19	1	1	1	4	5	31	378,200.00

**TOTAL 26,315,400**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 7</b>								
Bais City	41	1	1	1	4	5	53	646,600.00
Bayawan City	67	1	1	1	4	5	79	963,800.00
Bogo City	23	1	1	1	4	5	35	427,000.00
Bohol	311	1	1	1	4	5	323	3,940,600.00
Canlaon City	24	1	1	1	4	5	36	439,200.00
Carcar City	33	1	1	1	4	5	45	549,000.00
Cebu	299	1	1	1	4	5	311	3,794,200.00
Cebu City	68	1	1	1	4	5	80	976,000.00
City of Naga, Cebu	29	1	1	1	4	5	41	500,200.00
Danao City	46	1	1	1	4	5	58	707,600.00
Dumaguete City	18	1	1	1	4	5	30	366,000.00
Guihulngan City	77	1	1	1	4	5	89	1,085,800.00
Lapu-Lapu City	44	1	1	1	4	5	56	683,200.00
Mandaue City	27	1	1	1	4	5	39	475,800.00
Negros Oriental	177	1	1	1	4	5	189	2,305,800.00
Siquijor	64	1	1	1	4	5	76	927,200.00
Tagbilaran City	17	1	1	1	4	5	29	353,800.00
Talisay City	26	1	1	1	4	5	38	463,600.00
Tanjay City	67	1	1	1	4	5	79	963,800.00
Toledo City	50	1	1	1	4	5	62	756,400.00

**TOTAL 21,325,600**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 8</b>								
Baybay City	70	1	1	1	4	5	82	1,000,400.00
Biliran	62	1	1	1	4	5	74	902,800.00
Borongan City	51	1	1	1	4	5	63	768,600.00
Calbayog City	79	1	1	1	4	5	91	1,110,200.00
Catbalogan City	50	1	1	1	4	5	62	756,400.00
Eastern Samar	209	1	1	1	4	5	221	2,696,200.00
Leyte	277	1	1	1	4	5	289	3,525,800.00
Maasin City	62	1	1	1	4	5	74	902,800.00
Northern Samar	260	1	1	1	4	5	272	3,318,400.00
Ormoc City	83	1	1	1	4	5	95	1,159,000.00
Samar (Western Samar)	222	1	1	1	4	5	234	2,854,800.00
Southern Leyte	149	1	1	1	4	5	161	1,964,200.00
Tacloban City	47	1	1	1	4	5	59	719,800.00

**TOTAL 21,679,4000**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 9</b>								
Dapitan City	50	1	1	1	4	5	62	756,400.00
Dipolog City	38	1	1	1	4	5	50	610,000.00
Isabela City	53	1	1	1	4	5	65	793,000.00
Pagadian City	62	1	1	1	4	5	74	902,800.00
Zamboanga City	87	1	1	1	4	5	99	1,207,800.00
Zamboanga del Norte	216	1	1	1	4	5	228	2,781,600.00
Zamboanga del Sur	225	1	1	1	4	5	237	2,891,400.00
Zamboanga Sibugay	214	1	1	1	4	5	226	2,757,200.00
<b>TOTAL</b>							<b>12,700,200</b>	



SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 10</b>								
Bukidnon	194	1	1	1	4	5	206	2,513,200.00
Cagayan de Oro City	72	1	1	1	4	5	84	1,024,800.00
Camiguin	55	1	1	1	4	5	67	817,400.00
El Salvador	15	1	1	1	4	5	27	329,400.00
Gingoog City	79	1	1	1	4	5	91	1,110,200.00
Iligan City	85	1	1	1	4	5	97	1,183,400.00
Lanao del Norte	176	1	1	1	4	5	188	2,293,600.00
Malaybalay City	68	1	1	1	4	5	80	976,000.00
Misamis Occidental	156	1	1	1	4	5	168	2,049,600.00
Misamis Oriental	176	1	1	1	4	5	188	2,293,600.00
Oroquieta City	44	1	1	1	4	5	56	683,200.00
Ozamis City	48	1	1	1	4	5	60	732,000.00
Tangub City	55	1	1	1	4	5	67	817,400.00
Valencia City	58	1	1	1	4	5	70	854,000.00

**TOTAL 17,677,800**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 11</b>								
Davao City	150	1	1	1	4	5	162	1,976,400.00
Davao De Oro	168	1	1	1	4	5	180	2,196,000.00
Davao del Norte	110	1	1	1	4	5	122	1,488,400.00
Davao del Sur	111	1	1	1	4	5	123	1,500,600.00
Davao Occidental	87	1	1	1	4	5	99	1,207,800.00
Davao Oriental	139	1	1	1	4	5	151	1,842,200.00
Digos City	36	1	1	1	4	5	48	585,600.00
Island Garden City of Samal	51	1	1	1	4	5	63	768,600.00
Mati City	54	1	1	1	4	5	66	805,200.00
Panabo City	45	1	1	1	4	5	57	695,400.00
Tagum City	29	1	1	1	4	5	41	500,200.00

**TOTAL 13,566,400**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>REGION 12</b>								
General Santos City	77	1	1	1	4	5	89	1,085,800.00
Kidapawan City	58	1	1	1	4	5	70	854,000.00
Koronadal City	45	1	1	1	4	5	57	695,400.00
North Cotabato	193	1	1	1	4	5	205	2,501,000.00
Sarangani	144	1	1	1	4	5	156	1,903,200.00
South Cotabato	158	1	1	1	4	5	170	2,074,000.00
Sultan Kudarat	173	1	1	1	4	5	185	2,257,000.00
Tacurong City	24	1	1	1	4	5	36	439,200.00

**TOTAL 11,809,600**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>Caraga</b>								
Agusan del Norte	83	1	1	1	4	5	95	1,159,000.00
Agusan del Sur	212	1	1	1	4	5	224	2,732,800.00
Bayugan City	57	1	1	1	4	5	69	841,800.00
Bislig City	51	1	1	1	4	5	63	768,600.00
Butuan City	54	1	1	1	4	5	66	805,200.00
Cabadbaran City	27	1	1	1	4	5	39	475,800.00
Dinagat Island	54	1	1	1	4	5	66	805,200.00
Siargao	60	1	1	1	4	5	72	878,400.00
Surigao City	65	1	1	1	4	5	77	939,400.00
Surigao del Norte	82	1	1	1	4	5	94	1,146,800.00
Surigao del Sur	194	1	1	1	4	5	206	2,513,200.00
Tandag City	27	1	1	1	4	5	39	475,800.00

**TOTAL 13,542,000**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>CAR</b>								
Abra	141	1	1	1	4	5	153	1,866,600.00
Apayao	83	1	1	1	4	5	95	1,159,000.00
Baguio City	45	1	1	1	4	5	57	695,400.00
Benguet	186	1	1	1	4	5	198	2,415,600.00
Ifugao	114	1	1	1	4	5	126	1,537,200.00
Kalinga	81	1	1	1	4	5	93	1,134,600.00
Mt. Province	101	1	1	1	4	5	113	1,378,600.00
Tabuk City	86	1	1	1	4	5	98	1,195,600.00

**TOTAL 11,382,600**

SCHOOLS DIVISION OFFICE	PARTICIPANTS							Budget Allocation
	School Heads (Elem)	Education Program Supervisor (Literacy)	Education Program Supervisor (Kinder)	Public School District Supervisor	Division Core Mgmt Team	Regional Trainer	TOTAL	
<b>NCR</b>								
Caloocan City	53	1	1	1	4	5	65	793,000.00
City of San Juan	9	1	1	1	4	5	21	256,200.00
Las Piñas City	22	1	1	1	4	5	34	414,800.00
Makati City	25	1	1	1	4	5	37	451,400.00
Malabon City	28	1	1	1	4	5	40	488,000.00
Mandaluyong City	20	1	1	1	4	5	32	390,400.00
Manila	74	1	1	1	4	5	86	1,049,200.00
Marikina City	17	1	1	1	4	5	29	353,800.00
Muntinlupa City	19	1	1	1	4	5	31	378,200.00
Navotas	15	1	1	1	4	5	27	329,400.00
Paranaque City	26	1	1	1	4	5	38	463,600.00
Pasay City	21	1	1	1	4	5	33	402,600.00
Pasig City	28	1	1	1	4	5	40	488,000.00
Quezon City	95	1	1	1	4	5	107	1,305,400.00
Taguig City and Pateros	30	1	1	1	4	5	42	512,400.00
Valenzuela City	42	1	1	1	4	5	54	658,800.00

**TOTAL 8,735,200**

Department of Education  
National Educators Academy of the Philippines  
Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT  
ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**Template of the Letter of Acceptance of Funds**

22 September 2017

**JENNIFER E. LOPEZ**

OIC - Director IV  
National Educators Academy of the Philippines  
2<sup>nd</sup> Floor Mabini Building, DepEd Complex  
Meralco Avenue, Pasig City

**ACCEPTANCE OF DOWNLOADED FUNDS**

Dear **Director LOPEZ:**

This is with reference to the unnumbered memorandum issued by the National Educators Academy of the Philippines (NEAP) specifically indicating the funds to be downloaded for the conduct of the Division Roll Out of the ABC+ Project on Instructional Leadership Training (ILT).

To this end, this is to formally ACCEPT the amount of \_\_\_\_\_ (PhP \_\_\_\_\_) for the management and delivery of the said program:

<b>Schools Division Office</b>	<b>No. of Expected Participants</b>	<b>Budget Allocation</b>
<i>Schools Division Office A</i>		
<i>Schools Division Office B</i>		
<i>Schools Division Office C</i>		

For your information.

Thank you.

Regards,

\_\_\_\_\_  
**Regional Director**  
DepEd Region

Department of Education  
 National Educators Academy of the Philippines  
 Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT  
 ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**Implementation Plan**

**A. PROGRAM PROFILE**

PROGRAM TITLE	Division Roll Out of the ABC+ Project on Instructional Leadership Training (ILT)
RATIONALE	<p>The Division Roll Out aims to:</p> <ol style="list-style-type: none"> <li>Capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, socio-emotional learning, and gender equity and social inclusion (GESI) in fostering conditions for a positive learning environment;</li> <li>Draft research-based and data-driven project initiatives that will improve learning outcomes of Kindergarten to Grade 3 learners in their respective schools;</li> <li>Support and complement the implementation of national programs or initiatives such as, but not limited to National Learning Camp (NLC), National Reading Program (NRP), and National Mathematics Program (NMP); and,</li> <li>Form linkages and share with other districts ad schools, some noteworthy practices aligned with the Instructional Leadership Training (ILT) principles.</li> </ol>
PROGRAM OUTCOME	Trained school leaders in instructional leadership Trained public school teachers on literacy, numeracy, and socio-emotional learning
MAJOR FINAL OUTCOME	Improved outcomes of early literacy, numeracy, socio-emotional learning



**B. PROFILE OF THE TARGET PARTICIPANTS**

TARGET JOB GROUPS	NUMBER OF EXPECTED PARTICIPANTS
PARTICIPANTS	
School Heads	
Education Program Supervisor (Literacy or Reading)	
Education Program Supervisor (Kinder)	
Public School District Supervisor	
DIVISION CORE MANAGEMENT TEAM	
Chief Education Program Supervisor (Curriculum and Implementation Division)	
Specialist (Human Resource Development Service)	
Specialist (School Management, Monitoring, and Evaluation)	
Officer (Division Information Technology Office)	
REGIONAL TRAINERS	
<b>TOTAL</b>	

**Breakdown of Participants:**

	<b>Name</b>	<b>Position</b>	<b>School</b>
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**C. IMPLEMENTATION PLAN**

ACTIVITIES	OBJECTIVE	OUTPUT	MODALITY and PLATFORM	TARGET PAX	NUMBER OF PAX <i>(Breakdown)</i>	NUMBER OF DAYS	TARGET DATES	PROPOSED VENUE
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

**D. BUDGET ESTIMATE**

ACTIVITY	NO. OF PAX	EXPENDITURE				TOTAL
		Board and Lodging	Supplies	Travel Expenses	Others	
1.						
2.						
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**E. DIVISION CORE MANAGEMENT TEAM**

<b>NAME OF PERSONNEL</b>	<b>OFFICE</b>	<b>ROLE</b>	<b>TERMS OF REFERENCE</b>
	Curriculum and Implementation Division		
	Human Resource Development Service		
	School Management, Monitoring, and Evaluation		
	Division Information Technology Office		

**DIVISION ROLL-OUT OF THE ABC+ PROJECT  
 ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**Implementation Plan**

**A. PROGRAM PROFILE**

PROGRAM TITLE	Division Roll Out of the ABC+ Project on Instructional Leadership Training (ILT)
RATIONALE	<p>The Division Roll Out aims to:</p> <ol style="list-style-type: none"> <li>Capacitate school leaders in instructional leadership focused on a more holistic approach integrating literacy leadership, socio-emotional learning, and gender equity and social inclusion (GESI) in fostering conditions for a positive learning environment;</li> <li>Draft research-based and data-driven project initiatives that will improve learning outcomes of Kindergarten to Grade 3 learners in their respective schools;</li> <li>Support and complement the implementation of national programs or initiatives such as, but not limited to National Learning Camp (NLC), National Reading Program (NRP), and National Mathematics Program (NMP); and,</li> <li>Form linkages and share with other districts ad schools, some noteworthy practices aligned with the Instructional Leadership Training (ILT) principles.</li> </ol>
PROGRAM OUTCOME	<p>Trained school leaders in instructional leadership                  Trained public school teachers on literacy, numeracy, and socio-emotional learning</p>
MAJOR FINAL OUTCOME	Improved outcomes of early literacy, numeracy, socio-emotional learning

**B. PROFILE OF THE TARGET PARTICIPANTS**

TARGET JOB GROUPS	NUMBER OF EXPECTED PARTICIPANTS
<b>PARTICIPANTS</b>	
School Heads	
Education Program Supervisor (Literacy or Reading)	
Education Program Supervisor (Kinder)	
Public School District Supervisor	
<b>DIVISION CORE MANAGEMENT TEAM</b>	
Chief Education Program Supervisor (Curriculum and Implementation Division)	
Specialist (Human Resource Development Service)	
Specialist (School Management, Monitoring, and Evaluation)	
Officer (Division Information Technology Office)	
<b>REGIONAL TRAINERS</b>	
<b>TOTAL</b>	

**Breakdown of Participants:**

<b>Name</b>	<b>Position</b>	<b>School</b>
1.		
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**C. IMPLEMENTATION PLAN**

ACTIVITIES	OBJECTIVE	OUTPUT	MODALITY and PLATFORM	TARGET PAX	NUMBER OF PAX (Breakdown)	NUMBER OF DAYS	TARGET DATES	PROPOSED VENUE
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

**D. BUDGET ESTIMATE**

ACTIVITY	NO. OF PAX	EXPENDITURE				TOTAL
		Board and Lodging	Supplies	Travel Expenses	Others	
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						



**E. DIVISION CORE MANAGEMENT TEAM**

NAME OF PERSONNEL	OFFICE	ROLE	TERMS OF REFERENCE
	Curriculum and Implementation Division		
	Human Resource Development Service		
	School Management, Monitoring, and Evaluation		
	Division Information Technology Office		

Department of Education  
 National Educators Academy of the Philippines  
 Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT  
 ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

PROGRAM COMPLETION REPORT

<b>Learning Service Provider:</b>		
<b>Contact Person:</b>	<b>Designation:</b>	
<b>Contact No.:</b>	<b>Email Address:</b>	
<b>Program/Course Title:</b>		
<b>Date/s of Conduct:</b>		
<b>Venue:</b>		
<b>Total No. of Participants:</b>	<b>Male:</b>	<b>Female:</b>
<p><b>Executive Summary:</b>  <i>May include the program description and its objectives, and the daily proceedings of the conduct of the program.</i></p>		

**M and E Analysis**

*Analysis should include:*

- *Summary of results from the participants' evaluation of the program (level 1)*
- *Summary of Results from the participants' learning of the program (pre/post-test – see Program Completion Report Attachment)*

*Strengths and areas for improvement should be identified in this section*

*\*Use separate page if necessary*

**General Comments and Issues Encountered**

*In this section make any general comments about the program and identify any issues encountered in relation to:*

- *its delivery*
  - *resource persons/ learning facilitators*
  - *participants*
  - *content of program*
  - *delivery strategies*
  - *training materials*
- *its management*
  - *prior to delivery*
  - *during the training proper*

*Other issues*

**Photo Documentation**

- *Must be PDF File*
- *5 pictures per day only*
- *Each day should contain descriptions*

**Recommendations**

*In this section discuss any recommendations you may have to improve future programs and for policy actions. Suggestions may cover program management, facilitation, session guides, resource materials, other concerns)*

I hereby declare the information provided in this program completion report is true and correct and there have been no misleading statements, omission of any relevant facts nor any misinterpretation made. I further allow DepEd-NEAP to investigate the authenticity of all the documents submitted.

I agree that DepEd-NEAP is to be the co-owner of all the data gathered and the copyright of any publication of the use of these data.

Sign off by the Program/Course Manager or its equivalent

<b>P/C Manager:</b>
<b>Signature:</b>
<b>Date:</b>





Department of Education  
Teachers Academy of the Philippines  
Development Division

**Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT)**  
PARTICIPANTS' PROFILE

Division	Full Name	Sex	Position	Grade Level	School ID	School Name	DepEd Email Address	Alternate Email Address	Mobile Number	Pre-Test Score	Post Test Score	No. of Days Attended	No. of Outputs Submitted

Prepared By: \_\_\_\_\_  
Approved By: \_\_\_\_\_

Signature Above Printed Name \_\_\_\_\_  
Position \_\_\_\_\_  
Date and Time: \_\_\_\_\_

Signature Above Printed Name \_\_\_\_\_  
Position \_\_\_\_\_  
Date and Time: \_\_\_\_\_

Department of Education  
 National Educators Academy of the Philippines  
 Professional Development Division

**DIVISION ROLLOUT OF THE ABC+ PROJECT  
 ON INSTRUCTIONAL LEADERSHIP TRAINING (ILT)**

**Budget Utilization Report**

<b>No. of Expected Participants</b>	
<b>No. of Actual Participants</b>	

<b>Expense Item</b>	<b>A Allocation</b>	<b>B Obligated</b>	<b>C Disbursed</b>	<b>Balance (A-C)</b>
Board and Lodging				
Supplies				
Travel Expenses				
<i>Others, please specify</i>				
<b>TOTAL</b>				

Prepared By:

Approved By:

\_\_\_\_\_  
 Signature Above Printed Name  
 Position

Date and Time: \_\_\_\_\_

\_\_\_\_\_  
 Signature Above Printed Name  
 Position

Date and Time: \_\_\_\_\_