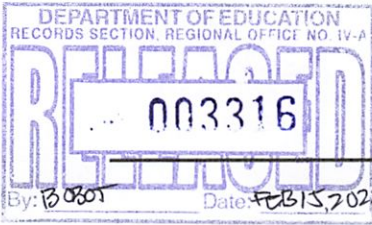




HRDD-URM-2024-35



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

13 February 2024

**Unnumbered Memorandum**

**MONITORING OF THE DIVISION ROLLOUT OF  
INSTRUCTIONAL LEADERSHIP TRAINING:  
STRENGTHENING LEARNING CONDITIONS  
FOR EARLY LITERACY**

To **Schools Division Superintendents**  
(Antipolo City and Imus City)

1. In reference to the Memorandum DM-HROD-NEAP-2023-1063 on the Conduct of the Division Rollout of the ABC+ Project on Instructional Leadership Training (ILT), this office through the Human Resource Development Division – National Educators’ Academy of the Philippines in the Region (NEAP-R) will conduct monitoring of the rollout of the said program.
2. The activity aims to ensure that the quality standards for program delivery are achieved and provide technical assistance to the Division Core Management Team on the effective rollout of the program.
3. The Regional Monitoring Team is composed of Chief Education Supervisor, Education Program Supervisors, Senior Education Program Specialists, and Education Program Specialists from HRDD-NEAPR. As monitors, they are expected to perform roles and responsibilities that will ensure quality program delivery.
4. Attached are the Terms of Reference of the Regional Monitoring Officials, List of Assigned Regional Monitors, and the Monitoring Tool.
5. Travel expenses and other expenses of Regional Monitors relative to the conduct of the said activity shall be charged against the Regional Fund subject to the usual accounting and auditing rules and regulations.




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6. Should there be queries or other concerns, kindly coordinate with **Jisela N. Ulpina**, HRDD-NEAP R Officer-in-charge Chief and **Jonalyn B. Pattalitan**, Education Program Specialist, through [hrd.calabarzon@deped.gov.ph](mailto:hrd.calabarzon@deped.gov.ph) and cc [jonalyn.pattalitan@deped.gov.ph](mailto:jonalyn.pattalitan@deped.gov.ph)
7. Immediate dissemination of this Memorandum is highly desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

cc:06/ROH10/ROH02

**MONITORING OF THE DIVISION ROLLOUT OF INSTRUCTIONAL LEADERSHIP TRAINING: STRENGTHENING LEARNING CONDITIONS FOR EARLY LITERACY**

***Terms of Reference***

The assigned Regional Monitors shall perform the following responsibilities:

- Monitor the implementation of the PD program taking into account the criteria/indicators that ensure the quality program delivery;
- Provide technical assistance to the Division Core Management Team (DCMT) on the effective implementation of the recognized PD program;
- Attend debriefing sessions with the DCMT;
- Must be present on the assigned day/s of the monitoring; and
- Submit monitoring report to the program focal person for consolidation and presentation to the top management

***List of Assigned Regional Monitors***

<b>SDO</b>	<b>Implementation Dates</b>	<b>Venue</b>	<b>Assigned Monitor</b>	<b>Date/s of Monitoring</b>
Antipolo City	February 19-23, 2024	Angels Hills Retreat & Formation Center, Arnoldus Road, Barangay Maitim II East, Emilio Aguinaldo Highway, Tagaytay City, Cavite	<b>Maricris R. Tadioan</b>  Education Program Specialist II	<b>February 19-20, 2024</b>
Imus City	February 19-23, 2024	Tanza Oasis Hotel and Resort, Tanza Cavite	<b>Jonalyn B. Pattalitan</b>  Education Program Specialist II	<b>February 19-20, 2024</b>