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.
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 and cc 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/ROE102
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

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