



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



10 December 2025

Regional Memorandum
No. 917, s. 2025

ADDENDUM TO REGIONAL MEMORANDUM NO. 847, S. 2025

To **Schools Division Superintendents**

1. Relative to Regional Memorandum No. 847, s. 2025, titled Reading Leaders Summit: Advancing Literacy through the ELLN Program, this Office, through the Curriculum and Learning Management Division (CLMD), announces the final schedule and venue of the activity as follow.

Previous Schedule	New Schedule	Venue
December 15-19, 2025	January 26-30, 2026	El Cielito Hotel, Santa Rosa City

2. Enclosure 1 presents the list of participants in the activity. They are advised to bring a laptop computer for the series of workshops. Additionally, the composition of the Program Management Team (PMT) is outlined in Enclosure 2. Meanwhile, Enclosure 3 provides the Indicative Program of Activities, while Enclosure 4 presents the Terms of Reference (ToR).
3. The first meal that will be served is breakfast, while the last meal will be PM snacks.
4. This memorandum serves as Travel Authority of the Regional Office Personnel involved in this activity.
5. All provisions in R.M. No. 847. s. 2025 remain in effect.
6. For questions and clarifications, you may contact Hazel Angelyn E. Tesoro and Eugene Ray F. Santos, Education Program Supervisors, CLMD, via email at hazelangelyn.tesoro@deped.gov.ph and eugeneray.santos@deped.gov.ph.
7. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CÉSÖ II
Regional Director

02/ROC6



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph



Certificate No. PHP QMS
22 93 0085



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

Enclosure 1. List of Participants

A. Chief Education Supervisors

SDO	Curriculum Implementation Division	School Governance and Operations Division
Cavite Province	1. Elpidia B. Bergado	2. Diana P. Topacio
Cavite City	3. Regin Rex P. Tosco	4. Romeo S. Rosales
Bacoar City	5. Alexander M. Morron Jr.	6.
Carmona City	7. Irene G. Dela Cruz	8. Elsa O. De Leon
Dasmarinas City	9. Gemma G. Cortez	10. Leticia T. Lopez
General Trias City	11. Laura O. Garcia	12. Ines L. Inocencio
Imus City	13. Marciano V. Valles	14. Ivan Honorpette A. Mijares
Laguna	15. Orlando T. Valverde	16. Darwin T. Talambayan
Binan City	17. Mary Ann L. Tatlongmaria	18. Bayani V. Enriquez
Cabuyao City	19. Edna F. Hemedez	20. Jose Charlie S. Aloquin
Calamba City	21. Mariliza T. Espada	22. Dolorosa S. De Castro
Santa Rosa City	23. Luhinia M. Ofren	24. Jessie James E. Kingat
San Pablo City	25. Vincent Emmanuel L. Ilagan	26. Anna Liza D. Banayo
San Pedro City	27. Erma S. Valenzuela	28. Frederick G. Byrd Jr.
Batangas Province	29. David M. Nuay	30. Mario B. Maramot
Batangas City	31. Sacoro R. Comia	32. Angelisa A. Amoto
Calaca City	33. Anabel Marasigan	34. Aprilito C. De Guzman
Lipa City	35. Lorna R. Medrano	36. Minerva C. Caraos
Tanauan City	37. Victoria B. Burgos	38. Maximo L. Custodio Jr.
Sto. Tomas City	39. Louiegrace G. Margallo (OIC)	40. Guillerma L. Bilog
Rizal	41. Rosemarie C. Blando	42. Ferdinand C. Pascual
Antipolo City	43. Cristina C. Salazar	44. Jonathan P. Domingo
Quezon Province	45. Walter F. Galarosa	46. Juanito A. Merle
Lucena City	47. Myla K. Mendiola	48. Epifania F. Carandang
Tayabas City	49. Edwin R. Rodriguez	50. Imelda C. Raymundo

B. Education Program Supervisors

SDO	ELLN	Filipino
Cavite Province	51. Anna Marie S. Aranzanzo	52. Maribeth C. Rieta
Cavite City	53. Sheila D. Lee	54. Earvin H. Sakilayan
Bacoor City	55. Michael M. Acuna	56. Leonora M. Medina
Carmona City	57.	58. Nemirose B. De Capia
Dasmarinas City	59. Emily L. Belanio	60. Fragilyn B. Rafael
General Trias City	61. Ma. Glecita C. Columna	62. Arnaldo O. Estareja
Imus City	63. Riza C. Garcia	64. Marilou P. Bronzi
Laguna	65. Jane A. Suazo	66. Zarina G. Llarena
Binan City	67. Rhea D. Bilbes	68. Raquel L. Azur
Cabuyao City	69. Buena G. Villanueva	70. Jonathan F. Bernabe
Calamba City	71. Enelyn T. Badillo	72. Lino T. Sanchez
Santa Rosa City	73. Cherrilyn T. Nabor	74. Robina B. Delos Reyes
San Pablo City	75.	76. Marlyn A. Cabrera
San Pedro City	77. Lailyn C. Vinzon	78. Ernesto C. Caberte Jr.
Batangas Province	79. Rianita S. Pasigpasigan	80. Loreta V. Ilao
Batangas City	81. Rossana P. Bagon	82. Demetrio B. Bautista
Calaca City	83. Maricris D. Atienza	84. Jovelyn D. Bancoro
Lipa City	85. Melanie An . Carandang	86. Fernando B. Enriquez
Tanauan City	87. Evelyn A. Fano	88. Hilarion B. Alcantara
Sto. Tomas City	89. Marites R. Macasiab	90. Merissa A. Viray
Rizal	91. Melinda F. Marquez	92. Melldoine A. Antonio
Antipolo City	93. Gilbert G. Joyosa	94. Gilbert G. Joyosa
Quezon Province	95. Maria Dylin S. Garcia	96. Joseph E. Jarasa
Lucena City	97. Rowela M. Caperiña	98. Modesta R. Jaurigue
Tayabas City	99. Luzviminda Cynthia Richelle F. Quintero	100. Christian J Bables
SDO	English	Mathematics
Cavite Province	101. Wenifreda S. Diquit	102. Laarni Rodil Granado
Cavite City	103. Ferdinand T. Callueng	104. Rodelia C. Frias
Bacoor City	105. Julieta R. De Jesus	106. Anthony Zeus C. Caringal
Carmona City	107. Joan O. Barajas	108. Bernabe B. Villanueva
Dasmarinas City	109. Noel D. Anciado	110. Rowena R. Cariaga
General Trias City	111. Ma. Glecita C. Columna	112. Lynette P. Rue
Imus City	113. Ricardo R. David III	114. Maria Luisa F. Candelaria
Laguna	115. Ruby P. Castillo	116. Benjie M. Buendicho
Binan City	117. Mary Grace B. Llantos	118. Romulo D. Casipit
Cabuyao City	119. Jonathan H. Marquez	120. Alberto P. Labigan
Calamba City	121. Andrea C. Señadoza	122. Rosemarie V. Magnaye
Santa Rosa City	123. Cherrilyn T. Nabor	124. Severa C. Salamat
San Pablo City	125. Laila R. Maloles	126. Ma. Filipina M. Drio
San Pedro City	127. Lailyn C. Vinzon	128. Reginal G. Grafil
Batangas Province	129. Miguel B. Ularte	130. Elizabeth R. Tolentino
Batangas City	131. Leila M. Seco	132. Herman C. Catapang
Calaca City	133. Vivian C. Silva	134. Maria Edwhena M. Araja
Lipa City	135. Allan D Tipan	136. Theresa G. Exconde
Tanauan City	137. Lawrence B. Icasiano	138. Jojiemar M. Obligar

Sto. Tomas City	139. Mary Ann Q. Clanor (Alternate)	140. Marvelino M. Niem
Rizal	141. Nedra E. Lagustan	142. Percival F. Halili
Antipolo City	143. Gayle J. Malibiran	144. Girlie D. Nombres
Quezon Province	145. Abner L. Pureza	146. Jaime F. Zara Jr.
Lucena City	147. Leonora Fe M. Malabonga	148. Dexter M. Valle
Tayabas City	149. Luzviminda Cynthia Richelle F. Quintero	150. Jerome A. Chavez

C. Documentarian and Correspondents

SDO	Name	School
Rizal	151. Ann Michelle S. Medina	Tagumpay National High School
	152. Bernadette R. Bulawan	Vicente Madrigal Integrated School
	153. Jennifer H. Caño	
	154. Kimberly E. Mobo	Baras-Pinugay Phase 2 Elementary School
	155. George B. Aquino Jr.	Morong National High School
	156. Mischlaine Kelly D. Mobido	Morong National Senior High School
Antipolo City	157. Raphael V. Perez	Antipolo National High School
	158. Lana Leyne Capistrano	San Roque National High School
	159. Jeffmark P. Pinaredondo	Muntindilaw National High School
	160. John Joseph R. Atanacio	Antipolo National High School



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

Enclosure 3: Members of the Program Management Team

Position	Name
Teaching Aid Specialist	161. Lhovie C. Damian
Librarian	162. Nenette Arcelle Joy P. Larinay
Administrative Assistant	163. Neal Protacio
	164. Redynn A. Bernales
	165. Jerusalem Cruz
	166. Mikaela Paula Marie E. Montilla
Contract of Service-ALS	167. John Christian Galvez
	168. Jasmin Mangubat
	169. Kharl Aquino
Education Program Supervisor	170. Philips T. Monterola
	171. Gilbert Cruz
	172. Eugene Ray F. Santos
	173. Virgilio O. Guevarra, Jr.
	174. Emelia P. Crescini
	175. Dianne Catherine T. Antonio
	176. Paul Gence Ocampo
	177. Margaret P. Musa
	178. Lowiesito Erni
	179. Hazel Angelyn E. Tesoro
	180. Loida Tomelden
	181. Jeffrie Ditablan

Functional Division Chiefs

Functional Division	Name
Curriculum and Learning Management Division	182. Viernalyn M. Nama
Education Support Services Division	183. Eduarda M. Zapanta

Regional Office Top Management

Position	Name
Regional Director	184. Atty. Alberto T. Escobarte, CESO II
Assistant Regional Director	185. Loida N. Nidea, Ces0 V



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

Enclosure 4. Indicative Program of Activities

Reading Leaders Summit: Advancing Literacy through the ELLN Program

January 26-30, 2026 | El Cielito Hotel, Santa Rosa City

Time	Group	Day 1 January 26, 2026	Day 2 January 27, 2026	Day 3 January 28, 2026	Day 4 January 29, 2026	Day 5 January 30, 2026
8:00-8:30	All Participants	Opening Program	Management of Learning			
8:30-12:00	Education Program Supervisors' Forum	Integrating Language and Numeracy Foundations in K-3 Classrooms	Designing Division-Wide Interventions for At-Risk Learners (Reading + Numeracy)	Strengthening Home-School Literacy Partnerships	Leveraging Storybooks and Contextualized Texts for Literacy and Math Thinking	Monitoring and Evaluation Framework for Early Literacy and Numeracy Programs
	CID-SGOD Chief Education Supervisors Interface	Designing Multi-Tiered Systems of Support (MTSS) for Early Grade Learners	Policy to Practice: Operationalizing Revised K to 12 Curriculum Priorities for K-3 Literacy and Numeracy	Enhancing CID-SGOD Synergy for Stronger Learning Outcomes	Systems Leadership for Foundational Skills: Strengthening ELLN Implementation Across the Division	Director's Hour: Cultivating a Culture of Reading in Schools and Communities
12:00-1:00	Lunch Break					
1:00-3:00	All Participants	Collaborative Tasks				Closing Program
3:00-5:00		Convergence				
Facilitators	EPS Forum	Hazel Angelyn E. Tesoro	Gilbert O. Cruz	Margaret P. Musa	Lowiesito O. Erni	Paul Gence Ocampo
	CES Interface	Eugene Ray F. Santos	Philips T. Monterola	Virgilio O. Guevarra Jr.	Emelia P. Crescini	Eugene Ray F. Santos
Minute Takers	EPS Forum	Jasmin Mangubat	John Christian Galvez	Jerusalem Cruz	Kharl Aquino	Mikaela Paula Marie E. Montilla
	CES Interface	Lhovie C. Damian	Nenette Arcelle Joy P. Larinay	Neal Protacio	Redgynn A. Bernales	Lhovie C. Damian
OAME EPS	Both Groups	Loida Tomelden and Jeffrie Ditablan				



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

Enclosure 5. Terms of Reference

The CLMD shall be responsible for the entire conduct of the activity from venue to the logistics needed:

The RTWG shall:

- craft the proposal, memorandum, and RBA;
- coordinate with the workshop venue management and prepare the contract for the event;
- coordinate with the Supplies Officer for the supplied needed;
- conduct meetings with the facilitator;
- lead the review and evaluation of the presentation to be used for the activity;
- oversee the conduct of the activity;
- provide workshop templates; and
- lead the team for the conduct of debriefing sessions.
- prepare the completion report;
- request preparation of contract and supplies;
- prepare the room listing;
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed to be accomplished daily;
- prepare the documents needed for liquidation;
- prepare and print certificates of recognition, participation, and appearance; and
- submit the needed requirements to respective functional divisions after the conduct of the activity.

The Facilitators shall:

- introduce the guests;
- lead the FGD;
- provide instructions and inputs during the workshop;
- facilitate the collection and presentation of outputs;
- give the synthesis;
- ensure maximum participation of the participants; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.)

The Resource Speakers

- present the assigned following topics clearly and accurately, ensuring alignment with the event's goals, theme, and target audience;
- develop and submit the presentation slides, handouts, and other required resources to the organizers at least one week before the scheduled engagement;

- conduct a well-structured, engaging, and time-bound session using appropriate examples, interactive elements, and evidence-based insights relevant to the participants;
- attend coordination meetings, technical rehearsals, and pre-event briefings as scheduled to ensure smooth flow and readiness during the actual session;
- submit the final presentation file and any requested reports or evaluation forms within three (3) days after the activity; and
- perform other functions necessary as provided by the First Party.

The Minute Takers shall:

- record proceedings accurately during all plenary and breakout sessions, including key agreements, decisions, action points, and deadlines.
- capture attendance and participation of individuals involved in each session.
- organize and clean up notes into a clear, concise narrative following the required documentation format.
- submit consolidated minutes to the Secretariat within the agreed timeline.
- coordinate with facilitators and QAME EPS to validate details of discussions for accuracy.

QAME EPS (Quality Assurance, Monitoring & Evaluation)

- oversee the quality assurance of all sessions, materials, and outputs to ensure alignment with DepEd standards and objectives.
- monitor the conduct of activities, providing technical guidance to facilitators, resource persons, and participants as needed.
- evaluate session effectiveness through observations, feedback collection, and documentation of good practices and areas for improvement.
- provide immediate recommendations for real-time adjustments in processes, activities, or content.
- prepare a QAME report summarizing findings, insights, and recommendations for submission to management.

The Participants shall:

- Observe punctuality at all times
- Participate actively in the discussion
- Comply and submit the intended outputs in each phase and session