

Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

DIVISION MEMORANDUM

No. 254, s. 2022

To: Assistant Schools Division Superintendent
CID Chief
Education Program Supervisors
Public Schools District Supervisors
School Heads, Public Elementary and Secondary Schools
All Concerned

From: **MARIZA S. MAGAN EdD, CESO V**
Schools Division Superintendent

Subject: **DIVISION TRAINING OF TRAINERS (TOT) ON STRATEGIC INTERVENTION IN NUMERACY & LITERACY**

Date: July 29, 2022

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1. As an offshoot of the Division Assessment on literacy and numeracy conducted last May 23-27, 2022, this Office directs all schools to intensify the intervention programs to address the identified gaps in literacy and numeracy.
2. Relative to this, a Division Training of Trainers (TOT) on Strategic Intervention in Numeracy and Literacy shall be conducted on August 8, 9 & 10, 2022 in different batches in Sagkahan National High School Student Center.
3. This training aims to:
 - a. provide the participants with the knowledge, skills and attitude on the process and mechanism in conducting learning interventions in literacy and numeracy gaps; and
 - b. simulate the conduct of appropriate interventions in literacy and numeracy gaps.
4. Participants of this training are the following:

Batch & Date	Participants	Expected Number
Batch 1 (Aug. 8)	Public Schools District Supervisors	10
	Elementary & Secondary School Heads	62
	Total	72
Batch 2 (Aug. 9)	Master Teacher per school	62
Batch 3 (Aug. 10)	<ul style="list-style-type: none"> • Department Heads in English, Filipino & Math, • District Focal Person in Literacy • District Focal Person in Numeracy 	42
		10
		10
	Total	62

5. Facilitators of the training are the CID Chief, Education Program Supervisors in English, Filipino, Mother Tongue and Mathematics.



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RELEASED

Date: 7/29/22
Time: 8:29
Signature:

7. The District shall divide the **total population** of the teachers to attend the training in two (2) batches. The 50% of the school population shall attend the training while the 50% shall take charge of the Brigada Eskwela. Hence, the following dates are recommended for each batch:

- Batch 1 - August 11, 12 & 16, 2022
- Batch 2 – August 17, 18 & 19, 2022

8. During the District Roll-out, the CID Chief and the Education Program Supervisors shall monitor the conduct of the training:

DLC 1 – Miguel Jr. V. Dumas

DLC 2 – Ranulfo I. Baay

DLC 3 - Arnulfo Q. Banzon

DLC 4 – Charlemagne T. Escobarte

DLC 5 – Gretel Laura M. Cadiong

DLC 6 – Delilah M. De los Santos

DLC 7 - Jessica M. Abril

DLC 8 – Mark Chester Anthony G. Tamayo

DLC 9 - Annie D. Pagatpat

DLC 10 – Juliet L. Lim

9. To guide the participants, a Training-Matrix is in Enclosure 1. The same topics shall be included in the District roll-out. Other important topics related to teaching instruction and learning delivery shall be included.

10. A registration fee of Php450.00 per participant shall be charged against School MOOE subject to the usual accounting and auditing rules and procedures.

11. Secondary schools who are Implementing Units (IUs) are advised to directly pay the registration fee to the cashier prior to the conduct of the training. Meanwhile, elementary schools and non-IUs schools will be deducted directly from their School MOOE.

12. For information, guidance and strict compliance.



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Enclosure No. 1 to Division Memorandum No. _____ s. 2022

DIVISION TRAINING OF TRAINERS (TOT) ON STRATEGIC INTERVENTION IN NUMERACY & LITERACY

August 8-10, 2022

TRAINING MATRIX

Time	Topics	Facilitator
7:30-8:30	Registration & Opening Program	Juliet L. Lim & Annie D. Pagatpat
8:30 - 9:00	CID Action Plan	Mark Chester Anthony G. Tamayo
9:00- 10:00	Two-Track Method in Teaching Reading for Non-Readers	Grietel Laura M. Cadiong
10:00-11:00	Two-Track Method in Numeracy for Non-Numerates	Miguel Jr. V. Dumas
11:00- 12:00	Bridging Primer 2 in Teaching Reading in Filipino	Juliet L. Lim
LUNCH		
1:00-2:00	The Fuller Approach in Teaching English	Annie D. Pagatpat
2:00-5:00	Simulation/Workshop	EPSS

TRAINING BUDGET

Particulars	Unit Cost	Total Cost
Meals		
• Batch 1	450.00 (1 lunch and 2 snacks)	x 72 = Php 32,400.00
• Batch 2	450.00 (1 lunch and 2 snacks)	x 62 = Php 27,900.00
• Batch 3	450.00 (1 lunch and 2 snacks)	x 62 = Php 27,900.00
TOTAL		Php 88,200.00

