



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

November 12, 2025

DIVISION MEMORANDUM

No. 612, s. 2025

DIVISION TRAINING ON STRENGTHENING LITERACY LEADERSHIP IN SCHOOLS

To: **Chief Education Supervisors**
Education Program Supervisors
Public Schools District Supervisors, Principals, and Head Teacher
In Charge of the District
Senior/Education Program Specialists
Heads of Public Elementary, Secondary, and Integrated Schools

1. The Schools Division of Aklan, through the Curriculum Implementation Division (CID), shall conduct the **Division Training on Strengthening Literacy Leadership in Schools** on **November 17-19, 2025**, at **Adees Function Hall, Kalibo, Aklan**.
2. The workshop aims to enhance the knowledge and skills of school leaders on the strategic and holistic Reading Programs implemented in their school.
3. The participants in this activity are the District Elementary English Coordinators, District Secondary English Coordinators, one Elementary School Head, and one Secondary School Head per district.
4. The List of Resource Persons, the Project Management Team, the Technical Working Group, and the Matrix of Activities shall be found in Enclosures No. 1 and 2, respectively.
5. The expenses for food, venue, and materials of both the Finalization Conference/Walkthrough and the training shall be charged against the downloaded Program Support Fund for the conduct of the 2025 DepED Literacy Remedial Program, and other possible sources, while travel and incidental expenses shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.



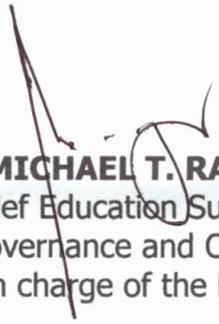
Población, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

6. There will be a Finalization Conference/Walkthrough of the Resource Persons, Project Management Team, and members of the Technical Working Group on Thursday, November 13, 2025, 8:00 AM to 5:00 PM at the Promotional Office, Old Division Office, Kalibo, Aklan.
7. This activity will be conducted without prejudice to age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation of the participants, subject to the agency's needs and requirements.
8. Immediate dissemination and compliance with this Memorandum are desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


MICHAEL T. RAPIZ

Chief Education Supervisor
School Governance and Operations Division
In charge of the Division *hal*

Enclosure: As stated

Reference:

To be indicated in the Perpetual Index under the following subjects:

READING PROGRAM
TEACHER
TRAINING



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

Enclosure No.1 to Division Memorandum No. 612 s. 2025

LIST OF RESOURCE PERSONS, PROJECT MANAGEMENT TEAM, AND TECHNICAL WORKING GROUP

A. Resource Persons

Name	Position	Station
1. Dr. Jennyfel I. Dinglasan	Principal I	Uldario P. Custodio ES
2. Rosalyn I. Protacio	Master Teacher I	Malinao ES
3. Prima Naiad Oquendo	Master Teacher II	Nabas ES
4. Jornalyn Agapito	Master Teacher I	Medina IS
5. Rose Ann M. Delima	Master Teacher II	Kalibo ES
6. Jovelyn S. Manikan	Master Teacher I	Unat-Bagacay ES
7. Maria Fe A. Ricamonte	Teacher III	RSHS
8. Normina M. Refol	Master Teacher II	Altavas ES
9. Rhoda Mae C. Briones	Master Teacher I	New Washington ES
10. Fresalyn P. Honrado	Master Teacher I	Banga ES
11. Juvinna R. Dela Cruz	Master Teacher I	Numancia IS

B. Project Management Team

Name	Position	Station
1. Dr. Feliciano C. Buenafe, Jr. CESO VI	Schools Division Superintendent	SDO
2. Dr. Ramon D. Paras, Jr.	Assistant Schools Division Superintendent	SDO
3. Dr. Dobie P. Parohinog	Chief, CID	SDO
4. Michael T. Rapiz	Chief, SGOD	SDO
5. Dr. Kyzil D. Lipar	EPS, English	SDO
6. Marth S. Tropa	EPS, Filipino	SDO
7. John C. Marciales	Specialist, M and E	SDO
8. Leila L. Pamatian	SEPS, HR	SDO
9. Dr. Barbra N. Villareal	HTI, Division Coordinator (Secondary)	ATRSIS
10. Dr. Joy T. Sarceno	Principal II, Division Coordinator (Elementary)	Napti IS
11. Dr. Jesely I. Villorente	HT I, Division Kindergarten Coordinator	Fulgencio Norte ES



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

C. TWG

Name	Position	Station
1. Jerome T. Baylon	TIC	Dioscorro Tejada ES
2. Dr. Ma. Corazon T. Macahilig	Principal II	Manoc-Manoc ES



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

Enclosure No. 2 to Division Memorandum No. 612 s. 2025

DIVISION TRAINING ON STRENGTHENING LITERACY LEADERSHIP IN SCHOOLS
Adees Function Hall, Kalibo, Aklan
November 17-19, 2025

Time	Activity	Person Involved
Day 1: Monday (November 17, 2025)		
7:30 – 8:00 AM	Arrival of Participants/ Registration	PMT and TWG
8:00-9:00 AM	Part I: Opening Program	
	Acknowledgement of Participants	JUVINNA R. DELA CRUZ Master Teacher I Numancia Integrated School
	Philippine National Anthem	AV Presentation
	Prayer	AV Presentation
	Regional Hymn	AV Presentation
	Quality DepEd Policy Statement	AV Presentation
	Words of Welcome	Dr. DOBIE P. PAROHINOG Chief, Curriculum Implementation Division
	Statement of Purpose and Presentation of the Matrix Activities	Dr. KYZIL D. LIPAR Education Program Supervisor
	Message	Dr. FELICIANO C. BUENAFE, JR., CESO VI Schools Division Superintendent
Master of Ceremonies	Maria Fe A. Ricamonte Teacher III Regional Science High School for Region 6	
PART II: Day 1: Monday (November 17, 2025)		
9:00 – 10:30 AM	Session 1: The SDO Aklan Reading Dashboard	Dr. KYZIL D. LIPAR Education Program Supervisor Division ARAL Focal Person
10:31 – 10:45 AM	Health Break	
10:45 – 12:00 PM	Session 2: School-based Reading Program	Dr. JENNYFEL R. DINGLASAN Principal I Uldario P. Custodio ES
12:01 – 1:00 PM	LUNCH BREAK	





Republic of the Philippines
Department of Education
 REGION VI – WESTERN VISAYAS
 SCHOOLS DIVISION OF AKLAN

1:00 – 2:30 PM	Session 3a: Comprehensive Rapid Literacy Assessment (CRLA): Basis for Profiling in Key Stage One	ROSALYN I. PROTACIO Master Teacher I Malinao ES
2:30-4:00 PM	Session 3b: Philippine Informal Reading Inventory (Phil-IRI): Basis for Profiling in Key Stages Two and Three	PRIMA NAIAD S. OQUENDO Master Teacher II Nabas Elementary School
4:01– 5:00 PM	Debriefing	PMT/TWG
Day 2: Tuesday (November 18, 2025)		
8:00 – 8:30 AM	MOL	Balete, Banga, Batan, and Libacao
8:31 -10:00 AM	Session 4: Enrichment Reading Program	MARIA FE A. RICAMONTE Teacher III Regional Science High School for Region 6
10:00-10:15 AM	Health Break	
10:15 -12:00 AM	Session 5: Remedial Reading Program	JOVELYN S. MANIKAN Master Teacher I Unat-Bagacay ES
1:00- 2:30 PM	Session 6: Developmental Reading Program	ROSE ANN M. DELIMA Master Teacher II Kalibo Integrated School
2:31 – 2:45 PM	Health Break	
2:45 - 4:00PM	Session 7: Functional and Recreational Reading Program	JORNALYN AGAPITO Master Teacher I Medina Integrated School
Day 3: Wednesday (November 19, 2025)		
8:00- 8:30	MOL	Numancia, Lezo, Malinao, and New Washington
8:31- 10:00 AM	Session 8: Reading Strategies for Key Stage One	NORMINA M. REFOL Master Teacher II Altavas ES
10:01-10:15 AM	Health Break	
10:16- 12:00 AM	Session 9: Reading Strategies for Key Stage Two	RHODA MAE C. BRIONES Master Teacher I New Washington ES
12:01- 1:00	LUNCH BREAK	



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

1:01-3:00 PM	Session 10: Reading Strategies for Key Stage Three and Four	JUVINNA R. DELA CRUZ Master Teacher I Numancia IS
3:01-4:00 PM	Clearing House and Closing Program	PMT/ Malay, Nabas, and Buruanga
4:00-5:00 PM	Evaluation /Home sweet home	



Población, Numancia, Aklan
Tel/Fax No. (036) 265 3744 | (036) 265 3737 | (036) 265 3738
Website: <http://www.depedaklan.org>
Email Address: aklan.1958@deped.gov.ph