



Republic of the Philippines  
**Department of Education**  
REGION III  
SCHOOLS DIVISION OF BULACAN

November 22, 2023

**DIVISION MEMORANDUM**

No. **491**, s. 2023

To: Assistant Schools Division Superintendents  
CID Chief  
Division Education Program Supervisor in English  
Public Secondary School Heads  
All Others Concerned

**DIVISION CAPABILITY BUILDING ON ADVANCED AND DEVELOPMENTAL  
MACRO-SKILLS AND LITERACY INSTRUCTION FOR SECONDARY ENGLISH  
HEADS AND COORDINATORS, AND MASTER TEACHERS**

1. Apropos of the mandates of DepEd Order 21, s.2019 pertaining to the Policy Guidelines on K to 12 Basic Education Program as the underpinning of the initiatives of English Learning Area through its Division Project titled "BEST STAR Bulakenyo English Readers" and Project ASPIRE (Assessment, Standards, Pedagogy, and Instructional Resources in English), this Office shall spearhead the conduct of the Division Capability Building on Advanced and Developmental Macro-Skills and Literacy Instruction for Secondary English Heads and Coordinators, and Master Teachers on December 6-8, 2023 at Baliuag North Central School, Baliwag, Bulacan.
2. The training has the following objectives:
  - 2.1 provide in-depth discussions on literacy as a rudiment tool to help learners acquire the competencies required in every content in English;
  - 2.2 enhance instructional competence to strengthen the teaching of advanced skills of comprehension and analysis;
  - 2.3 intensify literacy practices inside and outside of the classroom to promote a language learning culture among English teachers and learners; and
  - 2.4 make an action plan of activities/matrix for the school-based learning action cell session/s.
3. Participants to this activity are all public secondary English heads and coordinators and master teachers. No proxy is allowed.
4. Enclosure No.1 contains the matrix of activities, and the list Technical Working Group (TWG) chairs and members and speakers.
5. All school heads are reminded of DepEd Order No. 9, S. 2005, "Instituting Measure to Increase Engaged Time on Task and Ensuring Compliance Therewith." Classes of the participants must not be disrupted and there must be substitutes to those attending the training. Also, service credit/ Compensatory Time-Off (CTO) shall be granted to the attendees in lieu of the



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activity that falls on a weekend/holiday per DepEd Order 53, s.2003, DBM-CSC Joint Circular No.002, s.2015 and DepEd Memoranda Nos.65 & 67, s.2021.

6. All expenses in the conduct of this activity shall be charged against Division INSET funds while incidental expenses of the participants shall be charged from the School MOOE/Canteen funds subject to the usual accounting and auditing procedures.
7. All participants are expected to observe minimum health protocols to continuously prevent the spread of infectious diseases.
8. This Memorandum serves as the Travel Authority of the participants, resource speakers, and technical working group.
9. Immediate and wide dissemination of this Memorandum is desired.

  
**NORMA P. ESTEBAN, EdD, CESO V**  
Schools Division Superintendent



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Enclosure No.1 to Division Memorandum No. \_\_\_\_\_, s,2023

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 MACRO-SKILLS AND LITERACY INSTRUCTION FOR SECONDARY  
 ENGLISH HEADS AND COORDINATORS, AND MASTER TEACHERS**

**A. Training Matrix**

<b>Time</b>	<b>Day 1</b>	<b>Day 2</b>	<b>Day 3</b>
7:00-7:45	Registration	Management of Learning (MOL)	
7:45-8:00	Opening Program/Levelling of Expectation		
8:00-12:00	<p><i>Session 1</i> Why Reading Matters: Advanced and Developmental Macro-Skills and Literacy Instruction</p> <p><i>Session 2</i> The Nature of Reading/ The Big Six of Reading</p> <p><i>Session 3</i> Building Communicative Competence through Oral Language Instruction</p>	<p><i>Session 8</i> Can you Read Between the Lines? Making Inferences and Predicting Outcomes</p> <p><i>Session 9</i> Hunting for Nitty Gritty: Noting Significant Details and Textual Evidences through Close Reading</p> <p><i>Session 10</i> What Feeling Lies Within? Inferring General Mood and Tone of the Selection</p>	<p><i>Session 15</i> Figure it Out: Drawing Conclusions and Making Generalizations on the Selection</p> <p><i>Session 16</i> Revisiting Relevant DepEd Orders on Phi-IRI Implementation</p> <p><i>Session 17</i> Different Reading Strategies and Approaches</p>
12:00-1:00	LUNCH BREAK	LUNCH BREAK	LUNCH BREAK
1:00-3:00	<p><i>Session 4</i> Raising Learners' Phonological Awareness as Foundational Skill to Decoding</p> <p><i>Session 5</i> Teaching Phonics and Word Recognition for Successful Decoding Skills</p>	<p><i>Session 11</i> Are you Linked? Determining Cause and Effect Relationship</p> <p><i>Session 12</i> What's the Big Picture? Getting the Main Idea/Theme of the Selection</p>	<p><i>Session 18</i> Making of Action Plans for the School Learning Action Cell Sessions on Reading</p> <p><i>Session 19</i> Presentation of LAC Action Plan</p>
3:00-5:00	<p><i>Session 6</i> Direct Fluency Instruction for Developing Independent Readers</p>	<p><i>Session 13</i> Make It in Order: The What and How of Sequencing of Events</p>	<p>Demonstration Teaching Post-Conference Sessions</p>



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	<i>Session 7</i> Employing Vocabulary Instruction for Effective Word Structure and Meaning Recognition	<i>Session 14</i> Is It Fact or Bluff? Distinguishing Facts from Opinions	Online Evaluation Closing Program
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**B. List of Resource Speakers/Training Management Team/Technical Working Group Chairs/Members**

<b>Name</b>	<b>School</b>
Invited Resource Speakers	Tertiary Schools/Universities
Dr. Esperanza Nuñez	Gen.Gregorio Del Pilar IS
Dr. Domingo F. Langa	Carlos F. Gonzales HS
Dr. Roda S. Jimenez	Bajet Castillo HS
Anita C. Sabino	Sta. Monica HS
Ma. Luisa Reyes	Alexis Santos HS
Ma. Concepcion Madla	Dampol 2 <sup>nd</sup> NHS
Mark Nathaniel Pascual	Parada NHS
Christian Charles Centeno	Sta. Monica HS
Mar Florence Sebastian	F.C. Lipana NHS
Christopher Glenn Santos	Pulong Buhangin NHS
Nilda Milan	San Miguel NHS
Olivia D. Mercado	Virgen Delas Flores ES
Mark Jayson Y. Pineda	Inaon Integrated School