



Republic of the Philippines
Department of Education
Region III

SCHOOLS DIVISION OF BULACAN

November 21, 2024

DIVISION MEMORANDUM

No. 539, s. 2024

**ENHANCING LITERACY AND NUMERACY THROUGH SCIENCE OF READING:
A TOOLKIT FOR BEGINNING ELEMENTARY SCHOOL HEADS**

To: Assistant Schools Division Superintendents
Division Chiefs
EPSvr in Filipino, English, Science and Mathematics
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned

1. School heads take an active role in ensuring that the MATATAG Agenda and its goals are gradually achieved in every learning institution. Accordingly, there is a need to ensure that beginning school heads are adept with 21st century pedagogical approaches and are upskilled providing technical assistance to teachers focusing on the Science of Reading: Literacy and Numeracy.
2. For these reasons this Office announces the conduct of a training program designed to capacitate beginning school heads on the Science of Reading, Literacy and Numeracy on December 4-6, 2024 at St. Franz Pavillion, Plaridel, Bulacan.
3. This training aims to:
 - 3.1 familiarize the beginning School Heads with the process of giving technical assistance to the teachers in the observation of classes;
 - 3.2 explain the science of reading in the context of literacy and numeracy; and,
 - 3.3 develop an instructional supervisory plan focusing on literacy and numeracy.
4. Each PSDS shall send a maximum of ten (10) beginning school heads EDDIS Chair
5. Enclosure No.1 contains the matrix of activities and the list of Training Management Team members, and Resource Speakers.
6. Transportation and other incidental expenses of the participants shall be taken from local funds subject to the usual accounting and auditing rules and regulations.
7. This Memorandum serves as travel authority of the participants involved in this activity.
8. 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. 539 s. 2024

**ENHANCING LITERACY AND NUMERACY THROUGH SCIENCE OF READING:
A TOOLKIT FOR BEGINNING ELEMENTARY SCHOOLHEADS KEY STAGE I**

December 4-6, 2024

St. Franz Pavillion, Plaridel, Bulacan

A. MATRIX OF ACTIVITIES

DAY 1 (December 4, 2024)

Time	Activities
7:00 – 8:30 am	Arrival and Recognition
8:31 – 9 :00 am	Opening Program
9:01 – 10:30 am	The Science of Reading
10:31 – 12:00 a.m.	The Big Six of Reading
12:01-1:00 p.m.	LUNCH BREAK
1:01- 2:30 p.m.	The Big Six of Reading
2:31- 3:00 p.m.	Health Break
3:31 – 5:00 p.m.	Instructional Design Framework
5:01- 5:05 p.m.	Day 1 Evaluation

DAY 2 (December 5, 2024)

Time	Activities
7:00 – 8:00 a.m.	Arrival and Recognition
8:01 – 8:30 a.m.	Management of Learning (MOL)
8:31 – 10:00 a.m.	Pedagogical Approaches in Teaching Numeracy
10:01 – 10:30 a.m.	Health Break
10:31-12:00 p.m.	Pedagogical Approaches in Teaching Literacy
12:00-1:00 p.m.	LUNCH BREAK
1:01-3:00 p.m.	Demonstration Teaching of Filipino I through video presentation and giving of feedback



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3:01-3:30 p.m.	Health Break
3:31 – 5:00 p.m.	Demonstration Teaching of Mathematics II through video presentation and giving of feedback
5:01-5:05 p.m.	Day 2 Evaluation

DAY 3 (December 6, 2024)

Time	Activities
7:00 – 8:00 a.m.	Arrival and Recognition
8:01 – 8:30 a.m.	Management of Learning (MOL)
8:31 – 10:00 a.m.	Demonstration Teaching of English III through video presentation and giving of feedback
10:01 – 10:30 a.m.	Health Break
10:31-12:00 p.m.	Demonstration Teaching of Science through video presentation and giving of feedback
12:00-1:00 p.m.	LUNCH BREAK
1:01-3:00 p.m.	Presentation of Outcomes by Eddis
3:01-3:30 p.m.	Health Break
3:31-5:00 p.m.	Day 3 Evaluation Closing Program Awarding of Certificates

II. Training Management Team/ Resource Speakers

No.	Name	School/District/Station
1.	Rainelda M. Blanco, PhD	OIC-CID Chief – SDO Bulacan
2.	Anastacia N. Victorino	DEPS, Filipino – SDO Bulacan
3.	Jay Arr V. Sangoyo, PhD	DEPS, English – SDO Bulacan
4.	Marinella T. Pengson	DEPS, Science - SDO Bulacan
5.	Francisco Macale	DEPS, Mathematics - SDO Bulacan
6.	Perlita Pagdanganan	DEPS, Kinder - SDO Bulacan
7.	Imelda Jose	SH - Camangyanan ES
8.	Robert S. Lovendino	SH – Meysulao ES
9.	Noemi R. Caparas	San Marcos ES
10.	Susana Gabriel	San Nicolas ES

