



Republic of the Philippines
Department of Education

Caraga Region
SCHOOLS DIVISION OF SURIGAO DEL SUR

Office of the Schools Division Superintendent

October 1, 2024

Division MEMORANDUM

No. 452 s. 2024

To: Public Schools District Supervisors / District-in-Charge
Elementary School Heads
This Division

DEPED-DIVISION OF SURIGAO DEL SUR	
RELEASED	
DATE:	10/1/24
TIME:	11:59 am
SIGNATURE:	

SCHOOL HEADS' PROJECT INITIATIVE PLAN VIRTUAL PRESENTATION

1. As instructional leaders, school heads play a crucial role in fostering a positive learning environment that integrates literacy leadership, and promotes social-emotional learning, gender equality, and social inclusion in school. A project initiative plan best captures these roles. Hence, a Presentation of the **School Heads' Project Initiative Plan** focusing on improving the literacy skills of the key stage 1 learners will be conducted on **October 14-18, 2024**.
2. The virtual presentation aims to provide technical assistance to school heads on:
 - a. analyzing challenges or gaps in learners' reading proficiency levels
 - b. selecting intervention strategies suited to the learners' needs.
 - c. ensuring measurable goals for improving reading proficiency across different grade levels.
 - d. refining and improving the plan to ensure it is well-structured, clear, and ready for implementation.
3. The project initiative plan shall be presented in 3 to 5 minutes only and the baseline data on reading proficiency in both Filipino and English shall be based on CRLA and Phil-IRI pre-test results for SY 2024-25.
4. The time for the presentation of outputs shall be as follows;

Activities	Target Date
Virtual presentation of Project Initiative Plan	October 14-18, 2024
- Carrascal - Carmen - Tago - San Miguel 2 - Cagwait - Lianga - Barobo 2 - Tagbina 1 - Hinatuan South - Lingig 1 -	October 15, 2024



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- Cantilan - Lanuza - San Miguel 1 - Bayabas - Marihatag - Barobo 1 - Tagbina 2 - Hinatuan North - Lingig 2	October 16, 2024
- Madrid - Cortes - San Agustin - Continuation of other districts	October 17-18, 2024
- Post Conference by the TA Providers	October 21, 2024
Presentation of Accomplishment Report	December 5-6, 2024

5. Participants in this activity are the elementary school heads of the division, district supervisors, and education program supervisors. District Supervisors are directed to ensure the 100% attendance of the identified school heads.
6. The education program supervisors and public school district supervisors shall serve as TA providers while select administrative officers and HRD personnel shall as documenters. The team is as follows:

Team	TA Providers	School Heads
Team A	Irene Grumez Rolly B. Ravelo Jeannette G. Quinto	Carrascal Cantilan Madrid
Team B	Regina Euan A. Puerto Sol O. Buniel Gemmalynda P. Montenegro Ernie D. Dapar Marites Alzate	Carmen Lanuza Cortes
Team C	Megenila C. Guillen Loveleah B. Albarillo Mavic Q. Pimentel Norben T. Moldez	Tago San Miguel 1
Team D	Encarnacion M. Padua LilyAnn R. Mendero Marilyn V. Quinto	San Miguel 2 Bayabas
Team E	Analiza G. Doloricon Vergel Eder Mariasol Yara Anabel R. Cubil	Cagwait Marihatag San Agustin



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Team F	Menerba Dapar Noemi Aileen Abraham Myrna E. Mozo	Liang Barobo 1
Team G	Ressil L. Tersona Brenda Adlawan	Barobo 2
Team H	Alex Mistula Jay Dalman Wilma Premarium	Tagbina 1 Tagbina 2
Team I	Elnie Anthony P. Barcena Felisa B. Batistil Marilyn B. Bandola	Hinatuan South Hinatuan North
Team J	Jonathan Ambel Elizabeth Gardones Mirasol Taray	Lingig 1 Lingig 2

7. The PSDSs and the EPSs together with the TWG will have a pre-work conference on October 14, 2024, from 1:00 to 5:00 p.m. in the Division Conference Room.
8. Immediate and widest dissemination of this memorandum is desired.

LORENZO O. MACASOCOL, PhD, CESO V
Schools Division Superintendent

By the Authority of the SDS:

DANTE A. GRUMO
Administrative Officer IV

OCT. 1, 2024

Enclosure: As stated,

To be indicated in the PERPETUAL INDEX under the following subjects:

INSTRUCTIONAL LEADERSHIP TRAINING (ILT)

EARLY LITERACY

IGA/DM- School Heads Project Initiative Plans Virtual Presentation



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Enclosure No. 1

School Heads' Project Initiative Plan Virtual Presentation

MATRIX OF ACTIVITIES
October 14-18, 2024

Time	Activity	Persons' Involved
Day 1-October 14		
1:00- 5:00 pm	Pre-Work Conference at the Division Conference Room	TA providers and TWG
Day 2 October 15		
8:00- 9:00 am	Opening Program (Plenary- MS Teams) https://tinyurl.com/PIP-OPENING-PROG	All school heads and TA Provided
9:01-9:20 am	Health Break	
9:20- 12:00	SHs PIP Presentation by Teams (Break Out Session)	Respective Teams
12:01-1:00 pm	Lunch Break	
1:01- 5:00 pm	Continuation of Presentation	Respective Teams
Day 3- October 16		
8:00- 9:00 am	SHs PIP Presentation by Teams (Break Out Session)	Respective Teams
9:01-9:20 am	Health Break	
9:20- 12:00	SHs PIP Presentation by Teams (Break Out Session)	Respective Teams
12:01-1:00 pm	Lunch Break	
1:01- 5:00 pm	Continuation of Presentation	Respective Teams
Day 4-October 17		
8:00- 9:00 am	SHs PIP Presentation by Teams (Break Out Session)	Respective Teams
9:01-9:20 am	Health Break	
9:20- 12:00	SHs PIP Presentation by Teams (Break Out Session)	Respective Teams
12:01-1:00 pm	Lunch Break	
1:01- 5:00 pm	Continuation of Presentation	Respective Teams



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Day 5-October 18		
8:00- 9:00 am	SHs PIP Presentation by Teams (Break Out Session)	Respective Teams
9:01-9:20 am	Health Break	
9:20- 12:00	SHs PIP Presentation by Teams (Break Out Session)	Respective Teams
12:01-1:00 pm	Lunch Break	
1:01- 5:00 pm	Continuation of Presentation	Respective Teams



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Enclosure No. 2

School Heads' Project Initiative Plan Virtual Presentation

PROGRAM MANAGEMENT TEAM
October 15-18, 2024

Program Manager	Erlyn G. Mangadlao Senior Education Program Specialist
Learning Manager	Irene Grumez, PhD Education Program Supervisor Senior High Focal
TA Providers	EPSs and PSDSs and select Resource Speakers
M and E Officer	Ramil Tersona
ICT Officer	Marvin G. Minguillan Bill A. Pasco
Team A Documenter	Ariel B. Guillen
Team B Documenter	Clint Edjay C. Luminarias
Team C Documenter	Therese Diove Glea M. Rubi
Team D Documenter	Dexter G. Uriarte
Team E Documenter	Agnez M. Lazon
Team F Documenter	Lyann M. Ascarez
Team G Documenter	Janice S. Bruzon
Team H Documenter	Alvin Julius O. Dollano
Team I Documenter	Pamela Mae Gaudicos
Team J Documenter	Vanessa Mae B. Ruena
Welfare Officer	Melchor O. Catcha PDO II (DRR Officer)