



Republic of the Philippines  
**Department of Education**  
 REGION V - BICOL  
**SCHOOLS DIVISION OFFICE OF CATANDUANES**



**UNNUMBERED MEMORANDUM**  
 OSDS-SGOD-UM-05-16-2024

To: Assistant Schools Division Superintendent  
 Chiefs, CID & SGOD  
 Public Schools District Supervisors/ In-Charge of the Districts  
 Elementary and Secondary School Heads  
 All Other Concerned

From:   
**SOCORRO V. DELA ROSA, CESO V**  
 Schools Division Superintendent

Date: May 16, 2024

Subject: **Addendum to Division Memorandum No. 247, s. 2024, re: Conduct of Catanduanes Division Roll out of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy**

1. In preparation for the Conduct of Catanduanes Division Roll out of Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy, Batch 2 on May 20-24, 2024, this office would like to request the following Program Management Team Members to report at the SGOD Office on May 17-18, 2024 to prepare the necessary materials/supplies and other documents related to the conduct of the training.

Date	Name	Position	Role
May 17, 2024	Rodel Tayo	Teacher III/TIC	M & E coordinator
May 17-18, 2024	Allysa Bagadiong	PDO-I	ICT/Logistics/ Secretariat
May 17-18, 2024	Hazel Manlangit	Senior Bookkeeper	ICT/Logistics/ Secretariat
May 17-18, 2024	Saul Alejandro III	PDO-I	ICT/Logistics/ Secretariat
May 17-18, 2024	Ma. Eliza Icaranom	Administrative Aide I	ICT/Logistics/ Secretariat
May 18, 2024	Novy Borja	JO	Secretariat
May 18, 2024	Aroline T. Borja	EPS-SGOD	Class Manager
May 18, 2024	Imaculate T. Latorre	EPS-II-SocMobNet	Class Manager
May 18, 2024	Carol P. Gil	SEPS-HRD	Program Manager

2. Reiterating item No. 7 in the Division Memorandum No.247 s. 2024, upon successful completion of the 5-day training program, participants will be entitled to



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receive a copy of their Continuing Professional Development (CPD) certificate. This certificate will be provided only after the training has been completed.

3. Travel expenses of the above personnel shall be charged from local funds and/or school MOOE subject to the usual accounting and auditing rules and regulation. Likewise, service credits/compensatory time off (CTO) will be given to the participants of the scheduled activities that fall on Saturday.

4. The other information in the Division Memorandum no. 247 s. 2024 is still in effect.

5. For information, widest dissemination and guidance of all concerned.



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