



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

March 7, 2024

REGIONAL MEMORANDUM

No. **254** s. 2024

**SUBMISSION OF COMPLETION REPORT ON THE IMPLEMENTATION
OF PROJECT INITIATIVES FOR THE INSTRUCTIONAL
LEADERSHIP TRAINING (ILT)**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Human Resource Development Division (HRDD), announces the **Submission of Completion Report on the Implementation of Project Initiatives** of the school heads who participated in the Instructional Leadership Training (ILT): Strengthening Learning Conditions for Early Literacy on or before April 8, 2024, through this link <https://bit.ly/ILT-completion-report>.
2. For reference, attached are the List of Project Initiative Implementers (Enclosure 1) and the template for the Project Initiative Report (Enclosure 2).
3. The implementers shall attend an Early Grade Learning Conference. Details of the said activity shall be provided in a separate issuance.
4. For inquiries and concerns, contact Dr. Harvie D. Villamor, Chief of HRDD, through hrdd.region8@deped.gov.ph.
5. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO CESO IV
Regional Director

Enclosure: As stated

Reference: None

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

COMPLETION REPORT

HRDD-DSS



Enclosure 1 to Regional Memorandum No. 254 s. 2024**LIST OF PROJECT INITIATIVE IMPLEMENTERS**

No.	Name	Schools Division
1	Rogelio B. Cagol	Baybay City
2	Ruena T. Ibo	Baybay City
3	Darlyn B. Mabalatan	Baybay City
4	Frank Ray G. Ompoy	Baybay City
5	Merson O. Porazo	Baybay City
6	Randy S. Solamo	Biliran
7	Rovelyn Quinones	Biliran
8	Melba S. Gariando	Biliran
9	Maroven Apacible	Biliran
10	Gerardo N. Dela Cruz	Biliran
11	Rosario L. Apura	Borongan City
12	Baltazar C. Busante	Borongan City
13	Emma C. Ogdalla	Borongan City
14	Ruby L. Catudio	Borongan City
15	Alberto D. Azul, Jr.	Borongan City
16	Blesildo A. Orquin	Calbayog City
17	Kristian Aldrin B. Cruda	Calbayog City
18	Malvin D. Regulacion	Calbayog City
19	Benjie A. Beduya	Calbayog City
20	Jaysam M. Casaljay	Calbayog City
21	Maximiano M. Casiño	Catbalogan City
22	Dora D. Daga-as	Catbalogan City
23	Venecia C. Palencia	Catbalogan City
24	Eulyrn R. Aguila	Catbalogan City
25	Reynalda C. Bachao	Catbalogan City
26	Irene E. Lascano	Eastern Samar
27	Lilia P. Capangpangan	Eastern Samar
28	Raph Albert L. Gudes	Eastern Samar
29	Haydee A. Rediang	Eastern Samar
30	Ruzel L. Ida	Eastern Samar
31	Ma. Ivy B. Avelino	Leyte
32	Aileen B. Relevo	Leyte
33	Jayson Closa	Leyte
34	Alpha R. Abarcar	Leyte
35	Haydee C. Cayaco	Leyte
36	Ma. Elsa L. Verano	Maasin City
37	Mirasol M. Manlimos	Maasin City
38	Hilario B. Genovia	Maasin City
39	Fides S. Espera	Maasin City
40	Eric T. Epiz	Maasin City
41	Momar P. Alcantara	Northern Samar
42	Roseller C. Demolar	Northern Samar
43	Ludyrick N. Longcop	Northern Samar
44	Mary Ann I. Tacmo	Northern Samar

45	Roselyn M. Galdones	Northern Samar
46	Paul Aaron M. Matuguina	Ormoc City
47	Maribel C. Bandejo	Ormoc City
48	Maria Rheana A. Caparoso	Ormoc City
49	Sherryl P. Catado	Ormoc City
50	Maria Lanie A. Maquimot	Ormoc City
51	Clarita O. Cajefe	Samar
52	Karen C. Doroja	Samar
53	Romeo T. Cabuello, Jr.	Samar
54	Val M. Ducducun	Samar
55	Ma. Luisa F. Oyao	Samar
56	Roinasol L. Pobadora	Southern Leyte
57	Elisa R. Edilo	Southern Leyte
58	Violeta T. Templado	Southern Leyte
59	Marian C. Laranjo	Southern Leyte
60	Edelyn O. Apas	Southern Leyte
61	Imelda M. Gayas	Tacloban City
62	Rogelio B. William	Tacloban City
63	Maria Narissa Leonora G. Enverzo	Tacloban City
64	Aileen Apostol	Tacloban City
65	Harold M. Naputo	Tacloban City



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Enclosure 2 to Regional Memorandum No. **254**, s. 2024

PROJECT INITIATIVE REPORT

Project Initiative Title			
Location and Venue			
Duration and Dates			
Project Initiative Manager	Name of School Head		
Number of Learners	Male	Female	Total
List of Learners	See Attachment 1		
Attendance Record	See Attachment 2		
Executive Summary	Provide a summary of the program/ intervention.		

Address: Government Center, Candahug, Palo, Leyte
Telephone No.: (053) 832-5738
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Project Initiative Objectives	
Project Initiative Schedule	See Attachment 3
Project Initiative Outputs	<i>Outputs produced by the learners during the program/ intervention.</i>
Learning Resource Package	<i>Resource materials used to conduct the program/ intervention.</i>
Project M&E Results	<ul style="list-style-type: none"> ▪ <i>Summary of results from the participants' learning (pre/ post-test)</i> ▪ <i>Strengths and areas for improvement should be identified in this section</i>
General Comments	<ul style="list-style-type: none"> ▪ <i>Provide comments related to elements of program/ intervention design.</i> ▪ <i>Provide comments related to program management.</i>
Reflections	<ul style="list-style-type: none"> ▪ <i>What new learning, knowledge, or skills have you incorporated into your current job or workplace?</i> ▪ <i>What did you learn from your workplace application experience?</i> ▪ <i>How would you use these lessons for continuous improvements in your school as an effective school leader?</i>
Recommendations	See Attachments 1-7
Project Initiative Report Attachments	<ol style="list-style-type: none"> 1. <i>List of learners</i> 2. <i>Attendance sheets</i> 3. <i>Detailed Implementation Design</i> 4. <i>Post-Program/ Intervention Evaluation Results</i> 5. <i>Pre and Post-test results</i> 6. <i>Project documentation (photos, minutes of meetings, results of tests, and others)</i> 7. <i>Other Attachments</i>



Attachment 2

ATTENDANCE SHEETS



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Attachment 3

DETAILED IMPLEMENTATION DESIGN (See PIP template)



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Attachment 4

POST-PROGRAM/ INTERVENTION EVALUATION RESULTS



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Attachment 5

PRE-TEST AND POST-TEST RESULTS



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Attachment 6

PROJECT DOCUMENTATION (PHOTOS)

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Attachment 7

OTHER ATTACHMENTS:

- *Approved Project Initiative Plan*
- *Related activities in the refinement of the Project Initiative*
- *Accomplished Observation and Feedback Tools for Teachers*
- *Documented Meetings with Stakeholders*