



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF PANABO CITY

20551

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID – 2024 – 0627

To : Assistant Schools Division Superintendent  
Chief of Curriculum Implementation Division (CID)  
Chief of Schools Governance and Operations Division (SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Division Information Officer  
Elementary School Principals/School Heads  
Secondary School Principals/School Heads  
All Others Concerned

Subject : **PROFESSIONAL DEVELOPMENT IN EARLY LANGUAGE, LITERACY AND NUMERACY (ELLN) CUM: KINDERGARTEN LITERACY DAY AND NATIONAL READING MONTH CELEBRATION & RECOGNITION**

Date : November 11, 2024

In reference to the forthcoming celebration in November as National Reading Month in the Philippines, as stipulated in DepEd Memorandum No. 244 s. 2011, and in support to the Early Language, Literacy and Numeracy (ELLN), under ECARP, this Office will conduct Division Professional Development in ELLN: Cum Kindergarten Literacy Day and National Reading Month Celebration and Recognition with the theme: **“Magbasa, Mangarap, Magdiwang”** on November 21-22, at Salvacion Elementary School, Panabo City at 8:00 a.m. to 5:00 p.m.

This activity will develop all teachers and school heads' professional development in early literacy and numeracy, articulated in DepEd Order No. 12, s. 2015 highlighting the ELLN as a program that will develop Filipino children's literacy and numeracy skills and attitude which will contribute to lifelong learning. More specifically, it aims to improve the reading and numeracy skills of kindergarten to Grade 3 pupils, following the K to 12 Basic Education Curriculum. The Department is strengthening Every Child A Reader Program (ECARP) through ELLN Program from Kindergarten to Grade 3, the first key stage. Behind the success of the reading program are the teachers and school heads who passionately exert effort for the development of the reading skills among the learners. Hence, it is pivotal that they shall be recognized for their sustained support.

This activity aims to:

- Promote reading and literacy among the pupils and students, motivate our youth to learn from the lives and works of eminent Filipinos, uphold one's heritage and values, and make reading a shared physical experience;



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- b. Update school heads and teachers in the salient of ELLN, the importance of literacy and numeracy in the academic development of key stage one learners;
- c. Develop knowledge, skills, and attitude of school heads and key stage 1 teachers in early literacy and numeracy;
- d. Benchmark best practices of ELLN experiences which make key stage 1 learners' grade ready;
- e. Recognize Outstanding School Heads and Teachers in National Reading Program (NRP), ELLN as implementers;
- f. Update the ELLN, National Learning Recovery Program (NLRP) programs and activities.

Enclosed are the following:

1. List of Participants, Program Management Team (PMT) and Technical Working Group (TWG)
2. Matrix of Activities
3. Timetable of the Succeeding Events Prior to November 21-22 Program
4. List of Contest Events in ELLN and Reading
5. List of Verdict Panel in the Contest Events
6. List of School Reading & District Coordinators
7. List of Officers of the Reading Association of Panabo

Food, travel and other incidental expenses for the series of preparations for this event including the READING FLOAT/CAROUSEL materials are chargeable against School and Division MOOE, and local funds while other Activity Materials (plaques, decorations, certificate holder, tokens, tarpaulin and others) are chargeable against downloaded ELL funds.

Teaching Personnel will be given one service credit, while the non-teaching personnel will be given one day Compensatory Overtime Credits (COC) for November 16 & 17, on weekend for the making of Reading Float/Carousel, based on Dep Ed Order No. 53, s. 2003, guidelines for COC for non-teaching personnel who rendered services during weekends and holidays.

For seamless execution of the above event, there will be a special meeting of all School Kindergarten Coordinators, K-Developmental Team, Elementary School District Reading Coordinators, Secondary School Reading Coordinators and Division Reading Team on November 15, 2024 at 8:00-4:00 pm, at the division conference hall, DepEd, Davao del Norte.

Everyone is highly encouraged to continually support and recognize the value of equality and diversity of all personnel while complying with the directives set forth by this office.

Widest dissemination of this Memorandum to all is desired.

  
JINKY B. FIRMAN PhD., CESO VI  
Schools Division Superintendent

RELEASED

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Enclosure 3

Time Table of the Succeeding Events Prior to November 21-22, 2024 Program

Date	Activity	Persons Involve
October 29-31	Coordination Meeting	School Heads, Reading Coordinators and Division Reading Team
Nov 21-22	Launching of Basa Panabo Reading Program  Kindergarten Literacy Day	School Heads & Coordinators
Nov. 18-22	District Evaluation  +Most Functional School Reading Program  +Most Outstanding ELLN Implementers  *Most Outstanding Reading Implementer-School Head Category  Most Outstanding PIP Presenter  *Most Outstanding Reading Teacher  *Most Outstanding Kinder Teacher  Elementary & Secondary (Small, Medium, Large )	Chair: PSDS  Co-Chair:  District Reading Coordinator  Members-PIP Oral & Poster Presenters
Nov. 25-28	Division Evaluation  District Finalist-one per category  Division	<b>Chair</b> PCD- Estrella N. Maputol PND-Maria Nenita G. Tuazon PSD1-Marissa Y. Manginsay PSD2-Mary Ann M. Revilla Secondary-Avelino D. Bitang <b>Members:</b> Arjan Jay Omapas Edgene G. Palces Jennifer Jumalon Gizelle Rado Moira Ysobelle Lampon Kathleen Faye Pedral
Nov. 29	Awards Committee	



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	Certificates Committee  Finalization of Plaques & Certificates  Submission of Evaluation Results by the Chairman of the 3 Clusters  Final Meeting of all TWG/PMT	
Dec 2-3	PIP Presentation  Awarding of Winners @ Ritz Hotel	School Heads

Prepared:

IRYHN E. PETALCORIN

PSDS

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Enclosure 4

**MOST FUNCTIONAL SCHOOL READING PROGRAM  
EVALUATION FORM**

CRITERIA	%	MEANS OF VERIFICATION	RATING			AVERAG E	REMARK S
			SY 2022 -23	SY 2023 -24	SY 2024 -25		
Percentage of learners who read at their grade level at the end of the SY.  Note: PHIL IRI Pre/Post Data Of Grade 4-10	30 %	Independent 75%-100%-40% 50%-74%-30% 24%-49%-20% 23% below-10%  Instructional 75%-100%-40% 50%-74%-30% 24%-49%-20% 23% below-10%  Ind+Ins=/2					
Support from stakeholders in terms of volunteers work or financial/material resources	5%	1. No. of stakeholders with attendance 2. Minutes, letters 3. Financial Report 4. List of Resources with pictures  4 MOV=15% 3 MOV=12% 2 MOV=10% 1 MOV=5%					
Capacity building provided to teachers & parents.	15 %	1. Approved Activity Design/PIP 2. Accomplishment Report 3. Pictorials & Attendance  3 MOV=15% 2 MOV=10% 1 MOV=5%					
Quality of researches undertaken while	5%	3 Researches/innovation=15% 2 researches/innovation=10% 1 research/innovation=5%					



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implementing the reading intervention.							
Number of school initiatives which responded to the Hamon: Bawat Bata Bumabasa (3Bs Initiative)	10 %	1. Intervention Programs 2. Outreach Programs {community involvement} 3. NGOs and Private entities  3 MOV=15% 2 MOV=10% 1 MOV=5%					
Availability of Developmentally Appropriate Materials in the Reading Center/PanaBOO K Kiosk.	15 %						
Random Oral Reading Test (5 per school in any grade level)	20 %						

DIVISION QUALIFIERS must get 65%.

Evaluated:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Co-Chair

Prepared:

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**MOST OUTSTANDING ELLN IMPLEMENTER  
EVALUATION FORM**

CRITERIA	%	MEANS OF VERIFICATION	RATING			AVERAG E	REMARK S
			SY 2022 -23	SY 2023 -24	SY 2024 -25		
Percentage of learners who are grade ready in CRLA.	30 %	Grade Ready (CRLA): 75%-100%-50% 50%-74%-40% 24%-49%-30% 23% below-20%					
Percentage of learners who are at grade level (Highly Proficient) in RMA.		Highly Proficient (RMA): 75%-100%-50% 50%-74%-40% 24%-49%-30% 23% below-20%					
		CRLA+RMA=Total/2					
Support from stakeholders in terms of volunteers work or financial/material resources	5%	1. No. of stakeholders with attendance 2. Minutes, letters 3. Financial Report 4. List of Resources with pictures  4 MOV=15% 3 MOV=12% 2 MOV=10% 1 MOV=5%					
Capacity building provided to teachers & parents	15 %	1. Approved Activity Design/PIP 2 Accomplishment Report 4. Pictorials & Attendance  3 MOV=15% 2 MOV=10% 1 MOV=5%					
Quality of researches	5%	3 Researches/innovation=15%					



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undertaken while implementing the reading intervention including the implementation of National Learning Camp (NLC)		2 researches/innovation=10% 1 research/innovation=5%  Data on: Intervention Consolidation Enhancement					
Number of school initiatives which responded to the Hamon: Bawat Bata Bumabasa (3Bs Initiative)	10 %	2. Intervention Programs 3. Outreach Programs {community involvement} 4. NGOs and Private entities  3 MOV=15% 2 MOV=10% 1 MOV=5%					
Availability of Developmentally Appropriate Materials in the Reading Center/PanaBOO K Kiosk.	15 %						
Random Oral Reading Test (5 per school in any grade level)	20 %						

DIVISION QUALIFIERS must get 65%.

Evaluated:

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Co-Chair

Prepared:

  
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## ACTIVITIES

All kindergarten, elementary and secondary schools are encouraged to join the showcase of reading activities indicated below:

	Showcased Activities	Number of Participants	Platform
<b>Kinder</b>	<b>For Learners:</b> 1. Rhymes 2. Vocal Solo (OPM Hits) 3. Storytelling (Filipino) 4. Drawing 5. Bible Verse Interpretation	5-10 1 1 1 1	
	<b>For Teachers:</b> 1. Interactive Read Aloud with Lesson Plan 2. Research (Reading)	1 Individual/Group	
<b>Grade 1-3</b>	<b>For Learners:</b> 1. Rhymes 2. Vocal Solo (OPM Hits) 3. Storytelling (Filipino) 4. Drawing 5. Bible Verse Interpretation (Filipino) 6. Reader's Theatre	10 1 1 1 1	
	<b>For Teachers:</b> 1. Interactive Read Aloud with Lesson Plan 2. Research (Reading)	1 Individual/Group	
<b>Grade 4-6</b>	<b>For Learners:</b> 1. Oration 2. Vocal Solo (Country Song-English) 3. Storytelling (English) 4. Bible Verse Interpretation (English) 5. Reader's Theatre	1 1 1 1 7	
	<b>For Teachers:</b> 1. Interactive Read Aloud with Lesson Plan 2. Research (Reading)	1 Individual/Group	
<b>Grade 7-10</b>	<b>For Learners:</b> 1. Oration 2. Vocal Solo (Country Folk Song) 3. Storytelling 4. Drawing 5. Bible Verse Interpretation 6. Reader's Theatre	1 1 1 1 3 7	Video Video
	<b>For Teachers:</b> 1. Interactive Read Aloud	1	



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	2. Research (Reading)	Individual/Group	
<b>Grade 11-12</b>	<b>For Learners:</b>		
	1. Oration	1	
	2. Vocal Solo (Disney Song-English)	1	Video
	3. Storytelling	1	
	4. Drawing	2	
	5. Bible Verse Interpretation	1	
	6. Reader's Theatre	7	
	7. Piliing Magbasa, Piliin ang Panabo Advocacy Video Contest	3	Video
	<b>For Teachers:</b>		
	1. Interactive Read Aloud	1	
	2. Research (Reading)	Individual/Group	

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**PROGRAM MANAGEMENT TEAM (PMT)**

**A. CONSULTANTS**

Name and Position	Terms of Reference
Jinky B. Firman, PhD., CESO VI Schools Division Superintendent	➤ Issues policies and directives relative to the conduct activities;
Basilio P. Mana-ay Jr., CESO VI Asst. Schools Division Superintendent	➤ Approves the Plan of Activities; and ➤ Provides expert advice to address various needs.
Janwari E. Yamota Chief-CID	

**B. PROJECT IMPLEMENTATION TEAM**

Name and Position	Terms of Reference
Chairman:  Iryhn E. Petalcorin PSDS/Division Reading Coordinator	➤ Leads and oversees the implementation of the entire program; ➤ Provide appropriate recommendations to address various needs; and ➤ Supervises the identified technical working group (TWG) to ensure that processes are carried out and outputs are delivered according to standards.
Co-Chairman (All PSDSs & EPSs):  Maria Nenita G. Tuazon Antonio Pasquito Estrella Maputol Marissa Y. Manginsay Reynaldo C. Deocampo Jr. Avelino D. Bitang Mary Ann Revilla Joylyn C. Martinez Djhoanne C. Aguilar Ramil Jacky Firman Maria Perpetua Angelita G. Suelto John Visillas Caroline Arado Ylcy Manguilimotan Elden Orbeta Peter Mijares	
<b>MEDIA CHAIRMAN</b>  Armando C. Aguilon Co-Chairman: Juliet Dosol	

**C. TECHNICAL WORKING GROUP**



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Name and Position	Terms of Reference
Leonora D. Canete	➤ Prepares
Cyrus C. Cachuela	
Eric C. Paquera	
Feleciano Catbagan	

**D. READING ASSOCIATION OF PANABO OFFICERS & MEMBERS AS TWG**

COMMITTEES	Persons Involved	Terms of Reference
Overall Executive Committee  - Invitation - Search for Most Outstanding Reading Program, ELLN, Reading Teacher, School Head, Functional Reading Center	Chair: Iryhn E. Petalcorin  Co-Chair: Edmar C. Warain	➤ Memo, advisories ➤ certificates, attendance sheets, and other relevant documents in the implementation of the activity; ➤ Prepares documents on procurement of supplies and materials needed for the conduct of activities; ➤ Communicates with the supply unit; ➤ Acts as support staff during the conduct of the activity; ➤ Prepares narrative report/completion ➤ Report for post-con discussion.
Opening Program	Mary Jean P. Ballena	➤ Leads the TWG, PMT in the actual program
Hosts	April Jean C. Camansi Gerika Aiko Dumayanos	➤ Run the program
Program Director Intermission number		➤ Make sure that the flow of the program runs smoothly
Stage Decoration	Salvacion ES & RAP TWG	➤ Prepares the decoration of the stage
Presidential Table	Gina Gumilan	➤ Assist the needs of all visitors
Usherettes/Lei	Sellah Joy Acosta Jeanly Muana Carlito Jr. C. Taclob Rhea Jean D. Vidal	➤ Ensures that all guests and participants must be welcomed and be led to their respective assigned seats ➤ Assists the awards committee distributing the plaques and certificates. ➤ Work closely to the venue committee
Reading(classroom) Venue Preparation	Salvacion ES Teachers	➤ Ensures the preparedness of the classroom and learners.
Reading Float/ Carousel	Carlito Jr. C. Taclob	➤ Takes charge of the float from Division to Salvacion ES
Program/Certificate for TWG/Placard/	Ivy Marie P. Lumangcas Kathrina C. Gonzales	➤ Takes charge of all



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Labels for the Venue and area in the school	Jeany B. Sudaria Ariel S. Daquio	certificates (participation, appearance, Recognition) <ul style="list-style-type: none"> <li>➤ Distributes invitation</li> <li>➤ Coordinates with TWG, PMT and Division Information Team in all parts of the program</li> <li>➤ Takes charge of the venue preparedness</li> </ul>
Plaques/Awarding		<ul style="list-style-type: none"> <li>➤ Ensures all reading materials are prepared and hand in to story readers.</li> </ul>
Reading Materials	Sambay Luma	<ul style="list-style-type: none"> <li>➤ Takes charge of the room preparedness.</li> </ul>
Room In charge for Reading session	Nizzle Calderon	<ul style="list-style-type: none"> <li>➤ Contact the winning caterer and ensure the proper distribution of healthy foods.</li> </ul>
Food Committee	Anelyn Bulahan Ms. Bonotan Ms. Cagay Helden Shalynae Deloy Edlan Terefe Lumangyao	<ul style="list-style-type: none"> <li>➤ Ensures the run of advocacy campaign and documentation of the event</li> </ul>
Advocacy/Documentation	Armando Aguilon Ken Harvey Famor Jhon Joey A. Atuel Jonhrey G. Canate	<ul style="list-style-type: none"> <li>➤ Prepares the stage, photobooth decoration.</li> </ul>
Decoration & Restoration	Salvacion ES RAP TWG	<ul style="list-style-type: none"> <li>➤ Prepares attendance sheets following the proper template issued by the supply by district and division in copies.</li> <li>➤ Completes all signatures of the participants in the attendance sheet and submit to Sir Warain.</li> </ul>
Attendance	Angelie D. Inting Angelika Maye Maniscan Anjolie R Cabrestante Anna Marie Basalo	

Prepared:

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**KINDERGARTEN TECHNICAL WORKING GROUP**

COMMITTEES	Persons Involved	Terms of Reference
Overall Executive Committee  - Invitation - Search for Most Outstanding Kinder Teacher	Chair: Iryhn E. Petalcorin  Co-Chair: Leywin Luces	<ul style="list-style-type: none"> <li>➤ Memo, advisories</li> <li>➤ certificates, attendance sheets, and other relevant documents in the implementation of the activity;</li> <li>➤ Prepares documents on procurement supplies and materials needed for the conduct of activities;</li> <li>➤ Communicates with the supply unit;</li> <li>➤ Acts as support staff during the conduct of the activity;</li> <li>➤ Prepares narrative report/ completion</li> <li>➤ Report for post-con discussion.</li> </ul>
Opening Program	Maricel Uniforme Emmalou Montanez	<ul style="list-style-type: none"> <li>➤ Leads the TWG, PMT in the actual program</li> </ul>
Hosts	April Jean C. Camans	<ul style="list-style-type: none"> <li>➤ Run the program</li> </ul>
Program Director Intermission number	Claisa Postrero	<ul style="list-style-type: none"> <li>➤ Make sure that the flow of the program runs smoothly</li> </ul>
Stage Decoration	Juvimae Adaptar	<ul style="list-style-type: none"> <li>➤ Prepares the decoration of the stage</li> </ul>
Presidential Table	Fritzy Ann Arcega	<ul style="list-style-type: none"> <li>➤ Assist the needs of all visitors</li> </ul>
Usherettes/Lei	Jelly Rosae Degamon Norly Barotoc	<ul style="list-style-type: none"> <li>➤ Ensures that all guests and participants must be welcomed and be led to their respective assigned seats</li> <li>➤ Assists the awards committee distributing the plaques and certificates</li> <li>➤ Work closely to the venue committee,</li> </ul>
Reading Venue Preparation	Salvacion ES Teachers	<ul style="list-style-type: none"> <li>➤ Ensures the preparedness of the classroom and learners.</li> </ul>
Program/Certificate for TWG/Placard/ Labels for the Venue and area in the school	Mary Grace Turtoga Marjorie Gabanete Jeralin Poliquit	<ul style="list-style-type: none"> <li>➤ Takes charge of all certificates (participation, appearance, Recognition)</li> <li>➤ Distributes invitation</li> <li>➤ Coordinates with TWG, PMT and Division Information Team in all parts of the program</li> <li>➤ Takes charge of the venue preparedness</li> </ul>
Plaques/Awarding		
Reading Materials	Mary Grace Cuerpo	<ul style="list-style-type: none"> <li>➤ Ensures all reading materials are prepared and hand in to story readers.</li> </ul>
Room In charge for Reading session		<ul style="list-style-type: none"> <li>➤ Takes charge of the room preparedness</li> </ul>
Food Committee	Shandy Mae Arcena Evelyn Poliquit Mary Rose Poliquit	<ul style="list-style-type: none"> <li>➤ Contact the winning caterer and ensure the proper distribution of healthy foods</li> </ul>
Advocacy/Documentation	Gladys Gay Jovita	<ul style="list-style-type: none"> <li>➤ Ensures the run of advocacy</li> </ul>



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	Jennibeth Demeterio	campaign and documentation of the event
Decoration & Restoration	Riza Asuncion Joyce Mercado	<ul style="list-style-type: none"><li>➤ Prepares the stage, photobooth decoration.</li></ul>
Attendance	Anin Bella Pasa Amie Duropan Lea Gerveza	<ul style="list-style-type: none"><li>➤ Prepares attendance sheets following the proper template issued by the supply district and division in 2 copies.</li><li>➤ Completes all signatures of the participants in the attendance sheet and submit to Sir Warain.</li></ul>



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ASSIGNED STORY READERS

Grade	Name	Assigned to assist
Kinder	Johanna P. Linterna	Jocelyn B. Eyorcadas
Kinder	Quennie Marie Daquio	Anjelie R Cabrestante
Grade 1	Michael Angelo Resueno	Donna R. Quino
Grade 2	Dearly Cabote	Sambay S. Luma
Grade 3	Edgene Palces	Anelyn N. Bulahan
Grade 4	Moira Ysobelle Lampon	Helden Shalynae P. Deloy
Grade 4	Gizelle Rado	Jia Ma V. Aquino
Grade 5	Rosebeth Candelasa	Mary Ann J. Cagay
Grade 5	Joy S. Magno	Rhea Jean D. Vidal
Grade 6	Janwario E. Yamota	Michelle E. Suhayon
Grade 6	Ailene Anonuevo	Angelika Maye G. Maniscan
Float PCD	Kim Uyanguren	Desibel G. Dahan
Float PND	Arjan Jay Omapas	Nizzle Calderon
Float PSD1	Ezcelmay Cabaylo	Anna Marie Basalo
Float PSD2	Lea Jane M. Isleta	Sellah Joy Acosta
Secondary	Mary Joy Sagot	Jeanly Muana

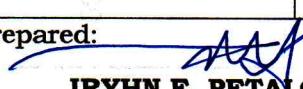


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**2024 National Reading Program  
 LAUNCHING PROGRAM**  
**November 21, 2024**

Time	
7:30-8:00	Reading Carousel Motorcade (From SDO Panabo to Salvacion ES) Sequence of the Parade: <ol style="list-style-type: none"> <li>1. Police Escort</li> <li>2. DLC- Dalisay Village ES (Grand Winner- Binulig 2024)</li> <li>3. Float 1-</li> <li>4. PCD Team</li> <li>5. Float 2-</li> <li>6. PSD1 Team</li> <li>7. Float 3-</li> <li>8. Secondary Team</li> <li>9. Float 4-</li> <li>10. PSD 2 Team</li> <li>11. Float 5-</li> <li>12. PND Team</li> <li>13. Top Management &amp; SDO Team and LGU</li> <li>14. Panabo National DLC</li> <li>15. Panabo Mobile Library</li> <li>16. Police Escort</li> </ol>
8:00-8:30	Cooling Off- DLC Presentation
8:30-10:00 Opening Program	<ul style="list-style-type: none"> <li>• Entrance of Colors</li> <li>• Entrance of Participants with their costume</li> <li>• Opening Salvo-Panabo National HS SPA</li> <li>• Welcome Message-Janwario E. Yamota, CID Chief</li> <li>• Intermission- Reading Choir (Gredu Elementary School)</li> <li>• Presentation- Rationale of the Reading Program</li> <li>• Demonstration Lesson-Kindergarten (Mrs. Montanez-Kasilak ES)</li> <li>• Message- Basilio P. Mana-ay, CESO VI, ASDS</li> <li>• Intermission -Vocal Solo-Narciso B. Galapin ES</li> <li>• Mobile Library MOA Signing with LGU</li> <li>• E-GURO Message</li> <li>• Challenge- Dr. Jinky B. Firman, PhD., CESO VI</li> <li>• Message- Hon. Mayor Jose B. Relampagos, City Mayor</li> </ul>
10:00-12:00	Literacy Camp Reading Session with Story Readers
12:00-1:00	LUNCH
1:00-4:30	Demonstration Teaching (Read Aloud)

Prepared:

  
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