



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OFFICE OF BATAAN

DIVISION LETTER
No. 016, s. 2026

JAN 27 2026

**FACE-TO-FACE SESSION WITH GUIDED WORD STUDIO DEMO AND
DATA ANALYSIS WORKSHOP**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Secondary School Heads
All Others Concerned

This Office informs the meeting of the Focal and ICT members of Bataan LEAP (Literacy Enhancement and Acceleration Program) about the **Face-to-face session with guided Word Studio demo and data analysis workshop** this coming Wednesday, January 28, 2026, 1:00 PM, at SDO Bataan Conference Room, Sitio Kabukiran, Calaylayan, Abucay, Bataan.

Please see the attached Training Matrix and list of attendees for your reference.

This letter also serves as the Travel Authority of the attendees.

Immediate dissemination of this letter is desired.


CAROLINA S. VIOLETA, EdD, CESO V
 Schools Division Superintendent 

 Ci4/January 26, 2026



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Participants to the Face-to-face session with guided Word Studio demo and data analysis workshop

First name	Last name	Email Address	Designation
1 Reynaldo	Visda	reynaldo.visda@deped.gov.ph	Principal II
2 Noime	Diwa	noime.diwa@deped.gov.ph	Teacher I
3 Donabel	Dela Cruz	donabel.delacruz@deped.gov.ph	Head Teacher III
4 Pearly	Villagracia	pearly.villagracia002@deped.gov.ph	Master Teacher II
5 Aimee	Bagtas	aimee.aguitana@deped.gov.ph	Teacher III
6 Karl Angelo	Tabernero	Karlangelo.tabernero@deped.gov.ph	Head Teacher III
7 Jessica	Vicencio	jessica.solomon001@deped.gov.ph	Master Teacher I
8 Jacie	Ronquillo	jacie.ronquillo@deped.gov.ph	Teacher III
9 Vilma	Agustin	vilma.agustin002@deped.gov.ph	Head Teacher III
10 Jennifer	Dominguez	jennifer.dominguez001@deped.gov.ph	School Principal III
11 Jonah	Santos	jonah.santos@deped.gov.ph	Teacher II
12 Odielon	Gamboa	odielon.gamboa@deped.gov.ph	School Principal I

First name	Last name	Email Address	Designation
1 Jeremy	Flores	jeremy.flores@deped.gov.ph	Teacher III
2 Anne Gwyneth	Taguinod	anne.gwyneth.taguinod@deped.gov.ph	Teacher I
3 Jasmin	Reyes	jasmin.reyes0043@deped.gov.ph	Teacher II
4 Kenneth	Guanlao	kenneth.guanlao@deped.gov.ph	Teacher III
5 Jeffer	Manalo	jeffer.manalo@deped.gov.ph	Head Teacher III
6 Riza	Mendoza	riza.mendoza@deped.gov.ph	Teacher III
7 Peter Joseph	Reyes	peter.joseph.reyes@deped.gov.ph	Teacher III
8 Bisly	Osiones	bisly.osiones@deped.gov.ph	Teacher I
9 Marieta	Holgado	marieta.holgado@deped.gov.ph	Teacher III
10 Jhan Rey	Carreon	jhanrey.carreon@gmail.com	Teacher I
11 Jeffrey	Tapac	jeffrey.tapac@deped.gov.ph	Teacher III
12 Maeve	Esmale	maeve.esmale@deped.gov.ph	Teacher I

SDO Personnel	Position	Task
1. Milagros M. Penaflor, PhD	CID Chief	
2. Danilo C. Caysido	EPS-Math	SDO Bataan Focal Person
3. Robert R. Pantig, PhD	EPS -English	Learning Area In-Charge

Training Overview

This training matrix describes the teacher's professional development program designed to recognize progress in the Achieve3000 (A3K) literacy program and deepen instructional competency using WordStudio.

It demonstrates how to leverage vocabulary instruction to develop students' word consciousness and sight word recognition. Participants will also examine data-driven insights through the A3K Data Spotlight, focusing on Reading Skills Reports to identify learning gaps and inform targeted remediation.

- Audience: DepEd Bataan L.E.A.P Members
- Format: Face-to-face session with guided WordStudio demo and data analysis workshop.
- Goal: Equip teachers to effectively utilize WordStudio for vocabulary instruction, interpret Reading Skills Reports to track student progress, and celebrate the completion of A3K Modules 1 & 2.

High-Level Training Objectives

- Recognize Professional Growth: Distribute certificates to acknowledge the successful completion of A3K Modules 1 & 2.
- Enhance Vocabulary Instruction (WordStudio): Develop strategies for "Word Consciousness" and "Sight Word Recognition" by modeling interest in new words and providing enthusiastic feedback.
- Master the WordStudio Interface: Hands-on demonstration of the WordStudio tool to ensure teachers can navigate and utilize its features effectively.
- Analyze Reading Data: Interpret the A3K Reading Skills Report to understand student proficiency levels and adjust instructional planning accordingly.

Training Matrix / Agenda

Time	Duration	Session Title	Modality	Notes / Key Activities
1:00-1:30pm	30 min	Opening & Recognition: Distribution of Certificates (A3K Modules 1 & 2)	Plenary	<p>Activity: Awarding of certificates.</p> <p>Focus: Celebrating teacher milestones and setting the stage for advanced literacy application.</p>
1:30 - 2:15pm	45 min	Microlearning Session: WordStudio & Vocabulary Instruction	Presentation + Discussion	<p>Topic: Using WordStudio to Develop Students' Word Consciousness & Sight Word Recognition.</p> <p>Key Discussion Points:</p> <ol style="list-style-type: none">1. Modeling interest in learning new words.2. Providing positive feedback on word usage.3. Responding to student confusion directly.4. Morphological awareness (e.g., <i>predict</i>, <i>predictable</i>, <i>unpredictability</i>).

2:15 - 3:00pm	45 min	WordStudio Demo	Guided Demo / Hands-on	<p>Activity: Walkthrough of the WordStudio interface.</p> <p>Focus: Practical application of the concepts discussed in the microlearning session. Teachers will navigate the tool to prepare vocabulary lessons.</p>
3:00 - 3:45	45 min	A3K Data Spotlight: Reading Skills Report	Data Workshop	<p>Topic: Accessing the Data Center & Usage Reports.</p> <p>Focus: Analyzing the "Reading Skills Report." Teachers will identify specific skill gaps (e.g., main idea, inference) and discuss how to group students for intervention based on this data.</p>
3:45 - 4:00	15 min	Closing & Q&A	Discussion	Activity: Summary of next steps and activities for implementation