



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

14 August 2024

DIVISION MEMORANDUM

No. 548 s. 2024

TRAINING WORKSHOP OF SCHOOL LEADERS OF MULTIGRADE SCHOOLS ON INSTRUCTIONAL LEADERSHIP AND THE MATATAG CURRICULUM

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public and Private Elementary and Secondary Schools
Heads, Units/Sections
All Others Concerned

1. In line with the MATATAG Basic Education Agenda, this Office announces the conduct of the **Training Workshop of School Leaders of Multigrade Schools on Instructional Leadership and the MATATAG Curriculum on September 18-20, 2024** at **Nawawalang Paraiso Resort and Hotel, Tayabas City**.
2. The activity shall focus on enhancing school leaders on Instructional Leadership and the MATATAG Curriculum implementation for Multigrade Schools. Likewise, this focuses on providing professional development support for school leaders, ensuring that they have an in-depth understanding of the general shape of the MATATAG Curriculum. Specifically, it aims to equip teachers and school leaders with the necessary knowledge, skills, and competencies to effectively implement the new curriculum for multigrade schools.
4. Expenses for the training materials and supplies, venue, board and lodging of the members of the Program Management Team and participants, and travel expenses shall be charged against SDO MOOE/HRTD Fund, subject to usual accounting and auditing rules and regulations.
5. Expected participants in this activity are school heads of identified multigrade schools (mixed and pure) that are found in **Enclosure 1**.
6. Members of the Program Management Team, Terms of Reference, and training matrix for the activity are found in the succeeding enclosures.
7. Given the accreditation of the Professional Regulation Commission, the participants and members of the program management team shall be entitled to receive 15 Continuing Professional Development (CPD) credit units as per PTR-2024-564-5353.
8. Clarifications and queries shall be coordinated with Ms. Regicelle Cabaysa, OIC-Senior Education Program Specialist for HRTD, or Dr. Mikael Sandino T.



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Andrey, Education Program Supervisor – CID through email
regicelle.cabaysa@deped.gov.ph or mikaelsandino.andrey@deped.gov.ph.

9. Immediate and wide dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: as stated

Reference: none

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

PROFESSIONAL DEVELOPMENT
MULTIGRADE
SCHOOL HEADS

CID – training workshop of school leaders of multigrade schools on instructional leadership and the matatag curriculum

CIDB59Q6-000950/August 14, 2024

Enclosure 1

List of Participants

No.	Name	Designation	Station
1	Larvin O. Labrada	HT III	Alsam IS
2	Johncent Roy C. Tibordo	TIC	Busal IS
3	Gerlie G. Abaricia	Head Teacher III	Domoit ES
4	Akeem Aaron P. Valdeavilla	TIC	Katigan Alupay ES
5	Arlene D. Pagana	TIC	Masin ES
6	Adrian D. Maano	HT III	Pandakake IS
7	Montano L. Agudilla, Jr.	SEPS/TIC	Talolong IS
8	Adrian N. Naynes	HT I	Valencia ES

Enclosure 2

Program Management Team

1	Celedonio B. Balderas, Jr.	Overall Chair	SDS	OSDS
2	Herbert D. Perez	Co-Chair	ASDS	OSDS
3	Edwin R. Rodriguez	Learning Manager	CES	CID
4	Imelda C. Raymundo	Program Manager	CES	SGOD
5	Mikael Sandino T. Andrey	Resource Speakers / Learning Facilitators	EPS	CID
6	Sherwin C. Quesea		EPS	CID
7	Louie L Fulleo		EPS	CID
8	Joseph Jay U. Aureada		EPS	CID
9	Christian J. Bables		EPS	CID
10	Jerome A. Chavez		EPS	CID
11	Michael Leonard D. Lubiano		EPS	CID
12	LC Richelle F. Quintero		EPS	CID
13	Larvin O. Labrada		HT III	Alsam IS
14	Adrian N. Maano		HT III	Pandakake IS
15	Mildred Z. Galleno	Documenter	EPS	CID
16	Regicelle D. Cabaysa	Documenter	OIC SEPS	SGOD
17	Teofila A. Ocumín	Documenter	EPS II	CID
18	Generosa F. Zubieta	Secretariat	EPS	CID
19	La Trisha R. Dalit	Secretariat	EPS II	SGOD
20	Adrian R. Aguirre	Secretariat	AA III	CID
21	Jerome A. Javin	Secretariat	Data Analyst	OSDS
22	Montano L. Agudilla Jr.	M&E Coordinator	SEPS	SGOD

PMT Terms of Reference

Overall Chairperson: Celedonio B. Balderas, Jr. – Schools Division Superintendent

Co-Chairperson: Herbert D. Perez – Assistant Schools Division Superintendent

Committee	Person/s In-Charge	Terms of Reference
Program Manager	Imelda C. Raymundo	<ul style="list-style-type: none"> - Oversees the implementation of the entire program. - Orients the PMT and resource persons on their terms of reference and details of the program design - Organizes and supervises the PMT to ensure that all processes are carried out and outputs delivered according to standards - Leads the debriefing sessions with the PMT and resource speakers - Prepares the CPD documents for submission to the PRC through the NEAP-R

		<ul style="list-style-type: none"> - Leads in crafting the Program Completion Report
Learning Manager	Edwin R. Rodriguez, EdD	<ul style="list-style-type: none"> - Leads the conduct of the program per session room - Ensures that the program is carried out based on the detailed design in collaboration with the resource persons - Prepares and maintains a conducive learning environment by facilitating unfreezing, levelling of expectations, and norm-setting activities and by addressing emerging learning needs - Facilitates management of learning activities as scheduled and as needed - Facilitates integration session at the end of the intervention, including preparation of Work Application Plan - Ensures that the pre-assessment is administered - Ensures that Level 2 (Learning) evaluation is conducted and analyzes the results in coordination with the M&E Coordinator
Resource Speakers / Learning Facilitators	Mikael Sandino T. Andrey; Larvin O. Labrada; Adrian D. Maano; Generosa F. Zubieta; Joseph Jay U. Aureada; Christian J. Bables; Jerome A. Chavez; Louie L. Fullado; Micheal Leonard D. Lubiano; Sherwin C. Quezea; LC Richelle F. Quintero;	<ul style="list-style-type: none"> - Applies effective presentation and facilitation techniques in conducting assigned sessions - Provides expert content input during learning sessions
M&E Coordinator	Montano L. Agudilla Jr.	<ul style="list-style-type: none"> - Prepares and implements the Monitoring and Evaluation Plan in collaboration with the PMT - Assists the Program Manager in accomplishing the Program Delivery Readiness Checklist - Applies process observation and prescribed tools to monitor and evaluate program delivery - Administers and analyzes the results of Level 1 evaluation

		<p>which is to be presented during debriefing</p> <ul style="list-style-type: none"> - Assists the Learning Manager in administering and analyzing the results of Level 2 evaluation - Prepares Post-Program Delivery M&E Report and submits to PM for inclusion in the Program Completion Report
Documenter	<p>Teofila A. Ocumin Mildred Z. Galleno Regiecelle D. Cabaysa</p>	<ul style="list-style-type: none"> - Documents the proceedings of the learning sessions using the prescribed documentation template - Take photos of the different parts of the program delivery
Secretariat	<p>Generosa F. Zubieta Adrian R. Aguirre Jerome A. Javin</p>	<ul style="list-style-type: none"> - Attends to registration needs of learners/participants - Ensures that the learners/participants fill up attendance sheets every day. - Prepares directory of participants based on registration forms - Assists in the distribution of learning materials and supplies - Assists in posting and collection of session outputs - Compiles session documents and learning resource materials

Training Matrix

Day 1			
Time	Duration	Session	Speaker
7:45 – 8:00	15 min	Arrival and Registration	PMT
8:00 – 9:00	1 h	Opening Program	PMT
9:00 – 9:30	30 min	Pre-Test	PMT
9:30 – 9:45	15 min	Levelling of Expectations	PMT
9:45 – 10:45	1 h	Session 1 The Roles of the School Head as Instructional Leader and Administrative Manager of Multigrade Schools	Dr. Edwin R. Rodriguez – Chief ES - CID
10:45 – 11:00	15 min	Health Break	
11:00 – 12:00	1 h	Continuation of Session 1	
12:00 – 1:00	1 h	Lunch Break	

1:00 – 3:00	2 h	Session 2 The Case Studies of Good Practices in Philippine Multigrade Schools	Adrian D. Maano – Head Teacher III
3:00 – 3:15	15 min	Health Break	
3:15 – 5:00	1 h 45 m	Session 3 Instructional Strategies and Techniques in MG Classes	Adrian D. Maano – Head Teacher III
Day 2			
7:45 – 8:00	15 min	Arrival and Registration	PMT
8:00 – 8:15	15 min	Management of Learning	PMT
8:15 – 10:00	1h 45m	Session 4 Classroom Assessment Strategies and Tools	Dr. Larvin O. Labrada – Head Teacher III
10:00 – 10:15	15 min	Health Break	
10:15 – 11:00	45 min	Continuation of Session 4	
11:00 – 12:00	1 h	Session 5 Learning Resources for Multigrade Instruction	Generosa F. Zubieta – EPS LRMDS
12:00 – 1:00	1 h	Lunch Break	
1:00 – 3:00	2 h	Session 6 The Multigrade Curriculum Guides (MG-CGs) MATATAG Curriculum vis- à-vis MELCs	Dr. Mikael Sandino T. Andrey – EPS Multigrade
3:00 – 3:15	15 min	Health Break	
3:15 – 5:00	1 h 45 m	Continuation of Session 6	
Day 3			
7:45 – 8:00	15 min	Arrival and Registration	PMT
8:00 – 8:15	15 min	Management of Learning	PMT
8:15 – 10:00	1 h 15 m	Continuation of Session 6	
10:00 – 10:15	15 min	Health Break	
10:15 – 12:00	1h 45 min	Session 7 The Multigrade Daily Lesson Plan (MG-DLP) and MATATAG DLP vis-à- vis MELCs	Dr. Larvin O. Labrada – Head Teacher III
12:00 – 1:00	1 h	Lunch Break	
1:00 – 2:30	1 h 30 m	Continuation of Session 7	
2:30 – 2:45	15 min	Health Break	
2:45 – 3:45	1 h	Continuation of Session 7	
3:45 – 4:15	30 min	Post Test	PMT
4:15 – 5:00	15 min	Closing Program	PMT