



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

21 August 2024


DIVISION MEMORANDUM
No. 556 s. 2024

**FOCUS GROUP DISCUSSION WITH MULTIGRADE SCHOOL HEADS AND
TEACHERS AND CLASSROOM OBSERVATIONS**

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 a series of focus group discussions with multigrade school heads and teachers and classroom observations.
2. This shall aim to gather data on the practices and challenges encountered in curriculum implementation in the context of multigrade instruction. The data to be gathered shall be used as bases in crafting guidelines and policies that will help improve instruction in the context of multigrade classes.
3. The schedule and list of participants for the focus group discussion, to be conducted via online platform, are found in **Enclosure 1**. Likewise, attached is the informed consent to be signed by the participants and sent to the email address stipulated below.
4. Prior to the schedule of the focus group discussions, the participants, MG Teachers and School Heads, are expected to accomplish the Interview Guides – Google Form through this link: <https://tinyurl.com/MGInterviewQuestions> on or before August 23, 2024.
4. Further, the schedule of class observation and teacher to be observed together with the observation tool to be used are found in **Enclosure 2**. The results of the classroom observation to be conducted shall not in any way affect the performance of the teacher to be observed. Nonetheless, the observer shall provide appropriate technical assistance to enhance curriculum and instruction.
5. Clarifications and queries shall be coordinated with Mikael Sandino T. Andrey, Education Program Supervisor and Researcher, through email 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:

MULTIGRADE
SCHOOL HEADS
TEACHERS

CID – focus group discussion with multigrade school heads and teachers and classroom observation
CIDMCB3J-000962/August 21, 2024

Enclosure 1

List and Schedule of Focus Group Discussion

Multigrade Teachers

No.	Name	School
1	John Menard R. Lavadia	Alsam Integrated School
2	Karmela A. Veluz	Valencia Elementary School
3	Shara Lou Reyes	Katigan Alupay Elementary School
4	Novie Jenelee P. Zeta	Busal Integrated School
5	Sariah Letz Ambas	Pandakaki Integrated School
6	Jecel C. Degran	Masin Elementary School
7	Tracy R. Agcaoili	Domoit Elementary School
8	Abigail N. Quinto	Talolong Integrated School

Platform: Zoom
Date and Time: August 27, 2024 – 1:30 pm
Link: <https://tinyurl.com/FGDMGTeachers>

Meeting ID: 293 087 6163
Passcode: CID

Multigrade School Heads

No.	Name	School
1	Larvin Labrada	Alsam Integrated School
2	Adrian Naynes	Valencia Elementary School
3	Akeem Aaron Valdeavilla	Katigan Alupay Elementary School
4	Johncent Roy Tibordo	Busal Integrated School
5	Adrian Maano	Pandakaki Integrated School
6	Arlene Pagana	Masin Elementary School
7	Gerlie Abaricia	Domoit Elementary School
8	Montano Agudilla, Jr.	Talolong Integrated School

Platform: Zoom
Date and Time: August 28, 2024 – 1:30 pm
Link: <https://tinyurl.com/FGDMGSchoolHeads>

Meeting ID: 293 087 6163
Passcode: CID

Informed Consent Form

Introduction and Purpose

The purpose of this interview is to gather data on the challenges, practices, and trajectories for multigrade teachers on the implementation of the MATATAG Curriculum and MELCs-based curriculum.

Selection of Participants

This study considered the participation of teachers and school heads of multigrade schools to gather various perspectives.

Expectations of Research Participants

Should you decide to participate in this study, you will be asked series of questions that will help provide a picture of the challenges and best practices of multigrade teachers on the implementation of the MATATAG Curriculum and MELCs-based curriculum. Your response will be recorded. After the project has been completed, the responses will be deleted. If you do not wish your response to be recorded, you will not be able to participate. The completion of the interview will take approximately twenty minutes.

Risks and Discomforts

This is a minimal risk study, which means there is a possibility that you may experience some discomfort. You might feel embarrassed to answer some of the questions. **However, you do not have to answer any questions or divulge anything you do not want to talk about. You can stop participating in the study at any time without penalty.**

Confidentiality

The information that will be collected from this research project will be kept confidential. Information about yourself that will be collected from the research will be put away and only the researcher will be able to see it. Any personal information will be assigned a code instead of your name. Only the researcher will know what your code is and will be kept in a password protected secure drive. The data collected will be destroyed upon the completion of the project. The data collected during this study will be kept for three years after the completion of the project. There will be no record matching your real name with the code.

Sharing of Research Findings

Significant findings shall be shared with concerned offices of the Department of Education to be used as their bases in policy development.

CONSENT FOR PARTICIPATION IN THE STUDY

Submission of this consent form is part of this research study. You can choose whether to give permission for your response to be recorded. If you decide not to be recorded, you will not be able to participate in this research study.

_____ I give my consent to participate

_____ I do not consent to participate

Name & Signature:

Enclosure 2

Classroom Observation Schedule

No.	Name	School	Date and Time
1	Ligaya E. Nañez	Alsam Integrated School	Aug. 28 – 11:00 am
2	Mia Katrine N. Barao	Valencia Elementary School	Aug. 29 – 1:00 pm
3	Maricel L. De Rama	Katigan Alupay Elementary School	Aug. 29 – 9:00 am
4	Marianne Padua	Pandakaki Integrated School	Aug. 28 – 8:00 am

Observation Checklist

Indicators	O	NO	Remarks
1. Applied knowledge of content within and across curriculum teaching areas.			
2. Used a range of teaching strategies that enhance learner achievement in literacy and numeracy skills.			
3. Applied a range of teaching strategies to develop critical and creative thinking, as well as other higher-order thinking skills.			
4. Displayed proficient use of Mother Tongue, Filipino, and English to facilitate teaching and learning.			
5. Established safe and secure learning environments to enhance learning through consistent implementation of policies, guidelines, and procedures.			
6. Maintained learning environments that promote fairness, respect and care to encourage learning.			
7. Established a learner-centered culture by using teaching strategies that respond to their linguistic, cultural, socio-economic and religious backgrounds.			
8. Adapted and used culturally appropriate teaching strategies to address the needs of learners from indigenous groups.			
9. Used strategies for providing timely, accurate and constructive feedback to improve learner performance.			
10. Prepared a multigrade budget of work as basis in lesson planning.			
11. Prepared and utilized a multigrade lesson plan that are adapted to the specific context of the learners.			
12. Utilized differentiated instructions that are suitable for the abilities and needs of the learners.			

13. Provided differentiated assessments that are aligned with the objectives of the lessons.			
14. Maximized the time allotted for the delivery of the class session.			
15. Covered the desired topics and contents in the curriculum guides at the end of the lesson.			

*O – Observed; NO – Not Observed