



Republic of the Philippines

Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 August 2024

DIVISION MEMORANDUM

No. **566** s. 2024

REGION-BASED TRAINING OF SCHOOL HEADS ON INSTRUCTIONAL LEADERSHIP AND SUPERVISION OF MULTIGRADE SCHOOLS

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

1. Relative to the Unnumbered Memorandum from DepEd CALABARZON dated August 2, 2024 signed by Atty. Alberto Escobarte, CESO II Regional Director, this Office announces the conduct of the **Region-Based Training of School Heads on Instructional Leadership and Supervision of Multigrade Schools** on **September 9-13, 2024** at a venue to be announced on a separate issuance.

2. The activity aims for Multigrade School Heads to:

- receive specialized training to effectively cater to the diverse academic abilities, values, and learning styles in the Multigrade Programs;
- acquire skills and strategies in school management, supervision, and instructional leadership to supervise Multigrade Programs; and
- gain professional growth and development as substantial investment not only for benefits of teachers but also enhances the learning experience of learners in the Multigrade Schools.

3. The following are the identified participants and trainer for the said activity based on the allocation provided in the Unnumbered Memorandum:


Name	Designation	Station	
Mikael Sandino Andrey	EPS	CID	Trainer/TWG
Adrian Naynes	HT	Valencia ES	Participant
Akeem Aaron Valdeavilla	TIC	Katigan Alupay ES	Participant

The identified participants shall prepare all their necessary travel documents prior to their participation in the activity.

4. Identified participants shall register to this link: <https://tinyurl.com/MG-SH-TrainingReg>.

5. Accommodation, travelling and other incidental expenses relative to this activity shall be charged against the downloaded PSF for Multigrade Schools for Calendar Year 2024 and Local Funds in case of deficiencies in the downloaded funds, subject to the usual accounting and auditing rules and regulations.

6. Should there be concerns, please coordinate with Mikael Sandino T. Andrey, EPS in charge of Multigrade through mikaelsandino.andrey@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

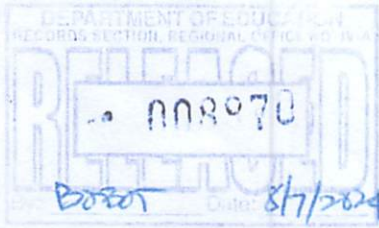
Encl.: as stated

Reference: Division Memorandum No. 413, s. 2024

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

**MULTIGRADE
TRAINING OF SCHOOL HEADS**

CID – region-based training of school heads on instructional leadership and supervision of multigrade schools
REC6G866-002098/August 27, 2024



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



02 August 2024

Unnumbered Memorandum

**REGION-BASED TRAINING OF SCHOOL HEADS ON
INSTRUCTIONAL LEADERSHIP AND SUPERVISION OF
MULTIGRADE SCHOOLS**

To **Schools Division Superintendents**
(Antipolo City, Batangas City, Batangas Province, Cavite Province
Laguna, Quezon, Rizal, Tayabas and Gen. Trias City)

1. Pursuant to Joint Memorandum from Undersecretary of Finance and Asst. Sec/OIC Office of the Undersecretary for Curriculum and Teaching, dated April 18, 2024, this Office, through the Curriculum and Learning Management Division (CLMD), announces the conduct of **Region-Based Training of School Heads on Instructional Leadership and Supervision of Multigrade Schools** to be held on **September 9-13, 2024**, at the venue to be announced on a separate issuance.
2. The main objective of this training is for Multigrade School Heads to:
 - a. receive specialized training to effectively cater to the diverse academic abilities, values and learning styles in the Multigrade Programs
 - b. acquire skills and strategies in school management, supervision, and instructional leadership to supervise Multigrade Programs
 - c. gain professional growth and development as substantial investment not only for benefits of teachers but also enhances the learning experience of learners in the Multigrade Schools
3. The following enclosures present essential information and details about this activity: Enclosure 1- List of Participants; Enclosure 2-Matrix of the Activity, and Enclosure 3- TWG and Terms of Reference. Participants are advised to register on or before August 9, 2024, on this link <https://tinyurl.com/MG-SH-TrainingReg>
4. Accommodation, travelling and other incidental expenses shall be charged against the **downloaded PSF for Multigrade Schools for Calendar Year 2024** and **Local Funds** in case of deficiencies in the downloaded funds, subject to the usual accounting and auditing rules and regulations.
5. For inquiries and concerns, contact the Regional MG Coordinator, **EMELIA P. CRESCINI**, Education Program Supervisor at clmd.calabarzon@deped.gov.ph

02/ROC4



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone No.: 02-8682-2114
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Website: depedcalabarzon.ph



Certificate No. PHP QMS
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6. Immediate dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director 



Enclosure 1 List of Participants

Region-Based Training of School Heads on Instructional Leadership and Supervision of Multigrade Schools			
SDO	Number of School Heads/Participants	Trainers	Amount of Downloaded Funds for TEV (1,500/pax)
Quezon Province	22	3	37,500.00
Cavite Province	2	1	4,500.00
Antipolo City	1	-	1,500.00
Batangas City	1	1	3,000.00
Batangas Province	7	-	10,500.00
Laguna	5	-	7,500.00
Rizal	4	-	6,000.00
Tayabas City	2	1	4,500.00
General Trias City	1	-	1,500.00
Regional Office Proper	-	1	
Total Amount Downloaded			76,500.00

Enclosure 2-Matrix of the Activity

Region-Based Training of School Heads on Instructional Leadership and Supervision of Multigrade Schools					
Time	September 9 Day 1	September 10 Day 2	September 11 Day 3	September 12 Day 4	September 13 Day 5
8:00 am- 10:00am	Arrival and settlin- in	MOL Walkthrough of the Integrated MG-DLP	MOL Designing an enhance ICT Enhance MG- DLP and IMG- LP	MOL Peer Tutoring Competencies Hybrid learning in MG Context	MOL Assessment strategies and Tools
10:300 am	Opening Program Introduction of the Multigrade Program in the Pilippines				
12:00-1:00	L U N C H				
1:00 PM- 4:00 PM	Matatag Curriculum -an overview	Walkthrough on MG Daily Lesson Plan Designing MG DLP vis-à-vis Matatag Curriculum	Designing IMG- LP vis-à- vis the Matatag Curriculum	Group Management Instructional strategies Differentiated Instruction	Closing Program

Enclosure 3**Training Management Team and Terms of Reference**

Members of TWG		
Name	Position-Office	Terms of Reference
Emelia P. Crescini	EPS-CLMD	Chairperson
Walter F. Galarosa	EPS-Quezon Province	TWG Member
Josephine M. Monzaga	EPS-Cavite Province	TWG Member
Marieta N. Perez	EPS-Batangas Province	TWG Member
Mikael Sandino T. Andrey	EPS- Tayabas City	TWG Member
	Principal-SDO Quezon	TWG Member
	Principal-SDO Quezon	TWG Member

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

The Training Management Chairperson shall:

- Craft the proposal, memorandum, and RBA.
- Coordinate with the training venue management and prepare the contract for the event.
- Coordinate with the Supplies Officer for the supplies needed.
- Conduct meetings with the facilitators.
- Lead the review and evaluation of the presentation to be used for the activity.
- Oversee the conduct of the activity; and
- Lead the team in the conduct of debriefing sessions.

The Members of the TWG shall:

- Prepare the completion report.
- Prepare the contract and supplies.
- Prepare the rooming list.
- Coordinate with the moderator regarding the materials needed for the workshop and the documents that need to be accomplished daily.
- Prepare the Registration sheet, Attendance sheet, Meal attendance sheet and other documents needed for liquidation.
- Prepare and print certificates of recognition, participation, and appearance; and
- Submit the needed requirements to respective functional divisions after the conduct of the activity.

The Participants

- Always observe punctuality and efficiency.
- Follow house rules and regulations of the venue.
- Attend and participate actively in all engagements and activities.
- Report any significant event related to the activity.
- Submit all the target outputs on time