



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

27 August 2025

DIVISION MEMORANDUM
No. 575 s. 2025

**PARTICIPATION IN THE R4A CALABARZON REGION-BASED TRAINING OF
SCHOOL HEADS IN THE LAST MILE SCHOOLS ON MULTIGRADE
INSTRUCTION**

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

1. With reference to the **Unnumbered Memorandum** of DepEd CALABARZON dated August 11, 2025 and titled **R4A CALABARZON Region-Based Training of School Heads in the Last Mile School on Multigrade Instruction**, this Office announces the participation of identified and select personnel and school heads in this SDO on **November 5-7, 2025**, at a venue to be announced through a separate issuance.

2. The main objectives of this activity are the following:

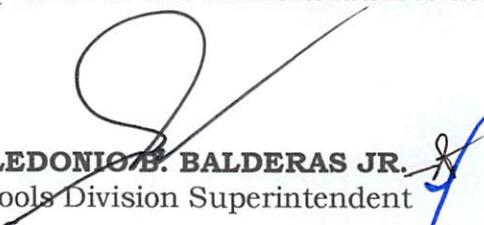
- enhance the leadership skills and competencies of the program implementers for the effective and efficient delivery and implementation of Multigrade program in the Philippine Education (MPPE) in CALABARZON;
- capacitate school leaders in improving the quality of MPPE Implementation in their school through proper planning, implementation, monitoring and evaluation of program, projects and activities (PPAs);
- orient the last mile school leaders in the utilization of Philippine Multigrade Schools Monitoring and Evaluation System (PMS MES) Handbook <https://tinyurl.com/MG-PMS-MS-HANDBOOK>.

3. Participants for this activity are the following:

No.	Name	Designation	Office/School
1	Mikael Sandino T. Andrey	EPS	SDO-CID
2	Reniel N. Cabuyao	T III – TIC	Valencia ES
3	Ronald O. Hugo	MT I – TIC	Katigan Alupay ES

4. Participants are advised to bring laptops, pocket wifi, and extension cord. They are expected to arrive at the venue on November 5, 2025. First meal to be served is breakfast on Day 1 and last meal will be pm snacks on Day 3, November 7, 2025.

5. Meals and accommodation of participants shall be charged against MG PSF (OSEC-4A-25-02564), while travel and other incidental expenses shall be charged against participants' office and/or school MOOE or local available funds subject to usual government accounting and auditing rules and regulations.
6. Attached is the copy of the Unnumbered Memorandum for reference.
7. For questions and clarifications, please contact **Mikael Sandino T. Andrey**, EPS – in-charge of Multigrade.
8. Immediate dissemination of and compliance to this Memorandum is desired.

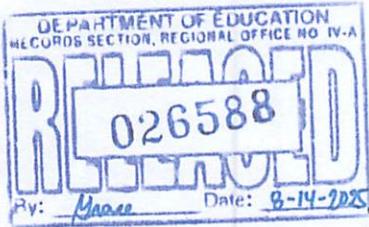

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated

Reference: Unnumbered Memorandum
To be indicated in the Perpetual Index
under the following subjects:

TRAINING
MULTIGRADE

CID – participation in the r4a calabarzon region-based training of school heads in the last mile schools on multigrade instruction
REC67QJM-005908/August 27, 2025



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

11 August 2025

Unnumbered Memorandum

R4A CALABARZON REGION-BASED TRAINING OF SCHOOL HEADS IN THE LAST MILE SCHOOLS ON MULTIGRADE INSTRUCTION

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

1. In line with the implementation of the Multigrade Program in Philippine Education (MPPE) as part of its continuous efforts to support the implementation of the Revised K to 12 Curriculum, this Office, through the Curriculum and Learning Management Division (CLMD) shall conduct R4A CALABARZON REGION-BASED TRAINING OF SCHOOL HEADS IN THE LAST MILE SCHOOLS ON MULTIGRADE INSTRUCTION on November 5-7, 2025, at the venue to be announced on a separate issuance.
2. The main objectives of this activity are the following:
 - a. to enhance the leadership skills and competencies of the program implementers for the effective and efficient delivery and implementation of Multigrade Program in Philippine Education (MPPE) in CALABARZON
 - b. to capacitate school leaders in improving the quality of MPPE Implementation in their school through proper planning, implementation, monitoring and evaluation of program, projects and activities (PPAs)
 - c. to orient the last mile school leaders in the utilization of PHILIPPINE MULTIGRADE SCHOOLS MONITORING AND EVALUATION SYSTEM (PMS MES) HANDBOOK <https://tinyurl.com/MG-PMS-MS-HANDBOOK>
3. Participants in this activity are the School Heads of the Multigrade Schools. (see Enclosure 1 for the List of Participants, Enclosure 2 for the Program Matrix and Enclosure 3 for RTWG and Terms of Reference)
4. Participants are advised to bring laptops, pocket wifi, and extension cord. They are expected to arrive at the venue on **November 5, 2025**, before the Opening Program. The first meal to be served is breakfast on Day 1, and the last meal will be pm snack on **DAY 3, November 7, 2025**.

5. Meals and accommodation of participants shall be charged to MG PSF (OSEC-4A-25-02564), while traveling and other incidental expenses shall be charged to Local Funds or School MOOE subject to the usual government accounting and auditing rules and regulations.
6. For questions and clarifications, you may contact **EMELIA P. CRESCINI**, EPS-AP/ MG Regional Coordinator and/or **VIERNALYN M. NAMA**, CLMD Chief, at +63 997-2753-281 or (02) 647-7487 loc. 420.
7. Immediate and widest dissemination of this Memorandum is desired.

Alts
ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director
fc

02/ROC4

Enclosure 1 – List of Participants:

**R4A CALABARZON REGION-BASED TRAINING OF SCHOOL HEADS IN THE
LAST MILE SCHOOLS ON MULTIGRADE INSTRUCTION**

<https://tinyurl.com/MG-SH-TEACHERS-TRAINING>

(Note: List of Participants can be accessed through this link)

	SDO	Number of Participants	SCHOOL (pls see the link)
1	Antipolo City	1	
2	Batangas City	5	
3	Batangas Province	24	
4	Cavite Province	2	
5	Gen. Trias City	1	
6	Laguna Province	16	
7	Quezon Province	39	
8	Rizal Province	9	
9	Tayabas City	2	
10	Regional Office	1	
Total number of Participants		100	

Enclosure 2. Matrix of the Activity**R4A CALABARZON REGION-BASED TRAINING OF SCHOOL HEADS IN THE LAST MILE SCHOOLS ON MULTIGRADE INSTRUCTION**

TIME	Day 1 November 5, 2025	Day 2 November 6, 2025	Day 3 November 7, 2025
8:00-8:15	Arrival of Participants Breakfast	Management of Learning	Management of Learning
8:15-10:00	Check in/Registration	Session 3	
10:30-12:00	Opening Program and Briefing of Participants	Unpacking the Multigrade Classroom Observation Tool (MCOT) (LAC Session Guide No. 3)	Session 6 Mapping Learners' Whereabouts (LAC Session Guide No. 6)
12:01-1:00	Lunch Break	Lunch Break	Lunch Break
1:01-2:30	Session 1 Understanding Monitoring and Evaluation (M&E) System for Multigrade Schools (LAC Session Guide No. 1)	Session 4 Unpacking the Coaching Dialogue (LAC Session Guide No. 4)	Presentation of School data on <ul style="list-style-type: none"> • MPPE Program Implementation • Status of Activities Conducted • Issues, Challenges and solutions made
2:31-3:00	Coffee Break	Coffee Break	Coffee Break
3:01-5:00	Session 2 Performance Dashboards for Multigrade Schools (LAC Session Guide No. 2)	Session 5 Tool for Tracking Competencies Covered (LAC Session Guide No. 5)	Updating Learners/ Teachers Profile in MPPE Closing Program
MOL	TWG	Quezon Cluster	Batangas Cluster
Facilitators	TWG	TWG	TWG
Documenter	Rizal Cluster	Cavite Cluster	Laguna Cluster

Enclosure 3: RTWG and Terms of Reference

THE REGIONAL TECHNICAL WORKING GROUP

Overall Chairperson: **VIERNALYN M. NAMA** CLMD - Chief Education Supervisor

Co- Chairperson: **Emelia P. Crescini** CLMD Education Program Supervisor

RTWG Members:

Name	SDO	Terms of Reference
Walter F. Galarosa	Quezon Province	
Leo I. Etorne	Quezon Province	
Roniel M. Florante	Quezon Province	
Jeric Prudente	Quezon Province	Resource Speaker
Wella Malory Armenta	Quezon Province	Registration/Documentation
Dennes Lagrimas	Quezon Province	Facilitators/ Closing Program
Ronel Oseña	Quezon Province	Clearing of the House
Erwin Marasigan	Batangas Province	
Josephine M. Monzaga	Cavite Province	
Imelda S. Arevalo	Gen. Trias City	
Mikael Sandino T. Andrey	Tayabas City	

Terms of Reference

The CLMD shall be responsible for the entire conduct of the activity from the venue to the logistics needed:

The **Overall-Chairperson and Co-Chairperson** shall:

- craft the proposal, memorandum, and RBA;
- coordinate with the workshop venue management and prepare the contract for the event.
- coordinate with the Supplies Officer for the supplies needed.
- conduct meetings with the facilitators/Resource Speakers.
- lead the review and evaluation of the presentation to be used for the activity.
- oversee the conduct of the activity.
- lead the team in the conduct of debriefing sessions.

The **RTWG** shall:

- prepare the completion report.
- request preparation of contract and supplies.
- prepare the room listing.
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed to be accomplished daily.
- prepare the documents needed for liquidation: attendance sheet, meal attendance, registration form
- 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 **Facilitator/RTWG** shall:

- serve as Resource Speaker.
- lead the MOL.
- lead the FGD.
- provide instructions and input during the workshop.
- facilitate the collection and presentation of outputs.
- give the synthesis.
- ensure maximum participation of the participants; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.).

The **TWG/Documenter** shall:

- document agreements, issues, concerns, and important activities, that happened during the workshop.
- Prepare the Activity Completion Report

The **Participants** shall:

- participate actively during the activity.
- produce the needed outputs/ deliverables relative to the objective of the activity.
- submit all the target outputs on time; and
- be responsible and accountable for the outputs to be submitted.

The **SDO MPPE Supervisors/Coordinators** shall:

- ensure the quality of the outputs/ deliverables to be submitted relative to the objective of the activity.
- facilitate the FGD among the participants in their respective SDO Clusters.
- provide directions on the quality of the output for each module
- lead the participants in the delivery of quality outputs