



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. **576** s. 2025

**PARTICIPATION IN THE R4A CALABARZON REGION-BASED TRAINING OF
TEACHERS 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 Teachers 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 12-14, 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 | School |
|-----|------------------------|-------------|-----------------------------|
| 1 | John Menard Lavadia | MG Teacher | Alsam Integrated School |
| 2 | Sariah Letz Ambas | MG Teacher | Pandakake Integrated School |
| 3 | Marielle H. Paderes | MG Teacher | Pandakake Integrated School |
| 4 | Shara Lou P. Reyes | MG Teacher | Katigan-Alupay ES |
| 5 | Jenny Rose Cabalsa | MG Teacher | Katigan-Alupay ES |
| 6 | Karmela A. Veluz | MG Teacher | Valencia Elementary School |
| 7 | Bryan R. Argete | MG Teacher | Valencia Elementary School |
| 8 | Princess Camelle Roces | MG Teacher | Masin Elementary School |
| 9 | Christelle R. Catan | MG Teacher | Masin Elementary School |
| 10 | Exequiel D. Lubiano | MG Teacher | Busal Integrated School |

| | | | |
|----|--------------------------|----------------|----------------------------|
| 11 | Richard Miraflores | MG Teacher | Busal Integrated School |
| 12 | Lilibeth B. Vargas | MG School Head | Busal Integrated School |
| 13 | Gerlyn M. Oabel | MG Teacher | Talolong Integrated School |
| 14 | Zyrine Jean L. Revellame | MG Teacher | Talolong Integrated School |

4. Participants are advised to bring laptops, pocket wifi, and extension cord. They are expected to arrive at the venue on November 12, 2025. First meal to be served is breakfast on Day 1 and last meal will be pm snacks on Day 3, November 14, 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

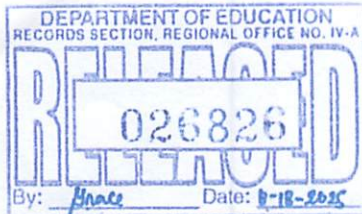
Reference: Unnumbered Memorandum

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

TEACHERS
TRAINING
MULTIGRADE

CID – participation in the r4a calabarzon region-based training of teachers in the last mile schools on multigrade instruction

RECTGAFH-005950/August 27, 2025



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



CLMD-URM-2025-114

14 August 2025

Unnumbered Memorandum

**R4A CALABARZON REGION-BASED TRAINING OF
TEACHERS 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 TEACHERS IN THE LAST MILE SCHOOLS ON MULTIGRADE INSTRUCTION on **November 12-14, 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 pedagogical skills and competencies of the teachers for the effective and efficient delivery and implementation of Multigrade Program (MG) in CALABARZON.
 - b. to capacitate the teachers in improving the quality of MULTIGRADE Implementation in their school through proper utilization of MG Instructional materials
 - c. to orient the teachers on the utilization of the PHILIPPINE MULTIGRADE SCHOOLS MONITORING AND EVALUATION SYSTEM (PMS MES) HANDBOOK <https://tinyurl.com/MG-PMS-MS-HANDBOOK>
3. Participants in this activity are the teachers in Multigrade Schools to be identified by the SDO MG Coordinator using this link. <https://tinyurl.com/MG-SH-TEACHERS-TRAINING> .Please see Enclosure 1 for the Allotment of Participants per SDO, Enclosure 2 for the Indicative Program of Activities 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 12, 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 14, 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 +63 997-2753-281or (02) 647-7487 loc. 420.
7. Immediate and widest dissemination of this Memorandum is desired.


ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

02/ROC1

Enclosure 1 – List of Participants:

**R4A CALABARZON REGION-BASED TRAINING OF TEACHERS IN THE LAST MILE SCHOOLS
ON MULTIGRADE INSTRUCTION (November 12-14, 2025)**

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

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

| | SDO | Number of Participants | SCHOOL <i>(pls see the link)</i> |
|------------------------------|-------------------|-----------------------------------|--|
| 1 | Antipolo City | 5 | |
| 2 | Batangas City | 17 | |
| 3 | Batangas Province | 77 | |
| 4 | Cavite Province | 5 | |
| 5 | Gen. Trias City | 5 | |
| 6 | Laguna Province | 61 | |
| 7 | Quezon Province | 200 | |
| 8 | Rizal Province | 15 | |
| 9 | Tayabas City | 14 | |
| 10 | Regional Office | 1 | |
| Total number of Participants | | 400 | |

Enclosure 2. Indicative Program of Activities**R4A CALABARZON REGION-BASED TRAINING OF TEACHERS IN THE LAST MILE SCHOOLS
ON MULTIGRADE INSTRUCTION (November 12-14, 2025)**

| TIME | Day 1 November 12, 2025 | Day 2 November 13, 2025 | Day 3 November 14, 2025 |
|--------------|---|--|--|
| 8:00-8:15 | Arrival of Participants Breakfast | Management of Learning | Management of Learning |
| 8:15-10:00 | Check in/Registration | Session 3 | Session 6 Mapping Learners' Whereabouts (LAC Session Guide No. 6) |
| 10:30-12:00 | Opening Program and Briefing of Participants | Unpacking the Multigrade Classroom Observation Tool (MCOT) (LAC Session Guide No. 3) | |
| 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**R4A CALABARZON REGION-BASED TRAINING OF TEACHERS IN THE LAST MILE SCHOOLS
ON MULTIGRADE INSTRUCTION (November 12-14, 2025)****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 | Resource Speaker Registration/Documentation Facilitators/ Closing Program Clearing of the House |
| Leo I. Etorne | Quezon Province | |
| Roniel M. Florante | Quezon Province | |
| Jeric Prudente | Quezon Province | |
| Wella Malory Armenta | Quezon Province | |
| Dennes Lagrimas | Quezon Province | |
| Ronel Oseña | Quezon Province | |
| Efren N. Villaester | Antipolo City | |
| Mercy R. Villanueva | Batangas Province | |
| Erwin Marasigan | Batangas Province | |
| Ricky M. Realingo | Batangas City | |
| Josephine M. Monzaga | Cavite Province | |
| Imelda S. Arevalo | Gen. Trias City | |
| Jane A. Suazo | Laguna Province | |

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 outputs for each module
- lead the participants in the delivery of quality outputs