



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-261

To: Mr. Jay Paul B. Cabural
School Head
Ranao Elementary School

Subject : **ATTENDANCE TO THE UPSKILLING OF SCHOOL LEADERS ON INSTRUCTIONAL LEADERSHIP AND SUPERVISION OF MULTIGRADE SCHOOLS**

Date: July 4, 2023

Pursuant to DM-CI-2023-079, the Department of Education through the Teaching and Learning Division (TLD) shall conduct Upskilling of School Leaders on Instructional Leadership and Supervision on Multigrade Schools to be held on July 24-28, 2023 at Apo View Hotel. In view hereof, you Mr. Jay Paul B. Cabural is hereby advice to attend the said training

Participants are expected to register through <https://bit.ly/UpskillingSchoolleadersBatch2Mindanao> on or before July 19, 2023 and expected to check-in on July 23, 2023 in the morning, and check -out on July 29, 2023 in the morning.

Travel and other incidental expenses shall be charged against 2023 Support Funds for Multigrade Schools, subject to the usual accounting and auditing rules and regulations. Other details of the activity are in the enclosure.

Compensatory time-off (CTO) be granted to the participants in lieu of the training day/s that will fall on either holidays or weekends in accordance with CSC and DBM joint Circular No. 2, s. 2004

For compliance.

Melanie F. Estacio
MELANIE F. ESTACIO, PhD, CESO VI
OIC-Schools Division Superintendent

JepEd Schools Division of Digos City
RECORDS SECTION

RELEASED
22-1042nd
DATE: JUL 07 2023 TIME: 4:50p
BY: *[Signature]*

Enclosed: As stated.

CID/egc



Roxas Street cor. Lopez Jaena Street, Zone II, Digos City 8002
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www.depeddigoscity.org | digos.city@deped.gov.ph

REMARKS



Republic of the Philippines
Department of Education
DAVAO REGION

SCHOOL DIVISION OFFICE OF Digos City
RECORDS SECTION
RECEIVED 104264
JUN 29 2023 TIME: 10:55am
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM
CLMD-2023- 351

To : Schools Division Superintendents
Division of Davao City, Davao Oriental
Davao De Oro, Digos City
Davao Del Sur, Mati City, IGACOS,
Davao Occidental, Tagum City
Chief Education Supervisor
Curriculum and Learning Management Division

Subject: UPSKILLING SCHOOL LEADERS ON INSTRUCTIONAL
LEADERSHIP AND SUPERVISION OF MULTIGRADE SCHOOLS

Date : June 26, 2023

In pursuant to DM-CI-2023-079, the Department of Education through the Teaching and Learning Division (TLD) shall conduct Upskilling School Leaders on Instructional Leadership and Supervision on Multigrade Schools to be held on July 24-28, 2023 at Apo View Hotel. The following participants are requested to attend:

NAME TWG	POSITION	DIVISION
1. Janet Esteban	Education Program Supervisor	Davao City
2. Ross Chito G. Palo	Education Program Supervisor	Tagum City
3. Roniecel C. Loberanes	Education Program Supervisor	Davao City
4. Sherwin C.Ybanez	Principal	Davao City
PARTICIPANTS		
1. Dennis B. Pacana	School Head	IGACOS
2. Joefrey A. Flores	School Head	Davao del Sur
3. Charity A. Sayson	School Head	Davao del Sur
4. Mary Joy Bongo Casuyac	School Head	Mati City
5. Rosevy Ann L. Nava	School Head	Davao De Oro
6. Lester Enriquez	School Head	Davao De Oro
7. Rommel G. Uraga	School Head	Davao De Oro
8. Jay Paul B. Cabural	School Head	Digos City
9. Lynelle Joy Tejada Dayaganon	School Head	Davao del Norte
10. Lynlyn L. Ongcay	School Head	Davao Oriental
11. ArJay Nino M. Buastista	PSDS	Davao Oriental
12. Romeo M. Parreno	Education Program Supervisor	Davao Occidental
13. Harmie Jay C. Jopia	School Head	Davao Occidental



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

14. Jerry O. Magkidong	School Head	Davao Oriental
15. Melanie Labiao	School Head	Tagum City
16. Exelsis Deo A. Deloy	Education Program Supervisor	Davao Del Norte
17. Dominic M. Dizon	PSDS	Davao Del Norte

The participants are requested to bring their own and are expected to register through <https://bit.ly/UpskillingSchoolLeadresBatch2Mindanao> on or before July 19, 2023, and expected to check-in on July 23, 2023 in the morning and check-out on July 29, 2023 in the morning.

Travel and other incidental expenses shall be charged against 2023 Support Funds for Multigrade Schools, subject to the usual accounting and auditing rules and regulations., Other details of the activity are in the enclosure.

Compensatory time-off (CTO) be granted to the participants in lieu of the training day/s that will fall on either holidays or weekends in accordance with CSC and DBM joint Circular No. 2, s. 2004.

For inquiry contact the BLD-TLD Multigrade Program Team at (02) 8687-29-48 or at multigrade@deped.gov.ph or contact CLMD at (082) 222-2653 or 09497963121, look for Dr. George N. Wong, Education Program Supervisor, Multigrade Coordinator.

Immediate dissemination of this Memorandum to all concerned is directed.

DEPARTMENT OF EDUCATION ROX:
RECORDS SECTION
RELEASED

ALLAN G. FARNAZO
Director IV

Enclosure: As stated.
ROC8/gnw

By: _____
Date: _____ Time: June 29, 2023
2089✓



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
Department of Education
BUREAU OF LEARNING DELIVERY

MEMORANDUM
BLD-2023-

FOR

GINA O GONONG

Undersecretary for Curriculum and Teaching

FROM

LEILA B. AREOLA

Director IV

SUBJECT

**AUTHORITY TO CHANGE THE DATES OF THE CONDUCT
OF UPSKILLING SCHOOL LEADERS ON INSTRUCTIONAL
LEADERSHIP AND SUPERVISION OF MULTIGRADE
SCHOOLS**

DATE

16 May 2023

APPROVED



Pursuant to DM-CT-2023-079, dated April 19, 2023, authority is hereby requested to change the dates of the conduct of the activity on Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade Schools **from May 22-26, 2023 to July 24-28, 2023.**

The main reason for changing the dates for the above-mentioned activity is to give enough time to procure the venue at the Regional Office of DepEd Region XI, Davao City. Attached is a copy of the DM-CT-2023-079 for reference.

For consideration.



Republic of the Philippines

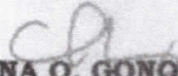
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2023-079

TO : **REGIONAL DIRECTORS**
Regions I, II, III, IV-CALABARZON, IV-MIMAROPA, V, VI, VII,
VIII, IX, X, XI, XII, CARAGA, CAR

**THE MINISTER, MINISTRY OF BASIC EDUCATION,
HIGHER, AND TECHNICAL EDUCATION, BARMM**

FROM : 
GINA O. GONONG
Undersecretary for Curriculum and Teaching

SUBJECT : **UPSKILLING SCHOOL LEADERS ON INSTRUCTIONAL
LEADERSHIP AND SUPERVISION OF MULTIGRADE
SCHOOLS**

DATE : April 19, 2023

The Bureau of Learning Delivery (BLD) through the Teaching and Learning Division (TLD) shall conduct a training-workshop to upskill school leaders on instructional leadership and supervision of Multigrade schools.

This activity aims to equip participants with the knowledge and skills essential to multigrade instruction particularly on the utilization of various multigrade teaching and learning resources, implementation of blended learning modalities, teaching reading, adoption of multigrade instructional strategies and techniques, and school monitoring and evaluation.

The training-workshop shall be conducted by cluster of regions on the specified dates:

No.	Activity and Batch	Date	Venue
1	Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade Schools - Batch 2 (Luzon)	April 24-28, 2023	Axiaa Hotel 135 West Avenue Quezon City
2	Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade Schools - Batch 2 (Visayas)	May 8-12, 2023	To be announced

Office of the Undersecretary for Curriculum and Teaching Email: ouct@deped.gov.ph
Direct Line: ☎ (02) 533-7202 ☎ (02) 687-4146 Fax No.: ☎ (02) 631-5057
1st Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City



Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

3	Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade Schools - Batch 2 (Mindanao)	May 22-26, 2023	To be announced
4	Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade Schools - Cluster 4 of Batch 1	April 24-28, 2023	Axiaa Hotel 135 West Avenue Quezon City

Attached are the Program of Activities and breakdown of participants by region. Participants are expected to be at the venue before the opening program starts at 8:30 a.m. on the first day. Check-out time will be in the morning of the departure day.

Travel expenses and other incidental expenses of the participants shall be charged against 2023 Support Funds for Multigrade Schools (GAA) and 2022 Multigrade Program continuing funds which will be downloaded from the DepEd Central Office to your region, except for BARMM subject to the usual accounting and auditing rules and regulations.

In this connection, select multigrade trainers, writers, and reviewers in the regions are requested as resource speakers. The list of resource speakers are attached as Annex C.

Participants shall adhere to the provisions of DepEd Order (DO) No. 43, s. 2022 *Omnibus Travel Guidelines for All Personnel of the Department of Education*; DO 46, s. 2022 *Amendments to DO 43, s. 2022*; and DO 1, s. 2023 *Revised Designation of Undersecretaries and Assistant Secretaries to their Strands and Functional Areas of Responsibilities and Revised Signing Authorities*, in preparation of their travel requirements.

For queries, please contact the BLD-TLD Multigrade Team through email at multigrade@deped.gov.ph.

Immediate dissemination and compliance of this memorandum is desired.

Copy furnish:

ATTY. REVSEE A. ESCOBEDO
Undersecretary for Operations



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex A Below is the breakdown of participants by region

Batch 2 (Luzon)		Batch 2 (Visayas)		Batch 2 (Mindanao)		Batch 1, Cluster 4	
I	15	VI	28	IX	17	IV-B	18
II	13	VII	28	X	17	VI	25
III	13	VIII	35	XI	17	IX	18
IV-A	20			XII	17	X	18
IV-B	12			CARAGA	17	BARMM	8
V	15			BARMM	8		
CAR	15						
Total	103		91		93		87

It is requested that the list of recommended participants from each region be submitted to BLD through multigrade@deped.gov.ph a week before the conduct of the training.

To confirm their participation, the participants are requested to register at the designated link below on or before the specified date:

Batch	Registration Link	Date
Batch 2 (Luzon)	https://bit.ly/UpkillingSchoolLeadersBatch2Luzon	April 21, 2023
Batch 2 (Visayas)	https://bit.ly/UpkillingSchoolLeadersBatch2Visayas	May 5, 2023
Batch 2 (Mindanao)	https://bit.ly/UpkillingSchoolLeadersBatch2Mindanao	May 19, 2023
Batch 4	https://bit.ly/UpkillingSchoolLeadersBatch4	April 21, 2023

The training participants are multigrade school heads and/or principals. Priority is given to school heads who have not been provided with any Multigrade related-training, specifically on instructional supervision and management of Multigrade schools conducted by the Multigrade Team of the DepEd Central Office. It is expected that the trained school heads will in turn train other school heads in their respective divisions.



Republic of the Philippines

Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

Annex C: List of Resource Speakers

Name	Position	Division & Region	Assigned Topic
Arabella May Soniega	PSDS	Pangasinan 2, RO I	The Budget of Work for Multigrade Teaching
Rommel Casabar	Principal	Pangasinan 2, RO I	School M & E Adjustment (SMEA)
Romel Costales	EPS	CLMD, RO II	The Philippine MG Schools M&E System
Rex Angel Asuncion	District MG Coordinator	Cagayan, RO II	ICT Enhanced MG-DLP and IMG-LP
Marvin Bolivar	Principal	Pampanga, RO III	Classroom Assessment: An Overview
Michael John Rañada	Principal	Albay, RO V	Integrated MG Lesson Plan Exemplars
Raymundo Salisi	Principal	Albay, RO V	MG Daily Lesson Plan Exemplars
Raymundo Martin, Jr.	Principal	Iloilo, RO VI	Assessment Strategies and Tools
Lourdes Mañan	EPS	Calbayog City, RO VIII	Instructional Strategies and Techniques in MG Classes

UPSKILLING SCHOOL LEADERS ON INSTRUCTIONAL LEADERSHIP AND SUPERVISION OF MULTIGRADE SCHOOLS

April 24 - 28, 2023 / Axiaa Hotel, Quezon City

PROGRAM OF ACTIVITIES FOR BATCH 2 - LUZON CLUSTER

Time	April 24, 2023 (Monday)	April 25, 2023 (Tuesday)	April 26, 2023 (Wednesday)	April 27, 2023 (Thursday)	April 28, 2023 (Friday)
8:00 a.m. - 12:00 nn	8:30 a.m. - 9:30 a.m. OPENING PROGRAM	8:00 a.m. - 8:30 a.m. MOL	8:00 a.m. - 8:30 a.m. MOL	8:00 a.m. - 8:30 a.m. MOL	8:00 a.m. - 8:30 a.m. MOL
	9:30 a.m. - 10:00 a.m. ☐ Setting of Expectations	8:30 a.m. - 10:30 a.m. ☐ The Multigrade Budget of Work (MG-BOW) <i>DOMAIN 3: Focusing on Teaching and Learning</i>	8:30 a.m. - 10:00 a.m. ☐ The Learning Activity Sheets (LAS) <i>DOMAIN 3: Focusing on Teaching and Learning</i>	8:30 a.m. - 10:30 a.m. ☐ School M&E and Adjustment (SMEA) <i>DOMAIN 1: Leading Strategically</i>	8:30 a.m. - 10:30 a.m. ☐ The Roles of the School Head as Instructional Leader and Administrative Manager of Multigrade Schools <i>DOMAIN 2: Managing School Operations & Resources</i>
	10 Minutes BREAK				
	10:10 a.m. - 12:00 nn ☐ Overview and Update of the Multigrade Program in Philippine Education (MPPE) <i>DOMAIN 1: Leading Strategically</i>	10:40 a.m. - 12:00 nn ☐ The Multigrade Daily Lesson Plan (MG-DLP) <i>DOMAIN 3: Focusing on Teaching and Learning</i>	10:10 a.m. - 12:00 nn ☐ Classroom Assessment ☐ Assessment Strategies and Tools <i>DOMAIN 3: Focusing on Teaching and Learning</i>	10:40 a.m. - 12:00 nn ☐ School M&E and Adjustment (SMEA) (Cont. . .) <i>DOMAIN 1: Leading Strategically</i>	10:40 a.m. - 12:00 nn ☐ Action Planning <i>DOMAIN 1: Leading Strategically</i> <i>DOMAIN 4: Developing Self & Others</i>
12:00 nn - 1:00 p.m.	12:00 p.m. - 1:00 p.m. LUNCH				
1:00 p.m. - 5:00 p.m.	1:00 p.m. - 1:30 p.m. ENERGIZER	1:00 p.m. - 1:30 p.m. ENERGIZER	1:00 p.m. - 1:30 p.m. ENERGIZER	1:00 p.m. - 1:30 p.m. ENERGIZER	1:00 p.m. - 1:30 p.m. ENERGIZER
	1:30 p.m. - 4:00 p.m. ☐ Science of Reading <i>DOMAIN 3: Focusing on Teaching and Learning</i>	1:30 p.m. - 3:30 p.m. ☐ Integrated Multigrade Lesson Plan (IMG-LP) <i>DOMAIN 3: Focusing on Teaching and Learning</i>	1:30 p.m. - 3:30 p.m. ☐ Instructional Strategies and Techniques in MG Classes <i>DOMAIN 3: Focusing on Teaching and Learning</i>	1:30 p.m. - 3:30 p.m. ☐ Multigrade Classroom Observation Tools <i>DOMAIN 3: Focusing on Teaching and Learning</i>	1:30 p.m. - 3:30 p.m. ☐ Refinement of the Action Plan ☐ Clearing House <i>DOMAIN 1: Leading Strategically</i>
	4:00 p.m. - 5:30 p.m. ☐ The Case Studies of Good Practices in Philippine Multigrade Schools <i>DOMAIN 4: Building Connections</i>	3:30 p.m. - 5:30 p.m. ☐ ICT Enhanced MG-DLP and IMG-LP <i>DOMAIN 3: Focusing on Teaching and Learning</i>	3:30 p.m. - 5:30 p.m. ☐ The Philippine MG Schools M&E System: An Overview <i>DOMAIN 1: Leading Strategically</i>	3:30 p.m. - 5:30 p.m. ☐ Tools for Tracking Learning Competencies <i>DOMAIN 3: Focusing on Teaching and Learning</i>	3:30 p.m. - 5:00 p.m. CLOSING PROGRAM
6:30 p.m.	<i>Debriefing</i>	<i>Debriefing</i>	<i>Debriefing</i>	<i>Debriefing</i>	<i>Debriefing</i>