



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



Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2025-44

To : Beverly S. Daugdaug, CID Chief
Ida I. Juezan-Division Multigrade Focal Person
Eleser D. Mateo- Mt. Apo District

Subject : **ATTENDANCE TO THE CONDUCT OF MULTIGRADE
INSTRUCTIONAL LEADERSHIP ACTIVITIES**

DATE : **OCTOBER 3, 2025**

This Office announces the **CONDUCT OF MULTIGRADE INSTRUCTIONAL LEADERSHIP ACTIVITIES**. The activities aimed at enhancing the leadership skills of school heads and teachers handling multigrade classes.

Participants to the series of activities are as follows:

No.	Name	Office / School
1.	Ida I. Juezan	CID- Division Multigrade Focal Person
2.	Eleser D. Mateo	CID-Implementing District
3	Peter Paul Deiparine	Soong Elem. School
4.	Arcel T. Cabalis	Soong Elementary School Maguisi Extension
5.	Cynthia C. Revilla	Soong Elementary School Maguisi Extension
6.	Jeanna Regine R. Talingting	Soong Elementary School Pangaguran Extension
7.	Precious Mae T. Mistula	Soong Elementary School Pangaguran Extension
8.	Prince Alfred P. Marzon	Ranao Elementary School
9.	Patricia Mae P. Bolambot	Ranao Elementary School
10	Dahlia E. Amlato	Soong Elem. School
11.	Dainty Faith Z. Montañez	Soong Elem. School



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Series of Activities are as follows:

Date	Activities	Venue
October 27-31, 2025	Division-based Training	Ritz Hotel, Davao City
November 18, 2025	Collaborative Expertise	To be Announced
December 3, 2025	Collaborative Expertise	To be announced

Meals, travel and other incidental expenses of the participants shall be charged against Multigrade Support Funds, subject to the usual accounting and auditing rules and procedures.

The first meal during the Division-based Training shall be morning snacks on October 27, 2025, while the last meal shall be afternoon snacks on October 31, 2025.

Immediate dissemination of this Memorandum is desired.

MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent

For and in the absence of the
Schools Division Superintendent

MARIA GENEVIEVE T. FRANCISQUETE, CESO VI
Assistant Schools Division Superintendent
Officer In-charge
DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: OCT 13 2025 TIME: 9:42m
BY: _____

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MULTIGRADE EDUCATION PROGRAM (MG)

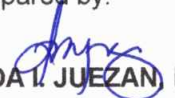
COLLABORATIVE EXPERTISE MATRIX

8-Oct-25

Time	Topic / Activity	Objectives (LAC Focus)	Expected Outputs	Resource Speaker/ Facilitator	Materials Needed
8:00 AM - 8:30 AM	Opening Program & Settling In	To set a positive, collaborative tone and align expectations for the day.	Attendance Sheet, Agreements/House Rules.	Prince Alfred Marzon	Presentation (Norms, Objectives), Manila Paper, Markers
8:30 AM - 10:00 AM	Session 1 : Needs Assessment and Prioritization of Multigrade Challenges	To identify common instructional, classroom management, and assessment challenges specific to the multigrade setting.	List of 3-5 priority challenges/problems of practice for the group.	Peter Paul Deiparine Soong Elem. School	Chalkboard/Whiteboard, Sticky Notes, Marker
10:00 AM - 12:00 NN	Session 2 : Collaborative Planning: Integrating and Differentiating Lessons	To equip teachers with strategies for integrating lessons across grade levels and differentiating instruction for diverse learners.	Draft Integrated Multigrade Daily Lesson Plan (MG-DLP) for one subject/topic.	Ida I. Juezan PSDS	MG-DLP/DLL Template, Curriculum Guides (K-12/MATATAG), Laptop, Projector
12:00 NN - 1:00 PM	Lunch Break				

1:00 PM - 2:30 PM	Session 3 : Multigrade Classroom Management Techniques (Learning Centers/Routines)	To discuss and share best practices in establishing effective routines and managing a multi-level learning environment (e.g., establishing learning stations, utilizing peer tutoring).	Actionable list of 3-5 classroom management strategies to implement.	Peter Paul Deiparine Soong Elem. School	Handout of effective routines, Pictures/Videos of MG classroom setups
2:30 PM - 4:00 PM	Session 4 : Workshop & Peer-Critiquing (Output of Session 2)	To refine the drafted integrated lesson plan based on peer feedback and practical multigrade principles.	Finalized/Revised Integrated MG-DLP, Peer Feedback Forms.	LAC Facilitator/ Peer-Critique Groups	Printed draft MG-DLPs, Rubrics for critiquing
4:00 PM - 4:45 PM	Action Planning and Commitment	To commit to applying the learned strategies and identify future LAC topics/support needed.	Individual Teacher Commitment Sheet (What I Will Do Next Week).	Eleser D. Mateo PSDS	Action Plan Template, Reflection Sheets
4:45 PM - 5:00 PM	Wrap-Up and Evaluation	To summarize the session's key takeaways and gather feedback for future LACs.	Session Evaluation Form/Feedback.	LAC Facilitator	Evaluation Form, Certificate of Appearance (if applicable)

Prepared by:


IDA I. JUEZAN, EdD
MG Focal Person

NOTED:

BEVERLY S. DAUGDAUG, EdD
CID-Chief