



Republic of the Philippines  
**Department of Education**  
 REGION XI  
**SCHOOLS DIVISION OF DAVAO DE ORO**



Office of the Schools Division  
 Superintendent

June 30, 2023

DIVISION MEMORANDUM  
 CID- 2023- 557

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

To: Public Schools District Supervisors  
 District Coordinating Principals  
 Elementary and Secondary School Heads  
 All Concerned

- Attached is the Regional Memorandum CLMD-2023-351 dated June 27, 2023, re: Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade Schools on July 24-28, 2023, at Apo View Hotel, Davao City.
- Herewith are the participants, to wit:

Name	School	Position/ Designation
Rosevy Ann L. Nava	Pongpong IS	School Head
Lester Enriquez	Anagase IS	School Head
Rommel G. Uraga	Panangan ES	School Head

- All participants are requested to register thru this link: <http://bit.ly/UpskillingSchoolLeadresBatch2Mindanao> on or before 19, 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 this Memorandum are contained in the enclosures.
- Immediate and wide dissemination of this Memorandum is advised.

**CRISTY C. EPE**  
 Schools Division Superintendent

CID/lmc



Address: Capitol Complex, Brgy. Cabidanan, Nabunturan, Davao de Oro  
 Contact No.0951-387-1728 (TNT); 0915-399-7779 (Globe)  
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RELEAS



Republic of the Philippines  
**Department of Education**

DAVAO REGION

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.Ybancz	Principal	Davao City
<b>PARTICIPANTS</b>		
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





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**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/UpskillingSchoolCadresBaran2Mindanao> 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 ELD-TLD Multigrade Program Team at (02) 8687-2948 or at [multigrade@deped.gov.ph](mailto: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 - DAVAO  
 RECORDS SECTION  
**RELEASED**

ALLAN G. FARNAZO  
 Director I

By: \_\_\_\_\_  
 Date: July 29, 2023 Time: \_\_\_\_\_

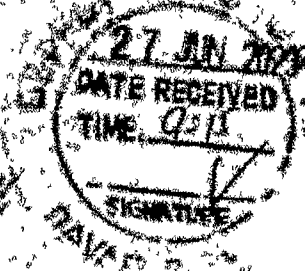
Enclosure: As stated  
 ROC3/gny



Republic of the Philippines  
**Department of Education**  
BUREAU OF LEARNING DELIVERY

**MEMORANDUM**  
BLD-2023

APPROVED



FOR

**GINA O GONONG**  
Undersecretary for Curriculum and Teaching

FROM

**LEILA P 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

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 allow enough time to procure the venue at the Regional Office of DepEd Division Office - Marikina 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 (Iloilo)	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

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**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](mailto:multigrade@deped.gov.ph).

Immediate dissemination and compliance of this memorandum is desired.

*Copy furnished:*

**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	26	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						
<b>Total</b>	<b>103</b>		<b>91</b>		<b>93</b>		<b>87</b>

It is requested that the list of recommended participants from each region be submitted to BLD through [multigrade@deped.gov.ph](mailto: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)	<a href="https://bit.ly/UpstluzSchoolLeadersBatch2Luzon">https://bit.ly/UpstluzSchoolLeadersBatch2Luzon</a>	April 21, 2023
Batch 2 (Visayas)	<a href="https://bit.ly/UpstlvisSchoolLeadersBatch2Visayas">https://bit.ly/UpstlvisSchoolLeadersBatch2Visayas</a>	May 5, 2023
Batch 2 (Mindanao)	<a href="https://bit.ly/UpstlmdnsSchoolLeadersBatch2Mindanao">https://bit.ly/UpstlmdnsSchoolLeadersBatch2Mindanao</a>	May 19, 2023
Batch 4	<a href="https://bit.ly/Upstl4nsSchoolLeadersBatch4">https://bit.ly/Upstl4nsSchoolLeadersBatch4</a>	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 Multi-grade 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 Ranada	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 Maian	EPS	Calbayog City, RO VIII	Instructional Strategies and Techniques in MG Classes



**UPSILING SCHOOL LEADERS ON INSTRUCTIONAL LEADERSHIP AND SUPERVISION OF MULTIGRADE SCHOOLS**  
 April 24 - 28, 2023 / Atlas Hotel, Quezon City

**PROGRAM OF ACTIVITIES FOR BATCH 2 - BUZON 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. - 9:30 a.m.	8:00 a.m. - 9:30 a.m. <b>OPENING PROGRAM</b>	8:00 a.m. - 8:30 a.m. <b>MOL</b>	8:00 a.m. - 8:30 a.m. <b>MOL</b>	8:00 a.m. - 8:30 a.m. <b>MOL</b>	8:00 a.m. - 8:30 a.m. <b>MOL</b>
9:30 a.m. - 10:00 a.m.	9:30 a.m. - 10:30 a.m. <input type="checkbox"/> Setting of Expectations	9:30 a.m. - 10:30 a.m. <input type="checkbox"/> The Multigrade Budget of Work (MG-BOW)	9:30 a.m. - 10:00 a.m. <input type="checkbox"/> The Learning Activity Sheets (LAS)	9:30 a.m. - 10:30 a.m. <input type="checkbox"/> School M&P and Adjustment (SMEA)	9:30 a.m. - 10:30 a.m. <input type="checkbox"/> The Roles of the School Head as Instructional Leader and Administrative Manager of Multigrade Schools
10:10 a.m. - 12:00 nn	10:10 a.m. - 12:00 nn <input type="checkbox"/> Overview and Update of the Multigrade Program in Philippine Education (MEPE)	10:40 a.m. - 12:00 nn <input type="checkbox"/> The Multigrade Daily Lesson Plan (MG-DLP)	10:10 a.m. - 12:00 nn <b>10 Minutes BREAK</b>	10:40 a.m. - 12:00 nn <input type="checkbox"/> School M&P and Adjustment (SMEA)	10:40 a.m. - 12:00 nn <input type="checkbox"/> Action Planning
12:00 pm - 1:00 pm	1:00 pm - 1:30 pm <b>ENERGIZER</b>	1:00 pm - 1:30 pm <b>ENERGIZER</b>	12:00 pm - 1:00 pm <b>LUNCH</b>	1:00 pm - 1:30 pm <b>ENERGIZER</b>	1:00 pm - 1:30 pm <b>ENERGIZER</b>
1:30 pm - 4:00 pm	1:30 pm - 4:00 pm <input type="checkbox"/> Science of Reading	1:30 pm - 3:30 pm <input type="checkbox"/> Integrated Multigrade Lesson Plan (MG-ILP)	1:30 pm - 3:30 pm <input type="checkbox"/> Instructional Strategies and Techniques in MG Classes	1:30 pm - 3:30 pm <input type="checkbox"/> Multigrade Classroom Observation Tools	1:30 pm - 3:30 pm <input type="checkbox"/> Refinement of the Action Plan
4:00 pm - 5:30 p.m.	4:00 pm - 5:30 p.m. <input type="checkbox"/> The Case Studies of Good Practices in Philippine Multigrade Schools	3:30 pm - 5:30 p.m. <input type="checkbox"/> ICf Enhanced MG-DLP and MG-ILP	3:30 pm - 5:30 p.m. <input type="checkbox"/> The Philippine MG Schools M&P System An Overview	3:30 pm - 5:30 p.m. <input type="checkbox"/> Tools for Tracking Learning Competencies	3:30 pm - 5:00 p.m. <b>CLOSING PROGRAM</b>
6:30 p.m.	Debriefing	Debriefing	Debriefing	Debriefing	Debriefing

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