



Republic of the Philippines
Department of Education
Region V – Bicol

SCHOOLS DIVISION OFFICE OF CATANDUANES

25 JAN 2023

DIVISION MEMORANDUM

NO. 040 S, 2023

UPSKILLING OF MULTIGRADE TEACHERS AND SCHOOL HEADS ON MG INSTRUCTIONS AND INSTRUCTIONAL SUPERVISION IN THE LAST MILE SCHOOLS

TO: Chief Education Program Supervisor (CID)
Education Program Supervisors
Public Schools District Supervisors
In-Charge of the Districts
Public Elementary School Heads
All Other Concerned

1. Pursuant to DM-CI- 2022-00-258, the Schools Division of Catanduanes thru the Curriculum Implementation Division conducted already the 2-day division training workshop on upskilling of MG teachers and school heads along multigrade instructions and instructional supervision last December 2-3, 2022. In line with this, all MG school heads and teachers who attended the training are required to cascade the same training at their respective schools and districts.
2. The main objectives of the cascading activity are the following:
 - 2.1. To upskill the capabilities of the multigrade teachers along MG instructions. They need to be regularly trained and provided with a sufficient support system in teaching so they can teach effectively in a multigrade setting, and;
 - 2.2. To upskill the capabilities of MG school heads on MG instructional supervision, so they can adequately extend and provide instructional support and assistance to MG teachers for effective teaching in a multigrade setting.
3. District/s with a smaller number of MG schools, lone MG schools, and schools near each other can have the cluster/municipal conduct of MG-LAC training workshop.
4. The timeframe of the municipal MG-LAC training workshop will be the whole month of **February 2023 and to be conducted for three consecutive days**. PSDSs and the In-Charge of the Districts will agree on the dates of the cascading phase. The schedule and training matrix, list of participants and designated venue will be submitted to CID c/o Dr. Gina L. Custodio, EPS- Division MG Focal Person a day





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before the training. Likewise, a **completion report** will be submitted to the MG Focal Person after the training has been conducted.

5. A one-day Division Staff Orientation Workshop (DSOW) of the facilitators on the district/municipal level rollout will be called on **January 27, 2023 @ 8:00 AM – 5:00 PM at The Rakdell Inn, San Pedro Virac, Cataduanes.**

6. The trainers and participants in the DSOW are the following; to wit:

A- Multigrade Management Team/ Trainers

1. Gina L. Custodio- EPS-CID, Training Manager
2. Leizel Manlangit- MT-1, Pangilao ES, San MiguelSouth
3. Marites Sanchez- Head Teacher, Del Pilar ES, Viga West
4. John Bryan Arcilla- TIC, Jose o. Vera ES, Pandan East
5. Jennie Rose Rodriguez- TIC, San Isidro ES, Pandan East

B- List of Participants

Name	School	District
1. Ricky Bonayon	Cahan ES	Bagamanoc North
2. Albert Cenon	Pangcayanan ES	Bagamanoc North
3. Reynalyn Sunguad	Quigaray ES	Bagamanoc South
4. Digna Tesorero	Caragumihan ES	Baras South
5. Maryjoy Tapado	Salvacion ES	Baras South
6. Allan Tanael	Puraran ES	Baras North
7. Nancy Tolledo	Guinsaanan ES	Baras North
8. Angelito Paragas	Sibacungan ES	Bato East
9. Maria Tapit	Oguis ES	Bato East
10. Joel Masagca	Cagraray ES	Bato West
11. Rocelia S. Trinidad	San Pedro ES	Bato West
12. Robert Obillo	Carorian E	Bato West
13. Maricris Eusebio	San Jose ES	Caramoran North
14. Joey Lumabi	Bocon ES	Caramoran South
15. Rodel Tayo	Dominador E. Guerrero ES	Gigmoto
16. Beatriz Arisapa	Maculiw Babagwan ES	Panganiban
17. Slyvia Alfaro	Panay Community School	Panganiban
18. Imelda Bernal	Caruyo ES	Pandan West
19. Jeson Lopez	San Rafael Es	Pandan West
20. Dyesebel Masagca	Bon-Ot ES	San Andres East
21. Jonie Tolledo	San Vicente ES	San Andres West
22. Karen Salvador	Barihay Es	San Andres West
23. Diana Bernal	Pacogon ES	San Miguel North





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24.Princess Kaye Torrente	Caglatawan ES	San Miguel North
25.Kyla Lizaso	Dayawa ES	San Miguel South
26.Cecile Leon	Botinagan ES	Viga East
27.Mylene Lopez	Quirino ES	Viga East
28.Shyrl Tuplano	Ananong ES	Viga West
29.Ma. Karen V. Papango	San Vicente ES	Viga West
30.Mary Liza Ibayan	Talisoy ES	Virac South
31.Analiza Sabeniano	Marilima ES	Virac South
32.Melody Clemente	F. Tacorda ES	Virac South
33.Carmen Buendia	Sogod Simamla ES	Virac North
34.Jay V. Tabuzo	Dugui San Isidro ES	Virac North
35.Jad Angelo Aquino	Puniton ES	Virac North

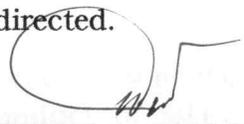
7. Trainers on DSOW are advised to report on January 26, 2023, at the CID office for a final planning conference from 8:00 AM to 5:00 PM.

8. During the conduct of the activity, all participants concerned are advised to observe all precautionary measures to protect themselves against the COVID-19 threat.

9. For services rendered on the district/municipal level rollout on February 4, 2023, which falls on Saturday, personnel concerned are entitled to 1.5 days Compensatory Time Off (CTO) or Service Credits in accordance with Civil Service and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered or DO 53, s. 2003 titled "Updated Guidelines on Grant of Vacation Service Credit to Teachers.

10. Meals, venue, supplies, transportation, and other incidental expenses during the district/ municipal roll out shall be charged to school MOOE subject to the usual accounting rules and regulations. While for the DSOW, meals, venue, and supplies shall be charged to HRTD-CID Funds, the transportation and accommodation of the participants is chargeable to school MOOE subject to auditing rules and regulations.

11. Immediate dissemination of this Memorandum is directed.


SUSAN S. COLLANO
Schools Division Superintendent

Encl.:

References:

To be indicated in the Perpetual Index

Under the following subjects:

MULTIGRADE / UPSKILLING OF MULTIGRADE TEACHERS AND SCHOOL HEADS ON MG INSTRUCTIONS AND INSTRUCTIONAL SUPERVISION IN THE LAST MILE SCHOOLS 01/25/2023



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