



Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

May 11, 2023

REGIONAL MEMORANDUM

No. **443**, s. 2023

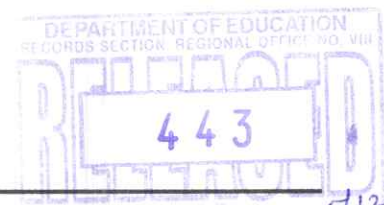
**DOWNLOADING OF FUNDS TO THE PARTICIPANTS OF THE WORKSHOP
 ON THE UPSKILLING OF SCHOOL LEADERS ON INSTRUCTIONAL
 LEADERSHIP AND SUPERVISION OF MULTIGRADE SCHOOLS
 (SUB-ARO-OSEC-8-23-1891)**

To: Schools Division Superintendents
 Regional Division Chiefs
 All Others Concerned

1. To expedite the processing of reimbursement of the travel expenses of the participants during the Upskilling of School Leaders on Instructional Leadership and Supervision of Multigrade Schools, this Office, through the Curriculum and Learning Management Division (CLMD) and Finance Division (FD), shall download funds amounting to **Three Hundred Ninety Seven Thousand Six Hundred Pesos (Php 397,600.00)** from the 2023 Program Support Funds for Multigrade Program through Sub-ARO (OSEC-8-23-1891 dated April 21, 2023) to the recipient offices based on the breakdown and corresponding purposes presented in the enclosure.
2. The Schools Division Superintendents, through the respective Chiefs of the Curriculum Implementation Division, shall facilitate the travel reimbursement of identified participants of this activity to ascertain full utilization of the downloaded funds.
3. In case the downloaded funds are not sufficient to cover the actual expenses incurred, the local funds of the respective participants shall be utilized to augment the fund allocation.
4. For inquiries and other concerns, kindly contact **Mr. Gary N. Calipayan**, Budget Officer, DepEd RO VIII, at cellphone number 09171360868.
5. Immediate dissemination of and compliance with this Memorandum are desired.

EVELYN R. FETALVERO, CESO IV
 Regional Director

Enclosures: Breakdown of Fund Downloading per Participant
 References: As Stated
 To be indicated in the Perpetual Index under the following subjects:
 ALLOCATION MULTIGRADE
 CLMD-ACA



Address: Government Center, Candahug, Palo, Leyte
 Telephone Nos.: (053) 832-5738
 Email Address: region8@deped.gov.ph
 Website: <https://region8.deped.gov.ph>

5/12/23

443

Enclosure to RM No. _____ s. 2023

Allocation of Fund for Division Participants to the Workshop on the
Upskilling of School Leaders on Instructional Leadership
and Supervision of Multigrade Schools

No.	Division	Total Number of Participants	Amount
1	Baybay City	2	22,720.00
2	Biliran	2	22,720.00
3	Borongan City	2	22,720.00
4	Calbayog City	3	34,080.00
5	Catbalogan City	2	22,720.00
6	Eastern Samar	4	45,440.00
7	Leyte	4	45,440.00
8	Maasin City	2	22,720.00
9	Northern Samar	5	56,800.00
10	Samar	5	56,800.00
11	Southern Leyte	4	45,440.00
	Total	35	397,600.00

Prepared by:

AMENIA C. ASPA PhD
EPS, CLMD

Noted:


HARVIE D. VILLAMOR EdD
Chief, CLMD





Republic of the Philippines
Department of Education
 REGION VIII - EASTERN VISAYAS

May 8, 2023

EVELYN R. FETALVERO, CESO IV
 Regional Director

JCL
 5/9/2023
 eff.

Thru: **ALMA E. SUYOM**
 Chief, Finance Division

Madam:

Greetings!

In view of Sub-Allotment Release Order OSEC-8-23-1891, dated April 21, 2023 which the Regional Office received from the Teaching and Learning Division of the Bureau of Learning Delivery, DepEd Central Office, the undersigned would like to request for the downloading of the said fund in the amount of **THREE HUNDRED NINETY SEVEN THOUSAND SIX HUNDRED PESOS ONLY** (Php 397,600.00) to the selected participants to the Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade schools to be conducted on May 8-12, 2023, to wit:

No.	Division	Total Number of Participants	Amount
1	Baybay City	2	22,720.00
2	Biliran	2	22,720.00
3	Borongan City	2	22,720.00
4	Calbayog City	3	34,080.00
5	Catbalogan City	2	22,720.00
6	Eastern Samar	4	45,440.00
7	Leyte	4	45,440.00
8	Maasin City	2	22,720.00
9	Northern Samar	5	56,800.00
10	Samar	5	56,800.00
11	Southern Leyte	4	45,440.00
	Total	35	397,600.00

Thank you very much!

Very truly yours,

HARVIE D. VILLAMOR, EdD
 Chief, CLMD

Approved:

EVELYN R. FETALVERO, CESO IV
 Regional Director



Address: Government Center, Candahug, Palo, Leyte
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Doc. Ref. Code	RO-ORD-F025	Rev	00
Effectivity	02.23.2023	Page	1 of 1



Republic of the Philippines
DEPARTMENT OF EDUCATION
Central Office

SUB-ALLOTMENT RELEASE ORDER
Fiscal Year 2017

PROGRAM/PROJECT/ACTIVITY NO./DESCRIPTION: L1010010001000 - Career Adaptability Adaptability		REFERENCE: NY 2017 (NY 166) dated 01/18/2017	SUB-ALLOTMENT RELEASE ORDER NO.: DSE/CA-17-1801
		LEGAL BASIS: Republic Act No. 10936 (R.A. 10936)	DATE: 21 Jan 17
FUND CODE: 000000	ORGANIZATION CODE: 0000000000		FISCAL YEAR: FY 2017
PURPOSE: To meet the personal needs of participants in connection with the conduct of activities within the Bureau of Technical Education and Learning Division (BTELD).			
To: The Regional Director Regional Office - 06 Candaba, Davao City Philippines		Region: 6	
PARTICULARS		ALLOTMENT CLASS/ACCOUNT CODE	AMOUNT AUTHORIZED
Personal Expense		NON-RECURRING	270,460.00
AMOUNT IN WORDS: Two Million Two Hundred Seventy Thousand Four Hundred Sixty Pesos Only		Total:	270,460.00
NOTE: This Sub-Allotment Release Order is valid for obligations until December 31, 2017.			

The amount authorized has been made available for expenditure of the Region/Division Office. It is the primary responsibility of Recipient to ensure that the amount authorized is used for the purpose intended. Recipient is advised that the Department will not be held responsible for the incurrence of obligations that are not properly budgeted. Recipient is advised that the amount authorized shall be used solely for the purposes indicated and disbursements therefrom shall be made in accordance with the budgeting, accounting and auditing rules and regulations.

Prepared by: [Name]

THOMAS B. DONG
Chief Administrative Officer
Budget Division

APPROVED:

ANITA M. S. SICA
Secretary



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

April 24, 2023

REGIONAL MEMORANDUM

No. **364**, s. 2023

PARTICIPANTS TO THE UPSKILLING SCHOOL LEADERS ON INSTRUCTIONAL LEADERSHIP AND SUPERVISION OF MULTIGRADE SCHOOLS

To: Schools Division Superintendents
All Others Concerned

1. Pursuant to the attached DM-CT-2023-079 from the Office of the Undersecretary for Curriculum and Teaching dated April 19, 2023 on the Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade Schools (Visayas Cluster) on May 8-12, 2023, Cebu City, this Office, through the Curriculum and Learning Management Division (CLMD), requires the identified participants whose names are found in the enclosure to attend the said training.
2. Other details relative to the conduct of this activity are stipulated in the above-mentioned DepEd issuance.
3. Immediate dissemination of and compliance with this Memorandum are desired.


EVELYN R. FETALVERO, CESO IV
Regional Director

Enclosures: List of Participants to the Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade Schools

References: As stated

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

CURRICULUM

INSTRUCTION

MULTIGRADE

CLMD-ACA



Address: Government Center, Candahug, Palo, Leyte
Telephone Nos.: (053) 832-5738
Email Address: region8@deped.gov.ph
Website: <https://region8.deped.gov.ph>



Enclosure to RM No. 364 s. 2023

Participants to the Upskilling School Leaders on Instructional Leadership and Supervision of Multigrade Schools

No.	Name	Position	Division
1	Alvin P. Lesidan	School Head	Baybay City
2	Mary Grace N. Tabudlong	School Head	Baybay City
3	Anita Quial	School Head	Biliran
4	Lourd Ricardo Araneta	School Head	Biliran
5	Joyce J. Sabate	School Head	Borongan City
6	Jobert B. Catudio	School Head	Borongan City
7	Maricel P. Alegria	School Head	Calbayog City
8	Herman Veranlo	School Head	Calbayog City
9	Wilfredo Managaysay	School Head	Calbayog City
10	Margie M. Irinco	School Head	Catbalogan City
11	Chelo H. Tan	School Head	Catbalogan City
12	Anniefair M. Boco	School Head	Eastern Samar
13	Lucila Docena	School Head	Eastern Samar
14	Larry Ng	School Head	Eastern Samar
15	Virginia Abunales	School Head	Eastern Samar
16	Denis Aguja	School Head	Leyte
17	Jeorgina Prias	School Head	Leyte
18	Myra T. Marbibibi	Head teacher	Leyte
19	Fritzie Lagrimas	Principal	Leyte
20	Abeth Macaldo	School Head	Maasin City
21	Leonel B. Bersabal	School Head	Maasin City
22	Joy Saniano	School Head	Northern Samar
23	Victor Mendieta	School Head	Northern Samar
24	Jenelyn Amante	School Head	Northern Samar
25	Rita Batiles	School Head	Northern Samar
26	Syril Roncales	School Head	Northern Samar
27	Francisco L. Sabulao	Head Teacher	Samar
28	Marilyn V. Babon	Head Teacher	Samar
29	Analiza Estuita	Head Teacher	Samar
30	Nelson B. Ballejos Jr.	Head Teacher	Samar
31	Johnson A. Dacaymat	Head Teacher	Samar
32	Mirasol Gutierrez	School Head	Southern Leyte
33	Arwin Taganas	School Head	Southern Leyte
34	Junelito Orano	School Head	Southern Leyte
35	Thocco Claire Puray	School Head	Southern Leyte

Prepared by:

AMENIA C. ASPA PhD
Focal Person

Noted:

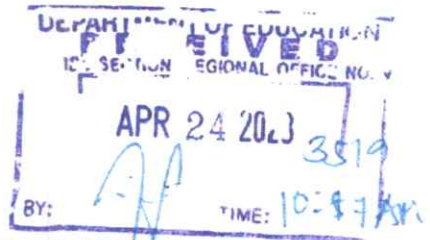
for
HARVIE D. VILLAMOR EdD
Chief, CLMD





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



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://forms.gle/45/UpskillingSchoolLeadsBatch2Luzon	April 21, 2023
Batch 2 (Visayas)	https://forms.gle/65/UpskillingSchoolLeadsBatch2Visayas	May 5, 2023
Batch 2 (Mindanao)	https://forms.gle/75/UpskillingSchoolLeadsBatch2Mindanao	May 19, 2023
Batch 4	https://forms.gle/85/UpskillingSchoolLeadsBatch4	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 Raniada	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 Matan	EPS	Calbayog City, RO VIII	Instructional Strategies and Techniques in MG Classes

Office of the Undersecretary for Curriculum and Teaching Email: ouct@deped.gov.ph
Direct Line: ☎ (02) 633-7202 ☎ (02) 687-4146 Fax No.: ☎ (02) 631-5057
1st Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City

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)
8:30 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>
10:10 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) <i>(Cont. . .) 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.	ENERGIZER	1:00 p.m. - 1:30 p.m. ENERGIZER	LUNCH 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. - 5:00 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.
5:30 p.m.	Debriefing	Debriefing	Debriefing	Debriefing	CLOSING PROGRAM Debriefing