



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF CAPIZ

July 18, 2025

DIVISION MEMORANDUM
NO. 325 S. 2025

**TRAINING WORKSHOP ON ENHANCING MULTIGRADE INSTRUCTION:
UPSKILLING OF SCHOOL HEADS AND TEACHERS IN LESSON
EXEMPLARS DEVELOPMENT IN THE LAST MILE SCHOOLS**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Integrated, and
Secondary Schools
All Others Concerned

The Division of Capiz will conduct a Three-Day training titled **Training Workshop on Enhancing Multigrade Instruction: Upskilling of School Heads and Teachers in Lesson Exemplars Development in the Last Mile Schools (LMS)** on September 5-7, 2025. The venue will be announced later.

1. This activity aims to:
 - a. enhance the instructional competencies of multigrade teachers in delivering developmentally appropriate, learner-centered teaching across multiple grade levels in Last Mile Schools (LMS);
 - b. build the capacity of school heads to provide effective instructional coaching, and mentoring that supports the unique demands of multigrade education;
 - c. develop, refine and disseminate contextualized multigrade lesson exemplars that are responsive to the diverse learning needs, cultural backgrounds, and local contexts of learners in LMS.



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- d. promote a culture of professional learning and collaboration among multigrade teachers and school leaders to ensure sustained instructional improvement and innovation in LMS settings.
2. The list of training matrix, program management team, monitoring team, resource persons, and participants are found in Enclosure No.1 and 2 respectively.
 3. Expenses for the materials, food and accommodations of the participants, trainers and facilitators shall be charged against the HRTD Fund . Travel expenses and per diems of school participants shall be charged against school MOOE. All expenses relative to the conduct of this activity are subject to usual accounting and auditing rules and regulations.
 4. Participants and trainers are entitled to service credits in accordance with DepED Order No. 13, s. 2024 titled: *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
 5. A pre-planning will be on July 29, 2025 and walkthrough will be conducted on September 4, 2025, which will be attended by the designated resource persons and selected program management team.
 6. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO

Schools Division Superintendent

Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

PEDAGOGY

TRAINING WRITESHOP

MPPE



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Enclosure number 1 – Division Memorandum No. **325** s. 2025

PROGRAM MATRIX

Title: **Training-Workshop on Enhancing Multigrade Instruction: Upskilling School Heads and Teachers in Lesson Exemplar Development for Last Mile Schools**

Time	Day 0 September 4, 2025	Day 1 September 5, 2025	Day 2 September 6, 2025	Day 3 September 7, 2025
7:30-8:00 AM	Preliminary Activities Registration	Preliminary Activities - Registration - Pre-test Evaluation	Preliminary Activities Management of Learning	Preliminary Activities Management of Learning
8:00-8:30 AM	Opening Program - Lupang Hinirang - Prayer - Panunumpa ng Lingkod Bayan - DepEd Quality Policy - Bagong Pilipinas	Opening Program - Lupang Hinirang - Prayer - Panunumpa ng Lingkod Bayan - DepEd Quality Policy - Bagong Pilipinas Hymn - Bagong Pilipinas Oath		



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	- Hymn - Welcome Remarks - Presentation of PMT, Resource Speakers, TWG	- Welcome Remarks - Inspirational Message - Rationale/Statement of Purpose - Presentation of PMT, Resource Speakers, TWG, Participants - House Rules for the Training Workshop - Leveling of Expectations		
8:30-10:00AM	Walkthrough of slide decks by topics. DR. RUTH C. GERVERO EPS – SPED/ALS/MG DR. MERLIE RUBIO EPS – Filipino CHARLENE BENJAMIN	Overview and Update of the Multigrade Program Philippine Education Resource Speaker: DR. RUTH C. GERVERO EPS – SPED/ALS/MG	Creating Technology Enhance Learning (ICT) Resource Speaker: DR. ISIDRO P. OLIVEROS, JR Master Teacher I Capiz National High School	Presentation and Critiquing of Outputs Grade 1 and 2 Presenters (from participants) Grade 3 and 4 Presenters (from participants)



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	Teacher – In – Charge			DR. RUTH C. GERVERO EPS – SPED/ALS/MG DR. MERLIE J. RUBIO EPS – Filipino
10:00 10:30 AM		HEALTH BREAK		
10:30-12:00 NOON	Walkthrough of slide decks by topics DEXTER FELASOL Head Teacher III DR. ISIDRO P. OLIVEROS, JR Master Teacher I SOL L. BLANCO	General Shaping Paper on the Revised K to 10 Curriculum Resource Speaker: DR. MERLIE RUBIO EPS – Filipino	Development and Utilization of Lesson Plan Exemplars in the Revised K to 10 Curriculum Resource Speaker: DEXTER FELASOL Head Teacher III San Miguel Ilawod Elementary School	Presentation and Critiquing of Outputs Grade 5 and 6 Presenters (from participants) DR. RUTH C. GERVERO



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	Head Teacher III		(Distribution of Learning competency per learning area in a grade combination)	EPS – SPED/ALS/MG DR. MERLIE J. RUBIO EPS – Filipino
12:00-1:00PM			LUNCH	
1:00-2:00 PM	Critiquing and finalization of slide decks	Introduction of Multigrade Budget of Work Resource Speaker: SOL L. BLANCO Head Teacher III Cabangdhan Elementary School	Writeshop Grade 1 and 2 SOL L. BLANCO Head Teacher III Grade 3 and 4 CHARLENE BENJAMIN	Demonstration Teaching Grade 1 and 2 Demonstration Teacher (from participants) Observer: DR. FE IBANEZ PSDS



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2:00-3:00 PM	A Walkthrough of the Multi-grade Lesson Plan Exemplar Resource Speaker: SOL L. BLANCO Head Teacher III Cabangahan Elementary School	Teacher – In – Charge DEXTER FELASOL Head Teacher III Grade 5 and 6 DR. ISIDRO P. OLIVEROS, JR Master Teacher I	DR. REYNALDO AZCARRAGA PSDS Grade 5 and 6 Demonstration Teacher (from participants)
3:00 – 4:30 PM			
	Steps in Preparing a Multi-grade Lesson Plan Exemplar Resource Speaker: CHARLENE BENJAMIN TIC, Katipunan Elementary School	Writeshop Grade 1 and 2 SOL L. BLANCO Head Teacher III Grade 3 and 4 CHARLENE BENJAMIN Teacher – In –	Observer: DR. CALIN BERNALES PSDS ZALDY B. CAALAM PSDS



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4:30 – 5:00 PM	Closing Program LEA PALMES ALS Teacher District of Tapaz East		Charge Grade 5 and 6 DEXTER FELASOL Head Teacher III DR. ISIDRO P. OLIVEROS, JR Master Teacher I	Ways Forward DR. RUTH C. GERVERO EPS – SPED/ALS/MG
Program Host	ARLYN GABATA ALS Teacher District of Mambusao West			Closing Program LEA PALMES ALS Teacher District of Tapaz East



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Enclosure number 2 – Division Memorandum No. 325s. 2025

**DIVISION PROGRAM MANAGEMENT TEAM, MONITORING
TEAM AND RESOURCE PERSONS**

ROLE	NAME
Overall Program Lead	Dr. Roel F. Bermejo Dr. Luz U. Banson
Program Manager	Dr. Ruth C. Gervero
Learning Manager	Dr. Rolando Jamora
Lead Welfare Officer	Dr. Joy Arnold T. Lejos
Welfare Officers	Candelaria Talabucon
Lead M and E	Ronald D. Dile
Logistic Officers	Immaculada Amores Armida Japitana
Secretariat	Lea Palmes Joel Borce Francis Librando
Technical Lead	Mark Niel Venus Evita Rose L. Bussil
Technical Support	Donnalyn O. Olandesca Arnold Delfin Kenneth Ortiz Emelio Fer Villa
Lead Documenter	Arlyn Gabata Rona Overencio Mary Grace Bunda

MONITORING TEAM

NAME	OFFICE/DISTRICT
Dr. Rey Azcarraga	SDO
Zaldy Caalam	SDO
Dr. Ma. Theresa Villagrancia	SDO
Dr. Fe Bañez	SDO
Dr. Calin Bernales	SDO
Dr. Edwin Jason Duenas	SDO



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RESOURCE SPEAKERS

NAME	DISTRICT/OFFICE
1.Dr. Ruth C. Gervero	SDO
2. Dr. Merlie J. Rubio	SDO
3. Sol Blanco	Dumarao
4. Dr. Dexter Ferasol	Tapaz East
5.Charlyn G. Benjamin	Tapaz East
6.Dr.Isidro P. Oliveros Jr.	Ivisan

PARTICIPANTS

District	Schools	Name
Cuartero	Bun-od ES	1.Ruth M. Diamante
		2.Irene E. Santiago
Dumarao	Agbatuan ES	3.Francis Noel P. Aranda
	Jambad PS	4.Angie P. Gajo
	Ongol PS	5. Icy H. Simeros
	Alipaciawan ES	6.Jinky G. Fuasan
		7.Carsolita Hallarda
	Eduardo Abalo Sr. ES	8.Ricardo Garcia Jr.
		9.Mercedes V. Faderugao
Ivisan	Cabangahan ES	10. Jorelyn A. Digdigan
		11. Liezel Domingo
	Guiscan PS	12. Imelda P. Andoy
	Almon PS	13. Jeneva D. Bueno
		14. Sandra V. Fabella
Jamindan	Tigis PS	15. Dianne Shyne P. Allegre
	Fe PS	16. Reyna May Luz
		17. Agnes N. Lago
	Caridad PS	18. Victoria Nobleza
		19. Lorelle I. Nobleza
	Lapaz PS	20. Helen Conlu



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PARTICIPANTS

District	School	Name
Jamindan	Masnang PS	21. Renalyn A. Montano
	Pasol-o PS	22. Mary Grace Valdemar
	Igang PS	23. Jo Anne Medianero
Mambusao East	Malogo ES	24. Jona B. Aguirre
		25. Blessie S. Lamayo
		26. Janel Grace Bajada
	Batiano ES	27. Richel G. Javedra
		28. Esterbelle L. Salaya
		29. Imaculada L. Valerio
		30. Rosalie V. Pagayon
	Pangpang Norte	31. Nanette Y. Lago
		32. Jonathan Q. Villadore
		33. Mita M. Maximo
Mambusao West	Sinondojan PS	33. Mita M. Maximo
	Libo-o PS	34. Narcisa M. Villorente
	Pangpang Sur PS	35. Elsa B. Vista
		36. Aries L. Lacson
Panay	Lanipga	37. Josie B. Albancia
		38. Mary Mae B. Villarosa
		39. Gloria B. Martinez
	Eugenio Regalado Es	40. Tonit C. Buenavides
		41. Fe B. Mahusay
		42. Ferlinda A. Julian
		43. Kenneth Bunda
	Bato ES	44. Marivic Barrera
		45. Euren B. Mayo
		46. Lyn B. Amistoso
		47. Jovelyn A. Santamaria
	Lat-asan	48. Marylou A. Justo



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PARTICIPANTS

District	School	Name
Panay	Lat-asan	49. Azineth B. Parreno
		50. Ledmar B. Ortega
	Binantuan ES	51. Melanie Bacuta
		52. Vivian B. Duran
		53. Sheilla D. Patanao
		54. Gina B. Barradas
Panitan	Mabubilan ES	55. Mainar Rochel
	Agbabadiang PS	56. Annecie F. Quiachon
		57. Kaye Dhapnie D. Bermejo
		58. Monica D. Anonoy
	Agloway ES	59. Marle D. Basco
		60. Michael John R. Bade
	Quios PS	61. Melda D. Dacles
		62. Celeste B. Compliza
	Pontevedra	63. Jolly Ann D. Balasa
		64. Hengie Celoso
Pilar	Cabugao PS	65. Riza D. Dadivas
	Blasco PS	66. Kim Rose B. Catalan
		67. Gary E. Hubahib
Sigma	Balogo PS	68. Nina P. Isiderio
		69. Nenneth C. Jeremias
	Tawog PS	70. Macy Melissa H. Laurance
		71. Mariquita J. David
Sapian	Camansi PS	72. Gesaikie S. Ocorro
		73. Amy A. Mananquil
	Agkaningay PS	74. Regine B. Manaquil
		75. Diosep T. Baldesimo
	Marubrob Primary	76. Jeniel G. Opanto

PARTICIPANTS



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District	School	Name
Sapian	Guibongan PS	77. Karen D. Loyola
	Apogan PS	78. Jeanete I. Azarcon
		79. Lany O. Ofalla
	Bulon PS	80. Kim Y. Gregorio
		81. Gina O Operiano
Dao	Daplas PS	82. Rovelyn O. Cequina
		83. Mary Ann B. Bolido
	Alfonso Espiritu MS	84. Mary Grace E. Equinan
	Centro PS	85. Irene V. Bade
		86. Rosalinda E. Duabe
	Agtambi PS	87. Shella B. Jago
		88. Jessica C. Peralta
	Bitá PS	89. Gemma E. Silvestre
	Mapulang Bato PS	90. Ma. Maribel E. Escalada
Tapaz West	Tabon ES	91. Roselyn Gagula
		92. Eldefonso F. Pio Jr.
	Agpalali ES	93. Pegie E. Gallenero
Tapaz East	Sinunod PS	94. Cherelyn S. Barniza
	Buri PS	95. Remar M. Maderable
	Tacayan PS	96. Aisa Claire R. Palmes
	Rizal Norte	97. Maribel G. Artuz
	Mabini PS	98. Mary Rose G. Libuna
	Bato-Bato PS	99. Japsy L. Roscales
	Taganghin PS	100. Evonie G. Almonte
	Sta. Petronila PS	101. Herlene G. Catolico
		102. Rubie O. Tupaz
	Hilwan PS	103. Wilmar V. Almeo
		104. Lanie C. Casipe
	Siya ES	105. Nikki Santiago
		106. Jovalyn Castor
		107. Fernando Castor
		108. Claudio Paredes

Control No.