



Republic of the Philippines  
 Department of Education  
 CORDILLERA ADMINISTRATIVE REGION  
 Wangal, La Trinidad, Benguet




101

Regional Memorandum  
 No. 276-2016

To: **Schools Division Superintendents  
 Chiefs, Curriculum and Implementation Division  
 School Heads, Multigrade Schools  
 All Divisions (except Baguio City)**

SEP 21 2016  
*flor*  
 9:40 pm

For the Regional Director:

From:   
**EDGARDO T. ALOS**  
 Chief Administrative Officer  
 Officer In-charge

Subject: **Regional Training-Workshop in Handling Multigrade Classes**

Date: **September 20, 2016**

1. Pursuant to DO no. 96, s. 1997 or the Policies and Guidelines in the Organization and Operation of Multigrade Classes and its provision on "regular training of MG teachers...to attract and retain teachers in MG schools...", the Regional Office, through the Curriculum and Learning Management Division, will conduct a 5-day **Training-Workshop in Handling Multigrade Classes** on **November 7 to 11, 2016** at the NEAPR Conference Hall, DepEd-CAR Compound, La Trinidad, Benguet.
2. Objectives of this activity are for the participants to review strategies on differentiated instruction fit for multigrade classes; update themselves on lesson planning schemes and supervisory strategies; and apply all inputs gained for the improvement of the implementation of the MG program.
3. Participants are expected to bring their laptop and extension cords. **Workshop 1 or Teacher participants are required to attend all sessions from days 1 to 5. Workshop 2 participants composed of Division Supervisors or Focal persons and School or Cluster heads are required to attend all sessions on days 4 and 5 only.**
4. Teacher participants must be handling either the primary or intermediate levels and must be NEW in the Multigrade Program or must have only acquired 1 to 3 years experience as MG teacher. Moreover, they must be committed to stay in the program for at least 5 years after this training. School or cluster heads must likewise, be NEW in the program or must have acquired 1 to 3 years experience as head of a multigrade school.

Telephone Numbers:

Office of the Director III Administrative Division	Office of the Director III Administrative Division	Office of the Director III Administrative Division	Budget and Finance Division -422-5155	Elementary Education Division -422-7096	Alternative Learning System -422-5187	Secondary Education Division -309-3014	Cash Section -309-3017	Physical Facilities Unit/ICT -309-3011	Regional Planning Unit -309-1234	Supply Unit -422-2198	Record Section -309-301	Payroll Services Unit -424-399	Special Services Division -424-516	Commission on Audit -422-743
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5. Attendance is highly expected from the following Regional, Division, and School personnel:

Participants	No. of Participants	
	Regional Office	Division Office
Regional Director	1	
Assistant Regional Director	1	
CLMD Chief	1	
CLMD Education Programs Supervisors and Librarian	10	
CLMD ADAS and TAS	2	
Educ. Prog. Supervisors/Focal Persons for MG		7
School Heads/Cluster Heads (5 per Division)		35
MG Training Team		6
MG Teachers for K to 3 (5 per Division)		35
MG Teachers for Grades 4 to 6 (5 per Division)		35
<b>TOTAL</b>		<b>133</b>

6. Schools Division Offices are advised to submit list of participants who are **SURE** to attend the training-workshop following the template in *Enclosure No. 2* on or before **October 7, 2016** through email at this address [cimmd.depedcar@gmail.com.ph](mailto:cimmd.depedcar@gmail.com.ph)
7. Accommodation and meals (breakfast, lunch, dinner, morning and afternoon snacks) for 5 days will be charged to Regional funds. For Workshop 1 participants (teachers), first meal will be breakfast of Monday, November 7 and last meal will be dinner of Friday, November 11. For Workshop 2 participants (supervisors and school heads), first meal will be breakfast of Thursday, November 10 and last meal will be dinner of Friday, November 11. Lodging of all field participants will be at the NEAP Dormitory.
8. Travel expenses and other meals not covered within the training duration will be charged to local funds subject to the usual accounting and auditing rules and regulations.
9. Attached in *Enclosure No. 1* are the Matrices for Workshops 1 and 2 for your guidance.
10. Relative to the conduct of this training-workshop, a planning meeting with all facilitators and resource speakers will be carried out on Friday, October 7, 2016 at the Mini-conference hall (inside canteen), DepEd Compound from 9:00 A.M. to 3:00 P.M. Morning/afternoon snacks and lunch will be served for the participants.
- |                            |                                   |
|----------------------------|-----------------------------------|
| a. Emmanuel Bugtong (Abra) | d. Karen Joyce Dulnuan (Ifugao)   |
| b. Nora Sigat (Apayao)     | e. Grail Lugo (Kalinga)           |
| c. Robert Tican (Benguet)  | f. Shirley Nabunat (Mt. Province) |
11. Immediate dissemination of and strict compliance to this memorandum is directed.

**TRAINING-WORKSHOP IN HANDLING MULTIGRADE CLASSES  
MATRIX OF ACTIVITIES  
(October 24 to 28, 2016)**

**Workshop 1: For Teachers**

TIME		DAY 1	TIME	DAY 2	DAY 3	DAY 4	DAY 5
7:00 – 7:45	Breakfast		7:00 – 8:00		Breakfast		
7:45 – 8:00	Registration		8:00 – 8:15		Management of Learning		
8:00 – 8:45	Opening Program		8:15 – 9:15	Differentiated Instruction in Language (Karen Joyce Dulnuan)	Overview of Assessment (Romulo M. Basa)	Demonstration Teaching (Grail Lugo)	Return on teaching Language/Communications
8:45 – 9:00	Orientation (Carmel F. Meris)		9:15 – 10:15				
9:00 – 10:00	Overview of Lesson Planning in the K to 12 Curriculum (Carmel F. Meris)		10:15 – 10:30		Health Break		
10:00 – 10:15	Health Break		10:30 – 12:00	DI in Literacy (Patricio T. Dawaton)	Assessment Strategies (Emmanuel Bugtong)	Workshop Proper on Lesson Planning and ILMs	Return on teaching Numeracy/Math
10:15 – 12:00	Lesson Planning Schemes (Robert Tican)		12:00 – 1:00		Lunch		
12:00 – 1:00	Lunch Break		1:00 – 1:15	DI in Numeracy (Nora Sigat)	Preparation of Instructional Materials (Shirley Nabunat)	Workshop Proper on Preparation of Assessment Materials	Closing Program (Kalinga)
1:00 – 2:00	Continuation of Lesson Planning (Robert Tican)		1:15 – 2:15				
2:00 – 3:00	Health Break		2:15 – 3:15		Health Break		
3:00 – 3:15	Shifting Schemes and Class Scheduling (Grail Lugo)		3:15 – 3:30	Strategies for Reading Comprehension and Letter Recognition (Jeante Piggangay)	Continuation of Preparation of Instructional Materials (Shirley Nabunat)	Continuation of Workshop Reminders for Demo-teaching	Home Sweet Home
3:15 – 4:15			3:30 – 4:30				
4:15 – 5:30			4:30 – 5:30				
6:00 – 7:00	Dinner		6:00 – 7:00		Dinner		
Management Of Learning Officers of the Day		<b>Abra</b>		<b>Benguet</b>	<b>Apayao</b>	<b>Mt. Prov.</b>	<b>Ifugao</b>
		<b>Emmanuel Bugtong</b>		<b>Robert Tican</b>	<b>Nora Sigat</b>	<b>Shirley Nabunat</b>	<b>Grail Lugo</b>

**TRAINING-WORKSHOP IN HANDLING MULTIGRADE CLASSES  
MATRIX OF ACTIVITIES  
(October 27 to 28, 2016)**

**Workshop 2: For Supervisors/Focal Persons and School Heads**

TIME	DAY 4 (October 27, 2016)	DAY 5 (October 28, 2016)
7:00 – 7:45		Breakfast
7:45 – 8:00	Registration	Application of inputs in Supervision and Observation
8:00 – 8:45	Orientation (Carmel F. Meris)	
8:45 – 9:00	Overview of Supervision (Jennifer P. Ande)	
9:00 – 10:00		
10:00 – 10:15		Health Break
10:15 – 12:00	Supervision in the Multigrade Program (Emilia M. Faustino)	Application of Inputs in Supervision and Observation
12:00 – 1:00		Lunch Break
1:00 – 2:00	Other Strategies in Supervision (Emilia M. Faustino)	Closing Program
2:00 – 3:00		
3:00 – 3:15		Health Break
3:15 – 4:15	Efficiency in Classroom Observation for School Heads (Ethielyn E. Taqued)	Home Sweet Home
4:15 – 5:30		
6:00 – 7:00		Dinner
Officer of the Day	<b>Karen Joyce Dulnuan</b>	

