



Republic of the Philippines
Department of Education
Region V
SCHOOLS DIVISION OF SORSOGON

January 10, 2025

DIVISION MEMORANDUM

No. 10, s. 2025

**DIVISION TRAINING OF MULTIGRADE (MG) SCHOOL HEADS
ON ENHANCING LEADERSHIP AND MANAGEMENT
IN MULTIGRADE INSTRUCTION**

TO : Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors/OIC-PSDS
Elementary School Heads
All Others Concerned

1. In support of the **MATATAG Agenda** of the Department of Education, which advocates for inclusive and quality education for all learners, particularly those in geographically isolated and disadvantaged areas, the Schools Division Office (SDO) of Sorsogon shall conduct the Division Training of Multigrade (MG) School Heads on Enhancing Leadership and Management in multigrade instruction on January 16-17, 2025 at the Bulwagan ng Karunungan, DepED SDO Sorsogon, Balogo Complex, Balogo, Sorsogon City.

1. Specifically, the training aims to:
 - a. Strengthen leadership and management skills of school heads in handling multigrade schools.
 - b. Equip school heads with innovative strategies for supervising and supporting multigrade instruction.
 - c. Enhance understanding of curriculum delivery, assessment tools, and differentiated instruction in multigrade settings.
 - d. Promote collaborative planning and sharing of best practices among instructional leaders.





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2. The division training is a live-out activity involving Elementary School Heads of Pure and Mixed Multigrade Schools , the Training Staff, and the Technical Working Group.
3. The Division Staff Orientation-Workshop (DSOW) in preparation for this activity will be conducted on January 13, 2025 from 9:00 AM to 5:00 PM at the Bulwagan ng Karunungan, SDO DepED Building. This workshop will be attended by the identified resource persons and facilitators.
4. The first meal (snacks) will be served on January 16, 2025. and the last meal will be the afternoon snack on January 17, 2025. The program will commence at 8:00 AM on December 16, 2025. Participants are advised to bring their laptops and extension cord.
5. Meal and material expenses for participants, facilitators and the technical working group will be charged against the Program Support Fund (PSF) for Multigrade, while travel expenses of elementary school heads and facilitators shall be charged against their school MOOE. All expenses will be subject to the usual accounting and auditing rules and regulations.
6. Enclosed in this memorandum are the training matrix, the program management team, and the expected number of participants for this activity.
7. For information, guidance and compliance.


JOSE L. DONCILLO, CESO V
Schools Division Superintendent

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Enclosure 1

**DIVISION TRAINING OF MULTIGRADE (MG) SCHOOL HEADS
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Training Matrix

TIME	DAY 1	DAY 2
8:00AM	Arrival/Registration	MOL
8:30AM		
8:30-9:00	Opening Program	Instructional Leadership
9:00 AM – 10:00 AM	Orientation	
10:00 AM – 12:00	Managing Stress and Emotions in a Workplace	
12:00 NN – 1:00 PM	Lunch Break	Lunch Break
1:00 – 5:00 PM	The Multigade Program in the Philippines	MG Class Observation Tool
	MG Leader	Closing Program





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Enclosure 2

**DIVISION TRAINING OF MULTIGRADE (MG) SCHOOL HEADS
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Executive Committee

JOSE L. DONCILLO, CESO V
Schools Division Superintendent

GINA Q. TAROG
CID Chief

Program Head/Learning Facilitators

Marianne Z. Arines
ESP-III/MG Coordinator

Shieryl B. Guarte
School Head

Aleli F. Espemida
School Head

Lenie O. Villa
School Head

Shirley L. Estadola
School Head

Jonel E. Buergo
School Head

Hilda E. Aguila
School Head

Ruel T. Encinares
School Head

Beverly L. Lelis
Teacher III

Technical Working Group

Shirley L. Estadola

Jonel E. Buergo

Beverly L. Lelis



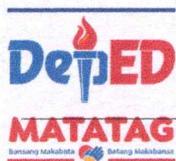


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Enclosure 3

**DIVISION TRAINING OF MULTIGRADE (MG) SCHOOL HEADS
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DISTRICT	PURE / MIXED MULTIGRADE SCHOOLS	NO.
BARCELONA	Badang ES, Bagacay ES, Bangate ES, Bugtong ES, Cagang ES, Layog ES, Luneta ES, San Isidro ES, San Ramon ES	9
BULAN	Antipolo ES, Bical ES, Bonifacio ES, CM Recto P/S, Cadandanan ES, Cocok-Cabitan ES, Daganas ES, Dolos ES, Padre Diaz ES, Sabang ES, San Jose ES, Gabod ES, Ilawod West ES, Osmerja ES, Sagrada ES, Taromata I ES	16
BULUSAN	Capiricohan ES, Cogon ES, Lalud ES, Salvacion ES, San Jose Lower ES, Tinampo ES	6
CASIGURAN	Cagdawat ES, Mabini ES	2
CASTILLA EAST	Bagalayag ES, Bogna ES, Cogon ES, Dancalan ES, Dulangan ES, Saclayan ES, Minanticaan ES	7
CASTILLA WEST	Caburacan ES, Sto. Niño ES	2
DONSOL EAST	Baras ES, Bayawas ES, San Isidro ES, Tongdol ES	4
DONSOL WEST	Bandi ES, Girawan ES, Juan Andre ES, Lourdes ES, Malapoc ES, Malinao ES, Old Maguisa ES, Orange ES, Parina ES, Pawala ES, Pinamanaa ES, San Francisco ES, San Jose ES, Suguian ES, Tagbac ES, Tuba ES	16





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GUBAT SOUTH	Benguet ES, Naagtan ES, Nazareno ES, Sangat ES, Togawe ES	5
IROSIN	Cawayan ES	1
JUBAN	Calmayon ES, Maalo ES, RP Tabuena ES, Tampi ES	4
MAGALLANES NORTH	Cagtalaba ES, Doña Olympia De Castro Mella ES, Hubo ES, Tagas ES	4
MAGALLANES SOUTH	Bulala ES, Busay ES, Magsaysay ES, Malbog ES	4
MATNOG	Banogao ES, Banuang Daan ES, Bolo ES, Bon-ot (Smal) ES, Cabagahan ES, Calayuan ES, Calpi ES, Genablan Occ.ES, Jose Frencillo ES, Mambajog ES, Manurabi ES, Paghuliran ES, Poropandan ES, Sinalmacan ES, Sinag-atan ES, Sta. Isabel ES, Vicente Dorotan ES	17
PILAR I	Calpi ES, Dapdap ES, Inapugan ES, Palaypay ES, Tingco ES	5
PILAR II	Leona ES, Migabod ES, Pudo ES, Bayawas ES	4
PRIETO DIAZ	San Ramon ES, Sto.Domingo ES	2
STA. MAGDALENA	Alig-igan ES, Manangkas ES	2
FACILITATORS/ TWG		8
TOTAL		118

