



Republic of the Philippines

Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

August 1, 2025

DIVISION MEMORANDUM

No. 073, s. 2025

**DIVISION TRAINING FOR SCHOOL HEADS ON INSTRUCTIONAL LEADERSHIP
AND SUPERVISION OF MULTIGRADE INSTRUCTION**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID/ OIC-CES, SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads with Multigrade Program
All Others Concerned

1. In line with its commitment to equitable and high-quality education, the Schools Division of Marinduque, through the Curriculum Implementation Division will conduct the Division Training for School Heads on Instructional Leadership and Supervision of Multigrade Instruction on August 11-13, 2025 at SDO Conference Hall, Malusak, Boac, Marinduque.
2. This training aims to enhance the leadership and supervisory skills of school heads in managing multigrade classrooms, ensuring effective instructional practices, and fostering continuous improvement in educational outcomes.
3. School Heads in Multigrade Schools whose names are found in the attached list are the expected participants of the aforementioned activity. They are required to attend the 3-day activity to be eligible for the issuance of their certificates of participation.
4. Should there be clarification, all concerned may contact Mr. John M. Chavez, Chief Education Supervisor, Curriculum Implementation Division, or Mr. Romualdo O. Magculang, EPS, Multigrade through email address: cid.sdomarinduque@deped.gov.ph
5. List of Participants, Training Matrix and Composition of the Program Management Team (PMT) are attached as enclosures to this Memorandum.



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6. Immediate dissemination of this Memorandum is desired.



LYNN G. MENDOZA. EdD
OIC, Schools Division Superintendent

Encl.: As stated
Reference: NONE
To be included in the Perpetual Index
under the following subjects:

TRAINING
MULTIGRADE

LIST OF PARTICIPANTS

District	Name of Participants	School
Boac North	1.Karen M. Labog	Hinapulan ES
	2.Jose Jason L. Miciano	Puting Buhangin ES
	3.Clarissa P. Jamig	Tumagabok ES
Boac South	4.Henedina F. Monteras	Mansiwat ES
	5.Nemia O. Belda	Bamban ES
	6.Crizaldo T. Jinang	Canat ES
Buenavista	7.Bobby C. Villavicencio	Daat PS
Gasan	8.Christian Merwyn M. Vitto	Gaspar ES
Mogpog	9.Maricon J. Manoos	Lamesa ES
	10.Arleen P. Rodelas	Tarug ES
	11.Remen O. Manggol	Bocboc ES
	12.Rechie D. Hipe	Malayak ES
	13.Ruth F. Mangi	Mampaitan ES
	14.Melanie M. Arce	Pili ES
	15.Tonette L. Ornedo	Hinanggayon ES
	16.Rowena L. Macunat	Hinadharan ES
Sta. Cruz East	17.Noemi P. Rey	Banogbog ES
	18.Lucila R. Rodil	Biga ES
	19.Cristiano O. Romasanta	Morales ES
	20.Gener J. Vitto	Pantayin ES
	21.Mandy R. Piguerra	Pulong Parang ES
	22.Renato M. Cipriano	Tamayo ES
	23.Anelin P. Reginio	Banguangan PS
	24.Alvin P. Reynoso	Kalangkang ES
Sta. Cruz South	25.Analiza R. Paulin	Kinyaman ES
	26.Miriam F. Quiogue	Kaganhao ES
Torrijos	27.Girlie W. Mirano	Sinambahan PS
	28.Cristina C. Colopano	Banukbok PS
	29.Carol R. De Luna	Bayakbakin ES
	30.Maritess R. Pelobello	Talawan ES
	31.Oliva R. Rivadenerra	Mabuhay PS
	32.Virginia R. Grimaldo	Kay Duke PS
	33.Guilerma R. Alvarez	Bangwayin ES
	34.Allan P. Retardo	Pakaskasan ES
	35.Rosalea R. Santilices	Bolo PS

TRAINING MATRIX

Day 1	Day 2	Day 3
7:30am-10:30am	7:30am-8:00am MOL	7:30am-8:00am MOL
Registration Opening Program Pretest Expectations	8:01am-10:00am Increasing Teacher Success: Developing Integrated Multigrade Lesson Plans Romeo R. Palma	8:01am-10:00am Instructional Strategies for Multigrade Classes: Training School Leaders in Effective Supervision Marie Antonnette A. Romasanta
Morning Health Break		
10:46am-12:00nn	10:46am-12:00nn	10:46am-12:00nn
Overview and Good Practices of Multigrade Programs in Philippine Education Edna R. de Luna	Creating Technology- Enhanced Multigrade Lesson Joey M. Mataac	Using Multigrade Classroom Observation Tools for Teacher Evaluation (Effective Monitoring) Carina M. Mangante
Lunch Break (Energizer)		
1:15pm-2:30pm	1:15pm-2:30pm	1:15pm-2:30pm
Managing Stress and Anxiety for School Leaders in Challenging Multigrade Setting Joey M. Mataac	School Heads' Guide: Using Learning Activity Sheets (LAS) Effectively Ricardo A. del Mundo Jr.	The Role of the School Head as Instructional Leader and Administrative Manager of Multigrade Schools Romeo R. Palma
Afternoon Health Break		
2:45pm-4:30pm	2:45pm-4:30pm	2:45pm-4:30pm
Empowering School Heads: Providing Technical Assistance in Crafting Effective Multigrade Daily Lesson Plans Darwin Z. Pilar	Workshop on Making LAS and Presentation of Outputs Ricardo A. del Mundo Jr.	Preparation of WAP Presentation of WAP Post test Evaluation Closing Program Romualdo O. Magculang

PROGRAM MANAGEMENT TEAM (PMT) and TRAINERS

	Name	Designation
Overall Chairperson	Dr. Lynn G. Mendoza	OIC-SDS
Overall Vice-Chairperson	Dr. Mabel F. Musa	ASDS
Project Supervisor	John M. Chavez	Chief Educ.Supervisor
Program Owner	Romualdo O. Magculang	EPS, SNEd
PMT/Trainers	Romeo R. Palma	Principal I
	Joey M. Mataac	Principal I
	Darwin Z. Pilar	Head Teacher III
	Edna R. de Luna	Head Teacher III
	Marie Antonnette A. Romasanta	Head Teacher III
	Ricardo A. del Mundo Jr	Head Teacher II
	Carina M. Magante	Head Teacher I
Process Observer Monitor	Kyle David V. Atienza	SEPS-HRDS
Members of the Activity Evaluation Team	Dr. Fretzie P. Alcantara	SEPS-SMME
	Rey R. Raymundo	EPS-SMME
Members of the Health Team	Dr. Rica Mai Larga	Medical Officers
	Nurse Maricon M. Ebor	