



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Archbishop G.M. Reyes St., Kalibo, Aklan



February 1, 2019

DIVISION MEMORANDUM
No. 46 , s. 2019

**DIVISION TRAINING-WORKSHOP ON MANAGEMENT AND SUPERVISION
OF MULTIGRADE SCHOOLS and ORIENTATION ON THE UTILIZATION OF
MULTIGRADE DAILY LESSON PLANS**

To: Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Multigrade Schools

1. The Division of Aklan, through the Curriculum Implementation Division will conduct a Division Training Workshop on Management and Supervision of Multigrade Schools and Orientation on the Utilization of Multigrade Daily Lesson Plans at the 3rd Floor LGU, Bulding, Kalibo, Aklan on the following schedule:

Date	Participants
February 19-21, 2019	District Supervisors, Principals/HTs/TICs/OICs of schools with multigrade classes and District Multigrade Coordinators
February 22-24, 2019	Grades 1 to 6 multigrade teachers

2. The training-workshop aims to:
- Introduce strategies and tools that will enable the participants to effectively monitor and evaluate multigrade schools and instructional program;
 - Equip districts and schools with multigrade classes with the necessary skills in operationalizing the Multigrade M&E System; and
 - Orient the participants on the utilization of the LAC Resource Materials for multigrade teachers.
 - Orient the participants on the utilization of multigrade daily lesson plans
3. The schedule of activities is found in Enclosure No. 1.
4. No Registration fee shall be charged from participants. Expenses relative to the conduct of this activity shall be charged against downloaded funds for multigrade schools, while travel, per diem and other incidental expenses of participants coming from the districts shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

5. The teacher-participants and training staff shall be given service credits/compensatory time-off in lieu of the training day/s that will fall on either holiday or weekends as provided in DepEd Order No. 53, s. 2003 entitled Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC and DBM Joint Circular No. 2, s. 2004.

6. Immediate and wide dissemination of this Memorandum is desired.


SALVADOR O. OCHAVO, Jr., Ed.D., CESO VI
Schools Division Superintendent 

Enclosure: as stated

Reference: Regional Memorandum No. 268, s. 2018

Allotment: 1- (R.O. 12, s. 1994)

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

SEMINARS SCHOOL HEADS TEACHERS WORKSHOPS

/MCRP

**DIVISION TRAINING-WORKSHOP ON MANAGEMENT AND SUPERVISION OF MULTIGRADE SCHOOLS
and ORIENTATION ON THE UTILIZATION OF MULTIGRADE DAILY LESSON PLANS**

Time	Day 1	Day 2	Day 3
AM			
7:00-8:00	Registration	MOL	MOL
8:00-9:00	Opening Program		
9:00-10:00	Introduction to Monitoring and Evaluation (M&E) Dr. Marcelle I. Briones	Coaching Dialogue Dr. Marcelle I. Briones	Understanding the Development and Effective Utilization of the MG Daily Lesson Plan (DLP) Dr. Marcelle I. Briones
10:00-11:00	Overview of the Multigrade School Monitoring and Evaluation System (MSMES) Dr. Marcelle I. Briones	Mapping Techniques	Understanding the Development and Effective Utilization of the Integrated MG Lesson Plan (LP) Dr. Marcelle I. Briones
11:00-12:00		Tracking Curriculum Coverage Mrs. Febian J. Zorolla	
12:00-1:00	LUNCH BREAK		
1:00-2:00	Participatory M&E at the MG School and District Levels Mrs. Febian J. Zorolla	Jumpstarting MSMEs at the MG School and District Levels Mrs. Febian J. Zorolla	Understanding the Development and Effective Utilization of the Integrated MG Lesson Plan (LP) Managing and Supervising MG Schools Dr. Marcelle I. Briones
2:00-3:00	Unpacking of the Classroom Observation Tool for MG Dr. Marcelle I. Briones		
3:00-4:00	Refresher of Differentiated Instruction in MG Setting Dr. Marcelle I. Briones	Understanding the Development and Effective Utilization of the BOW	Closing Program
4:00-5:00		Mrs. Febian J. Zorolla	