



Republic of the Philippines

Department of Education

REGION V - BICOL

SCHOOLS DIVISION OFFICE OF CATANDUANES

November 11, 2024

**DIVISION MEMORANDUM**

No. 592, s. 2024

**DIVISION TRAINING FOR MULTIGRADE TEACHERS AND INSTRUCTIONAL LEADERS ON INSTRUCTIONAL STRATEGIES AND MANAGEMENT IN THE LAST-MILE MULTIGRADE SCHOOLS**

To: Chief Education Supervisors  
 Education Program Supervisors  
 Public Schools District Supervisors/ In-Charge of the Districts  
 School Heads of Multigrade Schools  
 Multigrade Teachers  
 All Others Concerned

1. Pursuant to Joint Memorandum dated April 18, 2024 re: Guidelines on the Release, Utilization, Monitoring and Reporting of Program Support Funds for Multigrade Schools for School Year 2024, and in line with the Department of Education's commitment to ensure quality education for all learners, including those in Multigrade (MG) schools, the Schools Division of Catanduanes thru the Curriculum Implementation Division (CID) will conduct a **5-day live-in Division Multigrade Training for Teachers and Instructional Leaders on Multigrade Instructional Strategies and Management November 19-23, 2024** at a venue to be announced through an advisory.
2. This training aims to:
  - a. Enhance the instructional skills of teachers in managing multigrade classrooms and fostering a dynamic and inclusive learning environment.
  - b. Equip instructional leaders with strategies to support and oversee multigrade instruction effectively.
  - c. Address the specific needs and challenges faced by last-mile multigrade schools in the division.
3. Participants to this training are the PSDSs/ District In-Charge, 1 MG-Key teacher and 1 untrained Teacher in all districts and selected pure MG school Heads.
4. There will be a Pre-registration for each district until November 14, 2024 through the link <http://bit.ly/4enLSJW>. This list will serve as the basis for accommodation at the training venue.
5. Meals, accommodation, materials, and supplies shall be charged against the downloaded Program Support Funds (PSF) for Multigrade Schools for Calendar Year 2024, while transportation and other incidental expenses of participants shall be charged to local funds, subject to relevant accounting and auditing rules and regulations.




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6. Participants coming from distant areas can be accommodated on Day 0. The first meal to be served is dinner on November 18, 2024.
7. School heads must ensure that the classes of identified multigrade teachers are properly managed and taken care of. They can implement an Alternative Delivery Mode through modular learning. However, if the teacher's absence will adversely affect student learning, please notify the Office of the SDS immediately so that a replacement can be arranged.
8. Compensatory Time-Off shall be granted to non-teaching personnel and Service Credits for teachers in attendance to the training on November 23, 2024 per CSC- DBM Joint Circular No. 2 s, 2015, "Policies and Guidelines on Overtime Services Rendered and Overtime Time for Government Employees" and DepEd Order No. 13, s. 2024 "Revised Guidelines on the Grant of Vacation Service Credits for Teachers", respectively.
8. Inquiries and clarifications regarding the conduct of the activity should be directed to Dr. Gina L. Custodio, Education Program Supervisor/ Division Multigrade Focal Person at [gina.custodio001@deped.gov.ph](mailto:gina.custodio001@deped.gov.ph).
9. The Executive Committee and Program Management Team is found in Enclosure No. 1 of this Memorandum.
10. Dissemination of and compliance to this Memorandum is earnestly desired.

By Authority of the OIC- Schools Division Superintendent:

  
**EVA S. TOLENTINO**  
 Administrative Officer V  
 Officer-In-Charge



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