



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS


July 1, 2025

DIVISION MEMORANDUM
No. 327, s. 2025

**CONSULTATIVE MEETING OF MULTIGRADE SCHOOL HEADS AND KEY
TEACHERS ON RENDERING EXTENSIVE ASSISTANCE, COACHING AND
HONING**

TO: Assistant Schools Division Superintendents
Chief-Curriculum Implementation Division (CID)
Chief-School Governance and Operations Division (SGOD)
Education Program Supervisors
Public Schools District Supervisors
Public Elementary School Heads
All Others Concerned

1. Pursuant to the Department of Education's commitment to provide inclusive and quality education, and in alignment with Republic Act No. 10533 (Enhanced Basic Education Act of 2013), DepEd Order No. 32, s. 2022 (Basic Education Development Plan 2030), and DepEd Order No. 42, s. 2017 (Philippine Professional Standards for Teachers), this Office through the Curriculum Implementation Division shall conduct a **Consultative Meeting of Multigrade School Heads and Key Teachers on Rendering Extensive Assistance, Coaching and Honing on September 4, 2025, at the SDO Conference Hall.**
2. This initiative aims to capacitate multigrade school heads and key teachers in designing and implementing context-based, curriculum-aligned daily lesson plans for multigrade classrooms. It also supports the Revised Kto12 Curriculum's emphasis on foundational learning, inclusivity, and adaptability.
3. Participants are requested to bring a laptop and a copy of their current lesson plan for use during the workshop sessions.
4. The lists of participants, Technical Working Group (TWG), and the training matrix are herein attached for reference. Furthermore, this memorandum shall serve as the official authority to travel.
5. Immediate dissemination of this memorandum is desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Encl. 1 List of Participants

Encl. 2 Technical Working Group

Encl. 3 Training Matrix

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

Issuances- Division Memorandum

MRV CONSULTATIVE MEETING OF MULTIGRADE SCHOOL HEADS AND KEY TEACHERS ON RENDERING EXTENSIVE ASSISTANCE, COACHING AND HONING/R2-144514/07/01/2025



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Enclosure 1: List of Participants

LIST OF PARTICIPANTS

	NAME	DESIGNATION / POSITION	SCHOOL	SUB- OFFICE
1	Ma.Crysthel C. Abrenica	Teacher III	San Pablo Elementary School	Bauan West
2	Joy C. Castillo	Teacher III	San Pablo Elementary School	Bauan West
3	Lorilie G. De Roxas	Teacher III	San Diego Elementary School	Bauan West
4	Myla H. Gonzalvo	Officer-In Charge	San Diego Elementary School	Bauan West
5	Charo E. Rosales	Head Teacher III	Calambuyan Elementary School	Calatagan
6	Rhica T. Corpuz	Teacher I	Calambuyan Elementary School	Calatagan
7	Ricky L. Zara	Teacher I	Don Juan Integrated School	Cuenca
8	Lyne M. Jaen	Head Teacher I	Don Juan Integrated School	Cuenca
9	Elizabeth B. Cadacio	Principal I	Lumampao Elementary School	Cuenca
10	Medina R. Mendoza	Head Teacher II	Dalipit East Bo. School	Cuenca
11	Mary Cris F. Fabe	Teacher II	Dalipit East Bo. School	Cuenca
12	Elizabeth B. Cadacio	Principal I	Lumampao Elementary School	Cuenca
13	Ruby J.Umali	Teacher III	Lumampao Elementary School	Cuenca
14	Cristopher M. Latunio	Teacher III/OIC	Calumayin Elementary School	Cuenca
15	Joanne C. Esguerra	Teacher III	Calumayin Elementary School	Cuenca
16	Maria Teresa M. Bantayan	Teacher III	Bignay Elementary School	Lobo
17	Margie A. Ilagan	Teacher In Charge	Bignay Elementary School	Lobo
18	Mercy R. Castillo	Teacher I	Nagtoctoc Elementary School	Lobo
19	Donata B. Elamparo	Head Teacher I	Nagtoctoc Elementary School	Lobo
20	Gilbert D. Quides	Teacher-In-Charge	Panay Elementary School	Mabini



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

21	Ilagan, Glenda Paglinawan	Teacher I	Panay Elementary School	Mabini
22	Celerina M. Sintones	Principal I	Ligaya Primary School	Mabini
23	Shiela G. Casa	Teacher II	Ligaya Primary School	Mabini
24	Inah Gizelle I. Manongsong	Head Teacher I	San Jose Elementary School	Mabini
25	Cristeta T. Sosing	Head Teacher I	Timoteo D. Aguila Elementary School	San Juan East
26	Geeny C. De Claro	Officer-In-Charge	Durungao Elementary School	San Luis
27	Jennifer R. Diezmos	Teacher I	Durungao Elementary School	San Luis
28	Ermelinda G. Gardose	Teacher II	Mahabang Parang Elementary School	San Luis
29	Cynthia S Signo	Head Teacher I	Locloc Elementary School	San Luis
30	Arlene H. Cometa	Head Teacher I	San Antonio Elementary School	San Luis
31	Mylene A. Del Rosario	HT II	Mahabang Parang Elementary School	San Luis
32	Camille Joyce C Ilagan	Teacher III	Locloc Elementary School	San Luis
33	Teresita M. Belela	Head Teacher III	Hipit Elementary School	San Nicolas
34	Roxanne B. Kaharian	Teacher III	Hipit Elementary School	San Nicolas
35	Grace R. Baculo	Teacher I	Abelo Elementary School	San Nicolas
36	Teresita M. Belela	Head Teacher III	Abelo Elementary School	San Nicolas
37	Nenita A. Alday	Head Teacher III	Burol Elementary School	Sta. Teresita
38	Jocelyn R. Maristela	Teacher I	Burol Elementary School	Sta. Teresita
39	Juana C. Bacatin	Head Teacher II	Bago Primary School	Tingloy
40	Hilaria Wilma A. Marasigan	Head Teacher II	San Pedro Elementary School	Tingloy
41	Ronald B. Ortega	Head Teacher I	Piña Elementary School	Taysan
42	Vanessa M. Hernandez	Master Teacher I	Piña Elementary School	Taysan



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Enclosure 2. Technical Working Group

TECHNICAL WORKING GROUP

	NAME	SEX	OFFICE / DIVISION / SECTION	POSITION	ROLE
1	Mercy R. Villanueva	F	SDO	EPS I- Kindergarten/Multigrade Division Coordinator	Program Proponent
2	* Layne M. Jaen	F	Don Juan ES/Cuenca	Principal I	Registration/Certificate
3	Leizel M. Dayanghirang	F	Pook ni Banal ES	Teacher III	
4	Glenn D. Dayanghirang *Joy C. Castillo	M F	Malakimpook Elementary School/ San Pablo ES	Teacher III	Technical Staff/ICT Focal Person
5	Erwin D. Marasigan	M	Muson ES/ Alitagtag Sub-office	Principal I	Learning Facilitator

(The names with asterisk are also participants in the activity.)



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

Enclosure 3. Training Matrix

TRAINING MATRIX	
Time	Activity
7:00-8:00	Registration
8:00-8:30	Opening Program
8:30-9:30	Identifying the issues, problems, and needs confronting the school heads, teachers, and learners
9:30-10:00	AM Snack
10:00 – 12:00	Topic: Walkthrough and Designing of Multigrade Daily Lesson Plan (MG-DLP)
12:00 – 1:00	Lunch
1:00 – 3:00	Workshop: Crafting the Preparatory Parts of a Multigrade Daily Lesson Plan (MG-DLP)
3:00-4:00	Giving Feedback and Critiquing
4:00- 5:00	Closing Program