DIVISION MEMORANDUM
No. 74, s. 2012

To: Public Schools District Supervisors
    Elementary School Heads

From: DR. GILBERT T. SADSAD
      Schools Division Superintendent

Subject: DIVISION TRAINING PROGRAM FOR REDESIGNING INSTRUCTIONAL SYSTEMS OF MULTIGRADE SCHOOLS

1. In line with the thrust of improving learning outcomes, this Division will conduct a Two-Day Live-in Training Program for Redesigning Instructional Systems of Multigrade Schools at Naga Regent Hotel on **July 5-6, 2012**.

2. This training aims to upgrade and further capacitate teachers handling multigrade classes along effective delivery of instruction. Specifically, by the end of the activity, the participants are expected to be able to:
   a. develop theoretical knowledge and functional understanding of multigrade instruction;
   b. enhance instructional competence in handling multigrade classes; and
   c. design instructional systems within the multigrade framework.

3. Participants to this training are three (3) key multigrade teachers from each district who possess leadership skills. They are advised to bring the MG Handbook/Lesson Guides and other Teaching Guides along Multigrade instruction. Names of the participants must be submitted to ASDS Doncillo on or before **July 2, 2012**.

4. The List of Trainers/Facilitators and the schedule of activities are provided in Enclosure No. 1 to this Memorandum.

5. An orientation workshop for the training staff will be conducted on **July 2, 2012** at the ALS Center, 8:00 a.m.

6. No registration shall be collected. Food, board and lodging, materials and other operational expenses are chargeable against downloaded Multigrade INSET Financial Subsidy for the Implementation of the Multigrade Program subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of the contents of this Memorandum is desired.