



November 14, 2018


**DIVISION MEMORANDUM**

No. 787, s. 2018

**DIVISION ORIENTATION-WORKSHOP OF UNTRAINED MULTIGRADE TEACHERS ON  
THE UTILIZATION OF BUDGET OF WORK & DAILY LESSON PLAN EXEMPLARS  
FOR MULTIGRADE TEACHING**

**To: Assistant Superintendents  
Chiefs, CID and SGOD  
Education Program Supervisors/Coordinators  
Public Schools District Supervisors/OICs  
Elementary School Heads**

1. This office announces the conduct of a **Three-day Division Orientation-Workshop of Untrained Multigrade Teachers on the Utilization of Budget of Work & Daily Lesson Exemplars for Multigrade Teaching** at Hotel Fortuna, Borromeo St., Cebu City on November 19-21, 2018.
2. This activity aims to:
  - a. discuss the importance and proper utilization of the Budget of Work (BOW) and Daily Lesson Plan (DLP) Exemplars for MG classes;
  - b. create and contextualize teaching strategies and learning resources in utilizing the DLP Exemplars; and
  - c. show confidence on how to teach multigrade classes effectively and efficiently.
3. Participants to this training are untrained teachers of those districts having Multigrade Classes. MG Teachers from Camotes Island are expected to be at the venue not earlier than 3 pm on November 18, 2018. Dinner will be served as their first meal. Other participants are expected to be at the venue not later than 8:00 o'clock in the morning on November 19, 2018 with snacks as their first meal.
4. Expenses for accommodation, meals and snacks, and other expenses relative thereto shall be chargeable to **2018 FS for Multigrade Schools**, while transportation of the participants shall be chargeable to **local/ School/MOOE funds**, subject to availability and the usual accounting and auditing rules and regulations.
5. This Memorandum serves as participants' Authority to Travel.
6. Immediate and wide dissemination of this Memorandum is desired.

  
**RHEA MAR A. ANGTUD, Ed.D., CESO VI**  
Schools Division Superintendent