



November 14, 2018

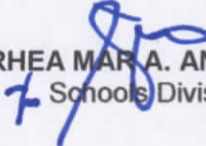
DIVISION MEMORANDUM

No. 788, s. 2018

DIVISION TRAINING OF PUBLIC SCHOOLS DISTRICT SUPERVISORS & SCHOOL HEADS ON THE MANAGEMENT AND SUPERVISION OF MULTIGRADE SCHOOLS

**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 Training of PSDSs & School Heads on the Management and Supervision of Multigrade Schools** at Hotel Fortuna, Borromeo St., Cebu City on November 19-21, 2018.
2. This activity aims to:
 - a. capacitate the PSDSs and School Heads on how to manage and supervise multigrade classes;
 - b. contextualize the utilization of the DLP Exemplars and Budget of Work; and
 - c. show confidence in using the Multigrade Classroom Observation Tool and other M & E Tools.
3. Participants to this training are PSDSs and School Heads of those districts having Multigrade Classes. Participants from Camotes Island and identified facilitators 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/Division 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