



Republic of the Philippines  
**Department of Education**  
REGION VI – WESTERN VISAYAS  
SCHOOLS DIVISION OF CAPIZ

October 6, 2025

**DIVISION MEMORANDUM**  
NO. 497 S. 2025

**PREPARATION OF COMPLETION REPORT ON THE CONDUCT OF DIVISION MEMORANDUM NO. 325, S. 2025, TITLED TRAINING WORKSHOP ON ENHANCING MULTIGRADE INSTRUCTION: UPSKILLING OF SCHOOL HEADS AND TEACHERS IN LESSON EXEMPLARS DEVELOPMENT IN THE LAST MILE SCHOOLS**

To: Assistant Schools Division Superintendent  
Chief Education Supervisor (CES) / OIC - CES  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary and Integrated Schools  
All Others Concerned

1. In line with the recently concluded Division Memorandum No. 325, s. 2025 titled **Training Workshop on Enhancing Multigrade Instruction: Upskilling of School Heads and Teachers in Lesson Exemplars Development in the Last Mile Schools**, this Office will prepare a completion report for submission to PRC (Professional Regulation Commission). Anent this, a workshop will be held on **October 9-10, 2025** at **Circulo Convention Center**, Pueblo de Panay Township, Lawaan, Roxas City.
2. Participants to said activity are the following:

Name	District
1. Ruth C. Gervero, PhD	SDO Office
2. Dr. Evita Rose Busil	Pontevedra
3. Mark Nel Venus	Panay
4. Kenneth Clent A. Ortiz	Panitan
5. Joel B. Borce	Panitan
6. Lea Palmes	Tapaz East
7. Arnold Delfin	Pilar
8. Donnalyn O. Olandesca	Sapian
9. Rona Overencio	Mambusao East
10. Arlyn D. Gabata	Mambusao West
11. Emilio Fer G. Villa	Jamindan



**Address:** Banica, Roxas City  
**Contact Number:** (036) 6518 456/0968-869-5867  
**Email Address:** [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
**Website:** <http://depedcapiz.ph>



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3. Expenses relative to the conduct of this activity shall be charged against the Multi -grade PSF 2024 while transportation of participants is chargeable against school MOOE subject to the usual accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

  
**ROEL F. BERMEJO**

Schools Division Superintendent

Enclosure: As stated

Reference:

To be indicated in the Perpetual Index under the following subjects

**PEDAGOGY**

**TRAINING**

**COMPLETION REPORT**

**MPPE**



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