



Republic of the Philippines  
Department of Education  
REGION VIII  
**SCHOOLS DIVISION OF CALBAYOG CITY**

**DIVISION MEMORANDUM**

No. 233, s. 2025

To: Public School Districts Supervisors and DICs  
Elementary and Secondary School Heads  
All other concerned

Subject: **Orientation on the Multigrade Budget of Work (MG-BOW) and MG Lesson Exemplars to all MG Teachers and MG School Heads**

Date: May 28, 2025

1. Schools Division of Calbayog City through the Curriculum Implementation Division will conduct an Orientation on the utilization of the Multigrade Budget of Work (MG-BOW) and Multigrade Lesson Exemplars (MG-DLP) for School Year 2025-2026 on June 2, 2025 to start at 8:00 in the morning at the Division Conference Hall.
2. Objectives of the said orientation are the following but not limited to:
  - orient Multigrade teachers and school heads on the utilization of the Budget of Work (MG-BOW) and Multigrade Daily Lesson Plan (MG-DLP);
  - extend assistance to Multigrade teachers and school heads on instructional materials to be used for School-Year 2025-2026;
  - Appreciate the essence of materials readiness for multigrade instruction.
3. Participants to this orientation are all teachers handling Multigrade classes and school heads of pure and mixed Multigrade schools and the training team as stipulated in the enclosure 1 (Program of Activities).
4. Teacher-participants are entitled to Local Service credits.
5. Expenses of all the participants to include meals and travelling expenses shall be charged against school local funds subject to usual accounting and auditing rules.
6. Immediate dissemination of and compliance with this Memorandum are desired.

**MARGARITO A. CADAYONA JR., PhD, CESO VI**  
Schools Division Superintendent  
Calbayog City Division

For the Schools Division Superintendent:

**SUNSHINE MARJORIE E. VENTURES**  
Admin. Officer V (Budget Officer III)  
Office In-Charge



**Orientation on the Multigrade Budget of Work (MG-BOW) and Multigrade Lesson Exemplars to all MG Teachers and MG School Heads**

Time	Activity /Topic	Discussants/ Person in-charge	School	Position
7:30-8:30	Registration	Aida A. Tarrayo Dionila Sildo	Oboob ES Caybago ES	MT-2
8:30-9:00	Opening Program	Bernie J. Abing Randy Nable	Mancol IS Langoyon ES	HT -3 HT-3
9:00-9:30	The nature of the Budget of Work	Rosalita G. Data	Rizal ES	P1
9:30-10:00	The MG-DLP in nature	Aida A. Tarrayo	Oboob ES	MT2 MG Scholar
10:00-10:15	The SDA in instruction	Dionila Sildo	Caybago ES	T3-MG Scholar
10:15-10:30	Health Break			
10:30-11:00	Enhancement the MG-BOW & MG-DLP	Lourdes L. Matan	CID Office	EPS
11:00- 11:30	The class Programming in MG	Gloria R. Diomangay	Alang-alang ES	MT3- MG Scholar
11:30-12:00	Open-Forum	Lourdes L. Matan	CID Office	EPS
12:00-1:00	Health Break			
1:00-1:30	MG-DLP in Reading & Literacy and Filipino 1,2,3, Filipino 4,5,6	Marcia C. Tocayon	Guinbaoyan Norte	HT-3
1:30-2:00	MG-DLP in Language & English 1,2,3 and English 4,5,6	Janice Jose	Salhag ES	HT-3
2:00-2:30	MG-DLP in Science	Monalyn Sarmiento	De Victoria ES	TIC
2:30-3:00	MG-DLP in Math	Jovie L. Bido	Caballero ES	HT-3
3:00-3:30	MG-DLP in MAPEH	June Francis Errojo	Caballero ES	
3:30-4:00	MG-DLP in TLE	Joey Catampo	San Jose IS	HT-3
4:00-4:30	MG-DLP in Values	Herman Verano	Pinamurutan IS	HT-3
4:30-5:00	MG-DLP in Arpa	Randy Nable	Langoyon ES	HT-3
5:00-5:30	Closing Program			