



Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division
Superintendent**

DIVISION MEMORANDUM
CID-2025- 089

TO : **JUANITA C. LAFUENTE** – Education Program in Kindergarten,
SNED & MG
LEMUEL B. BAROL – Principal, TCCES SPED

FROM : **WILFREDA D. BONGALOS PhD, CESO V** ✓
Schools Division Superintendent

SUBJECT : **ALIGNING CURRICULUM ACROSS LEVELS: STREAMLINING
THE BUDGET OF WORK FOR EFFECTIVE DELIVERY**

DATE : April 16, 2025

1. This Office, through the Curriculum and Implementation Division (CID) informs you to participate in the workshop on **Aligning Curriculum Across Levels: Streamlining the Budget of Work for Effective Delivery on April 24 – 27, 2025 at the Applied Nutrition Center (ANC), Banilad, Cebu City.**
2. Compensatory Time Off will be granted to participants in lieu of workshop days that fall on Saturday and Sunday in accordance with DO 53 s. 2023, Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Circular No. 2 s. 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.
3. Board and lodging and accommodation of the participants shall be charged against school/division MOOE/SPED/MG-PSF funds or other sources of funds, subject to the usual government accounting and auditing rules and regulations.
4. Kindly see the attached memorandum and advisory for your reference. Participants are advised to bring laptops, extension cords and Curriculum Guides (Matatag), existing Budget of Work, writing and personal materials.
5. Immediate dissemination of, and compliance with this Memorandum is desired.

WDB/JAAL/CID/JTB/jcl



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Republic of the Philippines
Department of Education
REGION VII - CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM

No. 0300 s. 2025

**ALIGNING CURRICULUM ACROSS LEVELS: STREAMLINING THE BUDGET OF WORK
FOR EFFECTIVE DELIVERY**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), announces the conduct of a regional workshop entitled "Aligning Curriculum Across Levels: Streamlining the Budget of Work for Effective Delivery" on April 24-27, 2025 at the Applied Nutrition Center (ANC), Banilad, Cebu City.
2. This activity is designed to enhance the capacity of multigrade implementers and instructional leaders in preparing a streamlined and responsive Budget of Work (BOW) that aligns across learning levels and learning areas, in consideration of the unique needs of learners in multigrade settings including those in the special needs education classes.
3. A key component of this initiative is to support the implementation of **Project BRIDGE (Building Responsive Instructional Designs for Growth and Equity)** by providing a well-structured instructional framework through a unified and developmentally appropriate BOW. The streamlined BOW will serve as the basis for preparing instructional plans, learning activity sheets, and other instructional materials that promote continuity, coherence, and inclusivity in the multigrade classroom.
4. Specifically, the workshop aims to:
 - Deepen participants' understanding of the principles of curriculum alignment in the multigrade context;
 - Equip participants with strategies to cluster learning competencies and identify integration points across grade levels; and
 - Produce contextually adapted, grade-level aligned Budgets of Work for Key Stages 1 and 2.
5. Participants to this activity shall include Division SPED Focal Persons, and Division Multigrade Coordinators or supervisors/school heads who are adept in writing instructional plans, have background knowledge in SPED and Multigrade, and have been trained/oriented on the guidelines/standards in development of learning resources. Please see enclosure number 1 for the allocated number of participants.
6. Participants are advised to bring:
 - Laptops and extension cords
 - Curriculum Guides (MATATAG)

- Existing Budget of Work templates and instructional planning tools used in their divisions
- Writing and personal materials.

Full participation and cooperation of all concerned personnel are highly encouraged to ensure the success of this important instructional development initiative in support of **CLMD- Project SHARE**.

7. Compensatory Time Off will be granted to participants in lieu of workshop days that fall on Saturday and Sunday in accordance with DO 53 s. 2023, Updated Guidelines on Grant of Vacation Service Credits to Teachers and CSC-DBM Circular No. 2 s 2015, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees.
8. Board and lodging and accommodation of the participants shall be charged against OSEC 7-24-5156 while travel and other incidental expenses incurred by the participants relative to the participation of the activity shall be charged against school/division MOOE/SPED/MG-PSF funds or other sources of funds, subject to the usual government accounting and auditing rules and regulations. First meal to be served is lunch of April 24 and last meal is lunch of April 27.
9. Immediate dissemination of, and compliance with this Memorandum are directed.



SALUSTIANO T. JIMENEZ EdD, JD, CESO III

Director IV
Regional Director

Enclosure Number 1 - Number of Participants

Allocated Number of Participants

Division	Division SPED Focal	Division Multigrade Focal Persons (Supervisor or School Head for Divisions without MG Focal Persons)
1. Bais City	1	1
2. Bayawan City	1	1
3. Bogo City	1	1
4. Bohol Province	1	1
5. Carcar City	1	1
6. Cebu City	1	1
7. Cebu Province	1	1
8. Canlaon City	1	1
9. City of Naga	1	1
10. Dumaguete City	1	1
11. Danao City	1	1
12. Guihulngan City	1	1
13. Lapulapu City	1	1
14. Mandaue City	1	1
15. Negros Oriental	1	1
16. Siquijor Province	1	1
17. Talisay City	1	1
18. Tanjay City	1	1
19. Tagbilaran City	1	1
20. Toledo City	1	1

**Aligning Curriculum Across Levels: Streamlining the Budget of Work for Effective
Multigrade Delivery**

April 24–27, 2025

Applied Nutrition Center, Banilad, Cebu City

Indicative Schedule of Activities

Date	Time	Activity	Facilitator/Lead
Day 1 – April 24	1:00 – 2:00 PM	Arrival and Registration	Secretariat
	2:00 – 3:00 PM	Opening Program and Orientation	Regional Focal Person
	3:00 – 4:00 PM	Overview of Project BRIDGE and the Role of BOW	Regional Focal Person
	4:00 – 5:00 PM	Session 1: Principles of Curriculum Alignment in Multigrade and SPED	Regional Focal Person
Day 2 – April 25	8:00-12:00 1:00-5:00	-MELC Clustering and Mapping Across Grade Levels -Drafting Streamlined BOW	Division Focals
Day 3 – April 26	8:00-12:00 1:00-5:00	-Drafting Streamlined BOW -Peer Review and Refinement of BOW Outputs -Technical Review and Consolidation	Group Participants
Day 4- April 27	8:00-12:00 1:00- 3:00	Finalization and Presentation of Outputs Next Steps and Closing	

Expected Outputs:

1. Clustered LCs per subject area for Key Stage 1 and 2
2. Streamlined Budget of Work per learning area for multigrade delivery
3. Integrated instructional plan template for BRIDGE aligned with SHAR