



Republic of the Philippines  
**Department of Education**  
REGION IX  
DIVISION OF DAPITAN CITY

**Office of the Schools Division Superintendent**

September 13, 2023

**MEMORANDUM**

No. 460 series 2023

To : Assistant Schools Division Superintendent  
Chief Education Supervisors (CID & SGOD)  
Education Program Supervisors  
Public Schools District Supervisors  
Principal In Charge of the District (PICDs)  
Public Elementary School Heads  
Kindergarten Teachers  
This Division

**RESKILLING AND UPSKILLING OF SELECTED SCHOOL HEADS AND KINDERGARTEN TEACHERS ON THE IMPLEMENTATION OF KINDERGARTEN EDUCATION PROGRAM (KEP) cum ADMINISTRATION ON EARLY CHILDHOOD DEVELOPMENT (ECD) CHECKLIST**

1. In adherence to Republic Act No. 10157 re: "The Kindergarten Education Act" and DO No. 47 s. 2016 titled: "Omnibus Policy on Kindergarten Education" particularly on the area of teacher development and continues Professional Development Program, the Schools Division of Dapitan City through the Curriculum Implementation Division (CID) will conduct a two-day Reskilling and Up skilling of Selected School Heads and Kindergarten Teachers on the Implementation of Kindergarten Education Program (KEP) cum Administration on Early Childhood Development (ECD) Checklist on **September 29-30, 2023** at the Bajamunde Farms Pension , Dapitan City.
2. The training-workshop aims to:
  - a. learn, relearn and refresh Developmentally Appropriate Practices (DAP) in teaching strategies that promote learners' foundational literacy and numeracy skills that are responsive to all types of kindergarten learners;
  - b. enhance knowledge and skills in managing blocks-of-time in kindergarten class such as work periods, storytelling, supervised recess and the indoor/outdoor activities;



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- c. gain knowledge and understanding on the different classroom-based assessment as tools for reporting and documenting learner's progress;
  - d. show actual demonstration teaching on how to handle a kindergarten class.
2. The list of speakers, school heads, kindergarten teachers, facilitators and the training matrix are found in Enclosure No 1 and 2, respectively.
  3. The identified speakers, demonstrators and facilitators are required to participate in all sessions and render services to the aforementioned training -workshops. (See Enclosure No. 01);
  4. To ensure the quality of the said training, there will be a meeting and preparations to all trainers and facilitators on Friday, September 22, 2023 @ 1:30 in the afternoon at the SDO, Conference hall.
  5. All teachers involved in the training will ensure that pupils are provided with the Self-Learning Materials (SLMs) or any activity sheets to maximize learning.
  6. Expenses relative to the conduct of this training for snacks, meals and supplies shall be charged against Division MOOE funds while travel expenses of the participants shall be charged to School /MOOE funds both subject to usual accounting and auditing rules and procedures.
  7. For guidance and compliance of all concerned.

**DANNY B. CORDOVA EdD. CESO VI**  
Schools Division Superintendent *fbh.*



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Enclosure No. 01 of Division Memorandum No. \_\_\_\_\_ s. 2023

**LIST OF PARTICIPANTS, SPEAKERS AND FACILITATORS**

NO.	NAME	SEX	Position	SCHOOL
1	Carona R. Paez	F	Kindergarten Teacher	Capucan ES
2	Gazelle C. Sacal	F	Kindergarten Teacher	Ma. Cristina ES
3	Marichan Pajartin	F	Kindergarten Teacher	Taguilon ES
4	Ermelinda Mercado	F	Kindergarten Teacher	Taguilon ES
5	Lotis A. Malanog	F	Kindergarten Teacher	Barcelona CS
6	Chessel D. Julkanain	F	Kindergarten Teacher	Potungan CS
7	Beverly G. Andag	F	Kindergarten Teacher	Carang ES
8	Zelty Enjambre	F	Kindergarten Teacher	Selinog IS
9	Cherrymie E. Sagaral	F	Kindergarten Teacher	
10	Cherry Meeh D. Baid	F	Kindergarten Teacher	Oyan ES
11	Joan R. Mabini	F	Kindergarten Teacher/Demonstration Teacher	Ba-ao ES
12	Jay-Ann B. Ogarte	F	Kindergarten Teacher/Demonstration Teacher	Owaon ES
13	Ivy Josefa V. Ferrolino	F	T-3/Demonstration Teacher/Facilitator	Dapitan City Central School
14	Almira O. Solatorio	F	Teacher-3/Trainer	Dapitan City Experimental Elementary School
15	Maricel P. Tuala	F	Kindergarten Teacher	Baylimango CS
16	Imelda F. Tan	F	Principal 3	Baylimango CS
17	Marlyn E. Esmade	F	Principal 4	Barcelona CS
18	Marilou G. Cagabanua	F	HT-3	San Francisco ES
19	Kristine B. Pon	F	Teacher -3	Selinog ES
20	Windrell B. Mongcupa	M	TIC/Teacher 2	Yabu ES Ma.
21	Caroline D. Osorio	F	HT-3	Owaon ES
22	Love Z. Abello	F	HT -3	Ba-ao ES
23	Mirason Omilig	F	HT-3	Guimputlan IS
24	Eldie Robaro	F	HT-2	Sigayan ES
25	Janet Saldon	F	HT-1	Tag-ulo ES
26	Ma. Shelva L.	F	HT-1	Oyan ES



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	Carpenteros			
27	Jerry M. Perong	M	EPS	SDO-CID
28	Rizza A. Daboda	F	Trainer, P-4	Dapitan Cy Experimental Elementary School
29	Helen T. Calaguian	F	P-3. Trainer	SDO-Dapitan City
30	Lindo O. Adasa Jr.	F	EPS/Trainer	SDO-CID
31	Luna Luz B. Racho	F	EPS/Trainer	SDO-CID
32	Vicente Ramon V. Suarez II	M	Eps/Facilitator	SDO-SGOD



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**TRAINING MATRIX**

September 28-29, 2023

TIME	DAY 1 Topics/Activities	DAY 2 Topics/Activities
7:30-8:00	Arrival /Registration <i>Ivy Josefa V. Ferolino</i>	Unfreezing Activity <i>Dapitan Central Schools District Participants</i>
8:00- 8:30	Opening Program <i>Vicente Ramon V. Suarez Education Specialist-SGOD</i>	
8:30- 9:30	Legal Bases of Kindergarten Education (DO. No 47, s. 2016 and 40-week Curriculum <i>EPS Jerry M. Perong</i>	Kindergarten Program Schedule : Blocks -of-Time <i>EPS Luna Luz B. Racho</i>
9:30 – 10:30	What Young Children Need: 7 K <i>Principal Rizza A. Daboda</i>	Kindergarten Classroom Lay-out and Design <i>EPS Lindo O. Adasa Jr.</i>
		Developmentally Appropriate Practices (DAP)
S N A C K B R E A K		
10:30 -11:30	How a Child Learn to read: Supporting Children's Reading Development <i>EPS Lindo O. Adasa Jr</i>	Development of Learning Activity Sheets (LAS) and Writeshop <i>Luna Luz B. Racho</i>
11:30 -12:00	Understanding on KCEP (DO No 11, 2014) <i>DPS Luna Luz B. Racho</i>	Writeshop on LAS <i>Luna Luz B. Racho/Ivy Josefa Ferolino</i>
L U N C H B R E A K		
1:00-2:00	Learning Mathematics Their Way: How Children Learn Math <i>Helen T. Calaguian</i>	Demonstration Teaching in Kindergarten: Work Period 1 <i>Ivy Josefa V. Ferolino</i>
2:00-3:30	Overview the ECD Checklist and its Administration <i>Almira O. Solatorio</i>	Demonstration Teaching in Kindergarten: Work -Story Telling <i>Jay-Ann Ogarten</i>
		Afternoon Snacks Post Demonstration in Work Period 1 and Story telling by Selected School Head <i>Jerry M. Perong</i>
3:30-4:30	Simulation on the Administration of ECD <i>Almira O. Solatorio/Rizza A. Daboda</i>	Wrap-Up Closing Program
<i>Officer of the Day</i>	<b>Vicente Ramon V. Suarez II</b> <i>EPs -SGOD</i>	



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