



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

December 9, 2024

MEMORANDUM

No. 644 series 2024

TRAINING -WRITESHOP ON THE DEVELOPMENT OF CONTEXTUALIZED WEEKLY
LESSON PLANS AND LEARNING RESOURCES FROM FIRST TO FOURTH
QUARTERS IN KINDERGARTEN

TO : Assistant Schools Division Superintendent
: Chief Education Supervisors (CID & SGOD)
: Education Program Supervisors
: Public Schools District Supervisors PSDSs/PICDs
: Elementary Administrators
: All Others Concerned

1. In cognizant with Department Order No. 010 series 2024 which outlines the Policy Guidelines in the Implementation of the MATATAG Curriculum that purposely designed to provide clear directions and articulates its features, ensuring that all educational institutions adhere to the prescribed minimum standards. This Order shall provide guidelines to teachers , schools heads and instructional leaders in the proper and accurate implementation of the MATATAG Curriculum.
2. With the diverse learning needs and cultures of the learners as the context and challenges in the delivery of the Kindergarten Curriculum, contextualization of instruction and learning resources should be employed to boost the teaching learning outcomes , thus, a training -workshop on the Unpacking and development of Unified Daily/Weekly Lesson Plans from first to fourth quarters which will be conducted on January 10-12, and 17-19, 2025 at DepEd, Division Conference Hall, Dapitan City.
3. The training-workshops aims to:

Department of Education
Division of Dapitan City

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NO. 644 DATE DEC 11 2024
TIME 5-07 BY [Signature]

contextualize the lesson exemplars and self-learning modules of kindergarten from first to fourth quarters;



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- b. provide professional development support for teachers ensuring that they have in depth understanding of the MATATAG Curriculum;
 - c. equip the participants with the necessary knowledge, skills and competencies to effectively implement the said curriculum;
 - d. prepare unified Daily/weekly lesson plans and activity sheets/worksheets to support the effective and efficient instruction.
4. The participants to this training - workshop are PSDSs/PICDs , District Kindergarten Coordinators, kindergarten teachers, facilitators and Education Program Supervisors and speakers (See Enclosure No. 01 and 02) .
 5. The training -workshop will be conducted into six days . One- day on-site training and five (5) days work from home which will delve in the write shop of the unified weekly lesson plan and contextualized activity sheets/worksheets during Saturdays and Sundays. The said write shop - workshops composed of two batches. First batch writers for third and fourth quarters and second batch for first and second quarters.
 6. Schools are advised to check the outputs of their respective teachers. PSDSs/PICDs will create a Quality Assurance team for district checking of the developed resources . The same will submit their outputs and the list of teachers who render their services to the CID Office , Division Office. Quality assurance per district will be done during District Learning Action Cell (DisLAC) or by cluster schools.
 7. This Office will provide two days (2) days service credits to all teachers involve in the conduct of the said training-workshop and Compensatory Time-Off leave credits for non-teaching personnel for their services rendered during weekends (Saturdays and Sundays) .
 8. This Memorandum serves as Travel Authority (TA) of all teachers involved on the training - write shop .
 9. Attached is the Training Matrix for your reference (See Enclosure No. 03)





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10. Participants are required to bring their own provision (lunch and snacks) during the one-day on-site training -workshop .
 11. Deadline for submission in the Division Office will be on or before January 30 , 2025 for all the quarters.
 12. Meals and snacks shall be charged to **School MOOE**/Local Funds subject to the usual accounting and auditing rules and regulations.
 13. Immediate and wide dissemination of this Memorandum is desired.


FELIX ROMY A. TRIAMBULO, CESO V
Schools Division Superintendent





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Enclosure No. 01 of **DM No. ____**, s. 2024

LIST OF PARTICIPANTS

No.	Name	Position	School/Office
January 10-12, 2025			
Batch 1: Barcelona Schools District, Potungan Schools District, Dapitan Central Schools District			
THIRD QUARTER			
1	Carona R. Paez	Week 1	Capucao ES
2	Melvie Mae E. Cinco	Week 2	Dapitan City Central School
3	Lotis A. Malanog	Week 3	Barcelona CS
4	Lyra E. Elumbaring	Week 4	Ilaya ES
5	Ma. Gina M. Cordua	Week 5	Diwaan ES
6	Joan R. Mabini	Week 6	Ba-ao ES
7	Cherry Meeh D. Baid	Week 7	Oyan ES
8	Wilmar J. Catipay	Week 8	Hilltop ES
9	Dulce Y. Cabual	Week 9	Tamion ES
10	Alma Riza B. Jaralve	Week 10	Ma. Uray ES
FOURTH QUARTER			
11	Susan S. Vertucio	Week 1	Aseniero ES
12	Ellen R. Murro	Week 2	Masidlakon ES
13	Wilmar J. Catipay	Week 3	Sigayan ES
14	Mary Ann J. Gumalal	Week 4	San Nicolas ES
15	Jocelyn A. Bait-it	Week 5	Dampalan ES
16	Michelle de los Santos	Week 6	San Francisco ES
17	Fey Ann J. Diao	Week 7	Opao ES
18	Chessel D. Julkanain	Week 8	Potungan CS
19	Nida D. Sangual	Week 9	Kauswagan IS
20	Mary Cris Aubrey V. Gahuman	Week 10	DCEES
January 17-19, 2024			





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Batch 2: Baylimango Schools District , Sulangon Schools District and Dapitan Central Schools District			
FIRST QUARTER			
21	Maricel P. Tuala	Week 1	Baylimango Central School
22	Charie M. Daulong	Week 2	Sto. Nino ES
23	Agnes M. Balucan	Week 3	Canlucani ES
24	Sheena Grace C. Jumawan	Week 4	Oro ES
25	Tessie S. Balladares	Week 5	Banbanan ES
26	Charlyn B. Andag	Week 6	Tag-ulo ES
27	Marichan B. Pajartin	Week 7	Taguilon ES
28	Joan S. Cinco	Week 8	Guimputlan ES
29	Beverly G. Balwit	Week 9	Carang ES
30	Ermelinda J. Mercado	Week 10	Taguilon ES
SECOND QUARTER			
31	Jay Ann A. Ogarte	Week 1	Owaon ES
32	Divina E. Quito	Week 2	Antipolo ES
33	Elsa G. Madarieta	Week 3	Larayan ES
34	Maia L. Padao	Week 4	Sicayab ES
35	Jade Mae P. Pino	Week 5	Liyang ES
36	Rueda M. Haictin	Week 6	San Pedro Integrated School
37	Josephine S. Denura	Week 7	San Vicente ES
38	Nida D. Sangual	Week 8	Kauswagan IS
39	Ivy Josefa V. Ferolino	Week 9	Dapitan City Central School
40	Jedda Tabliga	Week 10	Dapitan City Central School





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Enclosure No. 02 of DM ____ s. 2025

LIST OF TWG / FACILITATORS/SPEAKERS			
1	Rosie A. Malacat	District Kindergarten Coordinator	Sulangon Schools District
2	Gilyn E. Gallemit	District Kindergarten Coordinator	Barcelona Schools District
3	Analie A. Solatorio	District Kindergarten Coordinator	Dapitan Central Schools District
4	Judycel L. Elumba	District Kindergarten Coordinator	Baylimango Schools District
5	Susan S. Vertucio	District Kindergarten Coordinator	Potungan Schools District
6	Ruby V. Paguntalan	LR-PDO	SDO
7	Jerry M. Perong	EPS	SDO
8	Cristina Z. Villoria	EPS	SDO
9	Luna Luz B. Racho	EPS	SDO



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Enclosure No. 03 of **DM No. ____**, s. 2025

TRAINING MATRIX

DAY/TIME	ACTIVITIES	FACILITATOR/ IN-CHARGE
Day 1 - January 10, 2025		
7:30 – 8:00	Registration /Attendance	Cristina Z. Villoria PICD
8:00 - 8:15	Opening Program	Vicente Ramon V. Suarez II, EMD. EPs
9:00 - 9:30	Session 1: Revisiting the Kindergarten Curriculum Guide	Jerry M. Perong EPS-TLE
9:30 -10:00	Session 2: Unpacking of Kindergarten Competencies	Dr. Luna Luz B. Racho Education Program Supervisor Division Alive Coordinator/ Focal Person
10:00-10:15	Snack Break	
10:15- 12:00	Break -out by Quarter	Dr. Luna Luz B. Racho Education Program Supervisor Division Alive Coordinator/ Focal Person
12:00-1:00	LUNCH BREAK	
1:00 – 3:30	Unpacking of Competencies by quarter and by team	Lead by District Coordinators
3:30- 3:30	Presentation of Packed Weekly Competencies	By Team Representative
3:31- 4:30	Write shop of Weekly lesson Plan	Dr. Luna Luz B. Racho Education Program Supervisor Division Alive Coordinator/ Focal Person
NOTE: Day 2 and 3 - Work from Home Write shop Batch 1 - January 11-12, 2025 (Saturday and Sunday) Batch 2 - January 18-19, 2025 (Saturday and Sunday)		



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