



Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City



August 2, 2017

DIVISION MEMORANDUM
NO. 495, s. 2017

**UNDERSTANDING KINDERGARTEN TEACHING & LEARNING-TRAINING
OF UNTRAINED KINDERGARTEN TEACHERS**

**TO: Assistant Superintendents
Chiefs/EPs/Coordinators/SEPs/ EPS IIs
Public Schools District Supervisors/OICs
Elementary/Integrated School/s Principals
Untrained Kinder Teachers
All Others Concerned**

1. This Office announces the conduct of the seminar-workshop on “**Reinforcing Effective Literacy Instruction for Kinder Teachers**” on **August 12-15, 2017** at **DepEd Ecotech Center, Sudlon, Lahug, Cebu City**. The training starts on a **Saturday (August 13th)** and ends on a **Tuesday (August 15th)**. Registration is at **6:00AM-7:30AM** on **Day 1 (One)/Saturday**. The **Opening Program** will start at exactly **8:00AM**. The **first meal/snack** will be served at **9:00AM** on **Day One (1)**. **Closing Program** will be at around **4:00PM** on **Day Four (4)/Tuesday**.
2. There are around **60 participants** who are Kinder teachers who failed to attend (newly-hired or on-leave during the training) the previous trainings conducted by **BASA Pilipinas**. Please see attached list of participants and the training matrix. Only those in the attached listing are allowed to participate. If there are still untrained Kinder teachers who are not in the list, please contact **Mrs. Maria Elena T. Paras, EPS** for further consideration.
3. Participants are **directed to come on time**. Participants from **Bantayan and Camotes Islands** (if there are/is any) and those who need to travel more than **four (4) hours** from their point of origin in going to the training venue are given **Day Zero (0)**. Check-in time is at around **5:00PM** on **Friday/August 11th**. **Trainers are also given Day Zero (0), check-in time for the trainers is at around 2:00PM**. However, meals of those who are given **Day Zero (0)** or those who came prior to the actual conduct of the training (**Day 0**), will be considered as their own expense/s or counterpart for this training.

4. Each participant is advised to bring all his/her personal stuffs/effects (**including prescription medicines**) that are needed or very useful during his/her stay at **Golden Peak Hotel**. PSDSs/schools heads are **discouraged** to allow **pregnant women-teachers, nursing mothers/teachers, those with hypertension, hypoglycemia/hyperglycemia and other health-related concerns** to attend in this training. They are also advised to bring their CGs, TGs or LMs if there are any in their respective classrooms as well as notebooks and writing pens/pencils.

5. Participants are strictly prohibited to bring children or family members during the three-day training. The hotel/venue can only provide accommodations to teacher-participants due to the limited number of lodging rooms. The training venue does not also have enough staffs/personnel who can monitor the children who will be playing/roaming around at the hotel premises during the training.

6. Teacher-participants will be given service credits for their attendance/participation for the **Saturday and Sunday only/Days One (1) and Two (2)**. Members of the training team, trainers, admin/logistics or support personnel will also be given **Compensatory Time-Off (CTO)** for the services rendered during Day 1/**Sunday**. However, if any of those personnel mentioned are not entitled to avail for a **CTO**, they will be given **leave or service credits or overtime pay (as the case maybe)** in accordance to existing Civil Service Commission (CSC) or DepEd Orders/Issuances.

7. The Nurse Section (Attn: **Mr. Reynaldo Payot**) is also hereby directed to assign at least **one (1) nurse** with the necessary **First Aid Kit/tools/medicines** during the entire duration of the training.

8. This **Memorandum** serves as **Travel Authority** of the **participants, trainers, admin/logistics/technical or training support personnel** as well as the other members of the training team/management.

9. Travelling expenses of the **Kinder teachers** as well as the **trainers** who are **school heads or teachers** or those who are in the **teaching category** shall be charged to the **schools' MOOE** while travelling expenses of the **PSDS-trainers** (if there is any) and **EPSS'** shall be charged to the **Division's MOOE**. **Expenses for the food or meals/snacks, lodging accommodations, materials given to the participants/trainers and other related/incidental costs for this training shall be charged to the Division's HRTD Funds**, subject to its availability and the usual accounting/auditing rules and regulations.

10. **Wide dissemination of and strict compliance of this Memorandum is hereby directed.**


RHEA MAE A. ANGTUD, Ed.D., CESO VI
Schools Division Superintendent

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LIST OF UNTRAINED KINDEGARTEN TEACHERS (BASA)

No.	Name of Teacher	School	District
1	Jessica Butal	Panalipan ES	Catmon
2	Eidith Colis	Panalipan ES	Catmon
3	Estela Baguio	Can-ibuang ES	Catmon
4	Almera Nonol	Can-ibuang ES	Catmon
5	Felyn Grace J. Monares		Tabogon
6	Fatima Lepaopao		Tabogon
7	Jemarie Baton	Tabaao ES	Tabogon
8	Liezel Mariae Aventuna	Bog-o PS	Asturias
9	Anna Lou A. Delfin	Magcalape ES	Asturias
10	Melanie Hermita		Carmen
11	Maria Liza Basaka		Carmen
12	Really V. Sereño	Buanoy CS	Balamban 2
13	Marfe Ann F. Antonio	Buanoy CS	Balamban 2
14	Medelina Daclan	Bayong ES	Balamban 2
15	Emily Cordova		Bantayan 2
16	Rowena Pacilaban		Bantayan 2
17	Elbert Espina		Bantayan 2
18	Elvira Sabar		Sibonga
19	Mariecel Debulosan		Sibonga
20	Lorivy Monte		Sibonga
21	Mariel Inigo		Sibonga
22	Ethel Tayo		Medellin
23	Geraldine Mercader		Medellin
24	Melody Baterna		Medellin
25	Rosalie G. Lopez	Talaga ES	Argao 1
26	Michelle Ann Bonosang	Canbantug ES	Argao 1
27	Elisa Lendio	Talaytay ES	Argao 1
28	Jaycek Pitogo		Liloan
29	Shiertyn Dejeeto		Liloan
30	Jessan A. Serenio		Barili 1
31	Gina delos Santos		Barili 1
32	Bernadette Soterol		Santa Fe
33	Elma Lou Gevera		Argao 2
34	Jessica delos Santos		Samboan
35	Jessebel Maru	Talangnan ES	Madridejos
36	Hilda Lawas	Canamucan ES	Compostela
37	Ivy Cosino	Tinumbdan ES	San Fernando
38	Jessa Segovia	Ilaya ES	San Fernando
39	Hazel Baclayon	Sangat ES	San Fernando
40	Rochelle Baricuatro	San Fernando CES	San Fernando
41	Jacquiline Alsa	Basak ES	San Fernando
42	Charisma Monterona	Pitalo ES	San Fernando
43	Orchelle Ventic	South Poblacion ES	San Fernando
44	Jovelyn C. Alonso	Lumbang ES	Dalaguete 2

45	Charlotte Nebres		Aloguinsan
46	Dhertyn Limpiado		Aloguinsan
47	Apolonia Tapian		Aloguinsan
48	Carmina Trangia	Managase ES	Borbon
49	Joy Rivera	Doña Mary Osmeña ES	Borbon
50	Nichiel Pacaldo		Corodva
51	Michelle Jinete	Ronda CS	Ronda
52	LORELIE D. REYES	Minglanilla Central School	Minglanilla 1
53	ROSEMARIE P. MEDIL	Minglanilla Central School	Minglanilla 1
54	MARION JEP L. PARDILLO	Minglanilla Central School	Minglanilla 1
55	MARITES A. BOLO	Bacay Elem. School	Minglanilla 1
56	CHERYLIN R. DIAZ	Tungkop Elem. School	Minglanilla 1
57	MEILUZ C. MANUBAG	Vito Elem. School	Minglanilla 1
58	MIRASOL B. PRANGOS	Guindarohan Elem. School	Minglanilla 1
59	CHARISSE B. GABI	Calajo-an Elem. School	Minglanilla 1
60	JANE EDEN A. CAÑADILLA	Cadulawan Elem. School	Minglanilla 1
61	Nichiel Pacaldo		Cordova
62	Michelle Jinete	Ronda CS	Ronda
63	Jodenia Taboada	Talayong ES	Badian
64	Ma. Lourdes Belamino	Dagatan ES	Badian

Prepared by:


MARIA ELENA T. PARAS

Education Program Supervisor - Kindergarten and SPED

UNDERSTANDING KINDERGARTEN TEACHING AND LEARNING TRAINING FOR UNTRAINED KINDERGARTEN TEACHERS

Golden Peak Hotel, Escario St., Corner gorordo Avenue, Cebu City

August 12 to 15, 2017

TRAINING MATRIX AND RESPONSIBILITY GUIDE

DAY 1- August 12, 2017		DAY 2 - August 13, 2107		DAY 3 - August 14, 2017		DAY 4 - August 15, 2017	
7:30 - 8:30	Registration	7:30 - 8:00	MOL	7:30 - 8:00	MOL	7:30 - 8:00	MOL
8:30 - 9:00	Opening Program and Pretest	8:00 - 9:00	Continuation of Topic 2 Mrs. Maria Elena T. Paras	8:00 - 10:15	Topic 5: Whole Group Time-Coming Together as a Community Mrs. Monaliza Pardillo/ Mrs. Jovencia Sanchez	8:00 - 10:00	Topic 7: Learning Through Games and Movements Mrs. Gresidla Bustamante/ Mrs. Monaliza Pardillo
9:00 - 9:15	Training Overview, Schedule and Hose Rules						
9:15 - 10: 15	Topic 1: Who is the Kindergarten Child? Mrs. Jasmin Gella/Mrs. Rosell Macias	9:00 - 10:15	Topic 3: Lieracy Learning in Kindergarten Mrs. Jasmin Gella/Mr. Eliseo Leones			10:00 - 10:15	BREAK
10:15 - 10:30	BREAK	10:15 - 10:30	BREAK	10:15 - 10:30	BREAK	10:15 - 12:00	Topic 8: Helping Children Make Transitions Mrs. Jovencia Sanchez
10:30 - 12:00	Continuation of Topic 1	10:30 - 12:00	Continuation of Topic 3	10:30 - 12:00	Continuation of Topic 5		
12:00 - 1:00	LUNCH BREAK	12:00 - 1:00	LUNCH BREAK	12:00 - 1:00	LUNCH BREAK	12:00 - 1:00	LUNCH BREAK
1:00 - 3:15	Topic 2: The National Kindergarten Materials Mrs. Angelie Guangco/ Mrs. Ma. Elena Paras	1:00 - 3:15	Topic 4: Using Literature in Kindergarten Mrs. Gresilda Bustamante/ Mr. Eliseo Leones	1:00 - 3:15	Topic 6: Conceptual Devt. and Skills Building Mrs. Angelie Guangco/ Mrs. Rosell Macias	1:00 - 2:30	Wrap-Up and Closing Program
3:15 - 3:30	BREAK	3:15 - 3:30	BREAK	3:15 - 3:30	BREAK		
3:30 -4:30	Continuation of Topic 2	3:30 - 4:50	Continuation of Topic 4	3:30 - 4:50	Continuation of Topic 6		
4:50 -5:00	Tickets to Leave	4:50 - 5:00	Tickets to Leave	4:50 - 5:00	Tickets to Leave		
F1	Mr. Eliseo Leones	F1	Mrs. Jovencia Sanchez	F1	Mrs. Monaliza Pardillo	F1	Mrs. Rosell Macias
F2	Mrs. Monaliza Pardillo	F2	Mrs. Rosell Macias	F2	Mr. Eliseo Leones	F2	Mr. Eliseo Leones
Documenter	Mrs. Jovencia Sanchez	Documenter	Mrs. Angelie Guangco	Documenter	Mrs. Gresilda Bustamante	Documenter	Mrs. Jasmin Gella

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Approved:


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