



August 23, 2018

**DIVISION MEMORANDUM**

No. 44 s. 2018

**INSTRUCTIONAL PLANNING FOR KINDERGARTEN EDUCATION AND PERFORMANCE IMPLEMENTATION REVIEW / STREAMLINING OF VARIOUS CID PROGRAMS, PROJECTS AND ACTIVITIES**

TO :

- OIC-Asst. Schools Division Superintendent
- OIC-Chief, Curriculum Implementation Division
- Chief, Schools Governance and Operations Division
- Education Program Supervisors
- Public School District Supervisors
- Public Secondary School Heads
- Public Elementary School Heads
- Public Key Kindergarten Teachers
- All Others Concerned

1. Pursuant to Kindergarten Education Act (Republic Act No. 10157) and the Enhanced Basic Education Act of 2013 (Republic Act No. 10533), mandatory and compulsory Kindergarten education that effectively promotes physical, social, cognitive, and emotional skills stimulation and values formation is offered to all five (5)-year old Filipino children to sufficiently prepare them for Grade One. Thus, City Schools Division of Antipolo City through the Curriculum Implementation Division will conduct an Instructional Planning for Kindergarten Education and Performance Implementation Review / Streamlining of Various CID Programs, Projects and Activities at GEMS Hotel and Conference Center, Antipolo City on August 29 & 30, 2018.
2. Specifically, the activity aims to:
  - a. revisit the Revised ECD Checklist in Kindergarten Education Program;
  - b. enhance the participants' knowledge and skills on principles of child development and learning;
  - c. present the quarter performance of Kindergarten pupils based from the result of ECD Assessment Tool and its impact to their learning;
  - d. capacitate TA providers in providing interventions using ECD Checklist and other evaluation results; and
  - e. develop school-based action plan for CID programs, projects and activities.
3. Participants to this activity are the following:

Day 1	Day 2
CID/ SGOD/OSDS Personnel Elementary School Principals Key Kindergarten Teachers	CID / SGOD / OSDS Personnel Elementary School Principals Secondary School Principals

4. Attached herewith are the following enclosures for your reference:

- Enclosure 1 – List of Participants
- Enclosure 2 – Working Committee
- Enclosure 3 – Program of Activities
- Enclosure 4 – Program
- Enclosure 5 – Template for Presentation





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5. Expenses relative to the conduct of activities shall be charged against the division HRD (Human Resource Development) Fund subject to the usual accounting, auditing rules and regulations.
6. Widest dissemination and participation of all concerned to this activity is enjoined.

  
**Dr. ROMMEL C. BAUTISTA, CESO V**  
Schools Division Superintendent





Enclosure 1 to Division Memorandum 66 s. 2018

**LIST OF PARTICIPANTS  
DAY 1: KINDERGARTEN EDUCATION PROGRAM**

DISTRICT	SDS/ASDS/OIC-CHIEF/ EPS(Monitoring Officials)	PSDS	SCHOOL HEADS	KEY KINDER TEACHER
	Dr. Rommel C. Bautista		SDS	
	Dr. Gloria C. Roque		OIC-ASDS	
Dist. I-A	Reynaldo M. Andrade, Jr.	Vivienne C. Martinez	Joyany ST. Gutierrez	1
Dist. I-B	Melanie F. Burgonia	Luz C. Cayanong	Dr. Flora D. Cahapay	1
			Dr. Fely V. Aminoso	1
			Erwin P. Acorda	1
Dist. I-C	Cristina C. Salazar	Marilyn D. Zapanta	Myla F. Tupas	0
			Evangeline R. Quibuyen	1
			Luningning C. Tapaes	1
			Tito A. Cabacaba	1
Dist. I-D	Dr. Amel C. Buena	Dr. Gloria A. Benedicto	Wilma R. Doctor	1
			Nenita G. Acorda	1
			Dr. Romeo G. Rodriguez, Jr.	1
Dist. II-A	Dolores J. Agong	Marilou M. Lico	Dr. Ferdinand B. Millan	1
Dist. II-B	Bernadette I. Berber	Jocelyn Perez	Jean L. Danga	1
			Dr. Paz T. Casagan	1
			Teresa O. Amido	1
			Mary Jane G. Halili	1
			Martin L. Rumbaoa	1
Dist. II-C	Priscilla V. Salo	Nimrod A. Tupas	Dr. Mervin C. Tortoza	1
			Fortunato C. Quibuyen II	1
			Maria Carla C. Sacristia	1
			Carolina A. Tapar	1
			Celso R. Bagunu	1
Dist. II-D	Merlita O. Sayago	Anselmo C. Celeste, Jr.	Dr. Jocelyn S. Montes	1
			Teody E. Bautista	1
			Dr. Marilyn B. Rodriguez	1
			Evangeline C. Panahon	1
			Dr. Catalina M. Bonayon	1
Dist. II-E	Dr. Jonathan P. Domingo	Dr. Emily M. Concio	Jumar T. Calibuso	1
			Rodien Dunhill C. Amaiz	1
			Ana Maria G. Rivas	1
			Patrick Alfred C. Olaño	1
			Mary Grace F. Santiago	1
			Dr. Mercedita E. Fortunado	1
			Margie R. Lagarde	1
			Erwena J. Corvera	1
Dist. II-F	Lito A. Palomar	Dr. Michael L. Tayona	Reynaldo P. Lozano, Jr.	1
			Mark B. Gabion	1
			Racob T. Hinaloc	1
			Dr. Maricel R. Tortoza	1
			Maria Michelle L. Arevalo	1
			Ceres Joy C. Cabrera	1
			Marcel SJ. Alejandro	1
			Ivy Grace Y. Desoyo	1
			Amado B. Cabus	1
			Jeneath G. Bartolata	1





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	Arlene L. Tayona		SEPS – Human Resource & Training Development	
	Dr. Isabel M. Gonzales		SPES- SM and M& E	
	Maria Florabel M. Tolentino		Information Technology Officer	
	Gavino S. Francisco		AO IV - Cashier	
	Christine Joy Cabiles		Support Staff	
<b>TOTAL</b>	<b>16</b>	<b>10</b>	<b>45</b>	<b>44</b>





**LIST OF PARTICIPANTS**  
**DAY 2: 3<sup>RD</sup> DALUMATAN AND STREAMLINING OF CID PPAs TO SCHOOL PPAs**

DISTRICT	SDS/ASDS/OIC-CHIEF/ EPS(Monitoring Officials)	PSDS	ELEMENTARY SCHOOL HEADS	SECONDARY SCHOOL HEADS
	Dr. Rommel C. Bautista			
	Dr. Gloria C. Roque			
Dist. I-A	Reynaldo M. Andrade, Jr.	Vivienne C. Martinez	Joyany ST. Gutierrez	Adelaida Sandiego Rosa Tayamora
Dist. I-B	Melanie F. Burgonia	Luz C. Cayanong	Dr. Flora D. Cahapay Dr. Fely V. Aminoso Erwin P. Acorda	Dr. Rowena Sison
Dist. I-C	Cristina C. Salazar	Marilyn D. Zapanta	Myla F. Tupas Evangeline R. Quibuyen Luningning C. Tapales Tito A. Cabacaba	Eugenio B. Sierra, Jr Virgilio O. Paat, Jr. Ronaldo I. Ata
Dist. I-D	Dr. Amel C. Buena	Dr. Gloria A. Benedicto	Wilma R. Doctor Nenita G. Acorda Dr. Romeo G. Rodriguez, Jr.	Anna Lyn P. Raymundo Reynaldo L. Agustin
Dist. II-A	Dolores J. Agong	Marilou M. Lico	Dr. Ferdinand B. Millan	Rommel S. Beltran
Dist. II-B	Bernadette I. Berber	Jocelyn Perez	Jean L. Danga Dr. Paz T. Casagan Teresa O. Amido Mary Jane G. Halili	Henry M. Lico
Dist. II-C	Priscilla V. Salo	Nimrod A. Tupas	Dr. Mervin C. Tortoza Fortunato C. Quibuyen II Maria Carla C. Sacristia Carolina A. Tapar Celso R. Bagunu Maricel A. Cruz	Maricel A. Cruz Rodolfo M. Gonzales
Dist. II-D	Merlita O. Sayago	Anselmo C. Celeste, Jr.	Dr. Jocelyn S. Montes Teody E. Bautista Dr. Marilyn B. Rodriguez Evangeline C. Panahon Dr. Catalina M. Bonayon	Nixon C. Maximo
Dist. II-E	Dr. Jonathan P. Domingo	Dr. Emily M. Concio	Jumar T. Calibuso Rodien Dunhill C. Arnaiz Ana Maria G. Rivas Patrick Alfred C. Olaño Mary Grace F. Santiago Dr. Mercedita E. Fortunado Margie R. Lagarde Erwena J. Covera	Esperanza L. Mandal Esteban B. Casauay Thelma F. Colocar Dr. Darwin D. Bargo
Dist. II-F	Lito A. Palomar	Dr. Michael L. Tayona	Reynaldo P. Lozano, Jr. Mark B. Gabion Racob T. Hinaloc Dr. Maricel R. Tortoza Maria Michelle L. Arevalo Ceres Joy C. Cabrera Marcel SJ. Alejandro Ivy Grace Y. Desoyo Amado B. Cabus Jeneath G. Bartolata	Rodrigo D. Dittaro Liza L. Banayo Digna G. Orge Reynaldo P. Lozano, Jr. Rachel D. Abejero
	Arfee L. Tayona		SEPS – Human Resource & Training Development	





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	Dr. Isabel M. Gonzales		SPES- SM and M& E	
	Maria Florabel M. Tolentino		Information Technology Officer	
	Gavino S. Francisco		AO IV - Cashier	
	Christine Joy Cabiles		Support Staff	
<b>TOTAL</b>	<b>16</b>	<b>10</b>	<b>45</b>	<b>22</b>



Enclosure 2 to Division Memorandum No. UG s. 2018

**EXECUTIVE COMMITTEE**

Chairperson: **Dr. Rommel C. Bautista, CESO V**  
Schools Division Superintendent

Co-Chairperson: **Dr. Gloria C. Roque**  
OIC-Asst. Schools Division Superintendent

Members:

**Lito A. Palomar**  
OIC-Chief, Curriculum Implementation Division  
**Anselmo C. Celeste Jr.**  
OIC-Chief, School Governance and Operation Division  
**All CID Education Program Supervisors**  
**All Public Schools District Supervisors**  
**Arlene L. Tayona, SEPS-Human Resource Development**

**TECHNICAL WORKING COMMITTEE**

COMMITTEE	IN-CHARGE	TERMS OF REFERENCES
Registration	<b>Vivienne C. Martinez</b> <b>Gavino S. Francisco</b>	<ul style="list-style-type: none"> <li>• Prepares the Registration and Meal attendance Form</li> <li>• In-charge of attendance</li> <li>• Facilitates the signing of the Registration and Meal Attendance Form</li> <li>• Prepares and submits accomplished and completed forms to the in-charge</li> <li>• Ensures that participants issued an OR of registration</li> </ul>
Program and Certificates (Participation, Appearance and Recognition)	<b>Dr. Emily M. Concio</b> <b>Christine Joy Cabiles</b>	<ul style="list-style-type: none"> <li>• Prepares the draft of the certificate and have it checked by the in-charge</li> <li>• Prints the number of needed certificates (speaker, participants and members of the TWG)</li> <li>• Presents the certificates to the SDS for signing</li> <li>• Assists in the distribution of the certificates during the Closing Program</li> </ul>
Documentation	<b>Luz C. Cayanong</b> <b>Marilou M. Lico</b>	<ul style="list-style-type: none"> <li>• Document event's significant details</li> <li>• Submit a narrative report containing the essential outcome of the event to the program head including the monitoring and evaluation results</li> </ul>
Physical Arrangement/Sound System/Technical/ICT	<b>Michael T. Tayona</b> <b>Dr. Nimrod A. Tupas</b> <b>Maria Florabel M. Tolentino</b>  <b>Staff of the assigned venue</b>	<ul style="list-style-type: none"> <li>• Checks the preparedness and order of the venue/session halls</li> <li>• Checks the proper functioning of the sound system, laptop and ICT equipment throughout the sessions</li> <li>• Assists the facilitators in the setting up of their laptops /gadgets</li> </ul>
Logistics	<b>Michael P. Glorial</b> <b>Rona Villete</b> <b>Joyce Ann Bulos</b>	<ul style="list-style-type: none"> <li>• Plans and secures logistics to support the activity</li> <li>• Prepares materials and deliver it to the in-charge</li> <li>• Prepares contract/documents for the payment of speaker's honorarium</li> </ul>





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Food and Health	<b>Melanie F. Burgonia Dr. Gloria A. Benedicto</b>	<ul style="list-style-type: none"><li>• Manages and facilitates the preparation and distribution of meals</li><li>• Ensures that all participants were served</li></ul>
Monitoring and Evaluation	<b>Dr. Isabel M. Gonzales</b>	<ul style="list-style-type: none"><li>• Prepares and administers questionnaire to participants</li><li>• Monitor and evaluate conduct of the program</li><li>• Prepares and submits evaluation results to the in-charge</li></ul>
Budget and Finance	<b>Raquel F. Esguerra Ragaam V. Dela Cruz</b>	<ul style="list-style-type: none"><li>• Oversees the efficient allocation of funds and timely release as well as documentation for payment</li></ul>
Health and Wellness	<b>Jean Leslie De Castro</b>	<ul style="list-style-type: none"><li>• Ensures the health and wellness of participants are taken care of</li></ul>
Technical Assistance Providers	<b>Dr. Gloria C. Roque Lito A. Palomar Anselmo C. Celeste, Jr. Dr. Jonathan P. Domingo All CID Education Program Supervisors All Public Schools District Supervisors</b>	<ul style="list-style-type: none"><li>• Provides technical assistance to the school heads</li><li>• Enhance school heads knowledge on CID PPAs</li></ul>





Enclosure 3 to Division Memorandum 66 s. 2018

**INSTRUCTIONAL PLANNING FOR KINDERGARTEN EDUCATION AND PERFORMANCE  
IMPLEMENTATION REVIEW / STREAMLINING OF VARIOUS  
CID PROGRAMS, PROJECTS AND ACTIVITIES  
AUGUST 29 - 30, 2018**

<b>Time</b>	<b>ACTIVITIES</b>
<b>DAY 1</b>	
7:00-8:00	Registration
8:00-8:30	Opening Program
8:30- 9:30	Revisiting the Revised ECD Checklist in Kindergarten
9:30-10:00	<b>SNACK</b>
10:00-11:00	Principles of Child Development and Learning
11:00 – 12:00	ECD Result Presentation
12:00-1:00	<b>LUNCH BREAK</b>
1:00-3:00	Planning for Interventions to Improve Learning
3:00-3:30	<b>SNACK</b>
3:30- 5:00	Workshop and Presentation of Proposed Interventions
<b>DAY 2</b>	
8:00 -9:30	Streamlining of Various CID Programs, Projects and Activities
9:30 – 10:00	<b>SNACKS</b>
10:00 – 12:00	Continuation of Streamlining.....
12:00 – 1:00	<b>LUNCH BREAK</b>
1:00 – 3:00	Preparation of Action Plan
3:00 – 4:30	Presentation of Action Plan
4:30 – 5:00	Clearing House/Closing Program





Enclosure 4 to Division Memorandum U6 s. 2018

### **PROGRAM OF ACTIVITIES**

#### **Part I. Registration**

#### **Part II. Opening Program**

National Anthem	<b>Dr. Arnel T. Buena</b> EPS - EsP
Prayer	<b>Bernadette I. Berber</b> EPS - Mathematics
CALABARZON March Mabuhay Rizal Antipolo Hymn	<b>Anselmo C. Celeste, Jr.</b> EPS - MAPEH
Presentation of Participants	<b>Reynaldo M. Andrade, Jr.</b> EPS – Filipino / MTB-MLE
Opening Remarks	<b>Dr. Gloria C. Roque</b> OIC - Asst. Schools Division Superintendent
Inspirational Message	<b>Dr. Rommel C. Bautista, CESO V</b> Schools Division Superintendent
Statement of Purpose	<b>Merlita O. Sayago</b> EPS - Kindergarten/SPED

#### **Part III. Program Implementation Review**

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#### **Part IV. Closing Program**

Pilipinas Kong Mahal	<b>Dr. Jonathan P. Domingo</b> Chief, SGOD
Prayer	<b>Dolores J. Agong</b> EPS - Science
Awarding of Certificates	<b>Dr. Rommel C. Bautista, CESO V</b> <b>Dr. Gloria C. Roque</b> <b>Lito A. Palomar</b> <b>Anselmo C. Celeste, Jr.</b>
Closing Remarks	<b>Lito A. Palomar</b> OIC-Chief, CID / EPS - AP

**Arlene L. Tayona**  
Master of Ceremony





Enclosure 5 to Division Memorandum 66 s. 2018

- **Template for 10-minute presentation**

Introduction

- Statistical Data on Kindergarten (Enrollment, No. of Teachers, Learning Space & Instructional Materials)

Result of ECD Checklist on bar graph presentation

- Analysis
- Challenges
- Recommendations
- Future Plans