



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



RELEASED

AUG 14 2018
DATE

Division Memorandum

To: **Public Schools District Supervisors
ESP/School Heads
District Kindergarten Coordinators
Kindergarten Teachers**

From: **The Office of the Schools Division Superintendent**

Subject: **Training of Untrained Kindergarten Teachers and Workshop on the Development of Contextualized Instructional Materials**

Date: **August 8, 2018**

1. This office announces the **Training of Untrained Kindergarten Teachers and Workshop on the Development of Contextualized Instructional Materials** in two batches, to wit:

Batch 1: September 11 – 13, 2018 at Katipunan Central School for clusters 1 – 3 participants

Batch 2: September 26 – 28, 2018 at Liloy Central School for clusters 4 – 5 participants

2. This training aims to capacitate the Kindergarten Teachers with the knowledge and skills in teaching five-year old children. Moreover, this also aims to develop awareness and understanding on the Kindergarten Curriculum and its teaching design.
3. Participants to this training are those **teachers teaching kindergarten but have not undergone any Kindergarten or Early Childhood Education (ECE) related trainings/courses.** (Please see attached for the number of untrained teachers per district as submitted in this office.)
4. This is a live-out training, however, participants are given free meals and snacks for the whole training duration. First meal will be served breakfast of day 1 and last meal will be packed dinner of day 3 with snacks in between meals.
5. All participants are advised to bring with them their Kindergarten Teacher's Guide (KTG) and their Philippine Early Childhood Development (PECD formerly known as ECCD) checklist. They can also bring with them some art materials like ruler, scissors, colored papers or art papers and the like; though these will be provided during their training but only until supplies last.
6. In line with this, the identified host schools are hereby advised to prepare the training venue with the needed facilities like chairs (that could accommodate approximately 120 participants), sound system, projector, etc. and open classrooms to be used as the sleeping quarters of the participants in case they prefer to stay in the school during the training provided that they have to bring their own sleeping gear.
7. Travel and accommodation expenses incurred by the participants during the training shall be charged against SCHOOL MOOE while food, supplies and materials to be used by the facilitators and other incidental expenses shall be charged against Division MOOE/Funds subject to the usual accounting and auditing rules and regulations.
8. Widest dissemination of this memorandum to all concerned is desired.

Cluster	District	Total Untrained K Teacher(s) per District
I	Mutia	4
	Piñan	4
	Rizal	4
	La Libertad	4
	Sibutad	4
	Polanco I	8
	Polanco II	4
	S. Osmeña I	11
	S. Osmeña II	8
II	Katipunan I	10
	Katipunan II	5
	Roxas I	4
	Roxas II	4
	Manukan I	4
	Manukan II	4
III	Ponot	8
	Sindangan Central	7
	Sindangan North	5
	Sindangan South	5
	Siayan	4
Total for Clusters 1 - 3		111
IV	Bacungan	5
	Salug I	4
	Salug II	6
	Godod	4
	Liloy I	4
	Liloy II	5
	Kalawit	10
	Tampilisan	5
V	Labason	5
	Gutalac I	8
	Gutalac II	11
	Baliguian	5
	Siocon	8
	Sirawai	7
	Sibuco	15
Total for Clusters 4 – 5		102
Grand Total		213