



Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100



**MEMORANDUM**

**To:** Public Schools District Supervisors  
Elementary School Principals Concerned  
Teachers Concerned  
*This Division*

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

**Subject:** **DIVISION WORKSHOP ON MATERIALS DEVELOPMENT FOR BEGINNING LITERACY AND NUMERACY**

**Date:** May 3, 2018

07 MAY 2018  
BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
NAME/SIGNATURE

1. Learning to read, write and count is critical to a child's success in school and in later life. One of the best predictors of school success is the level of a child's progress in these foundational skills. The availability and accessibility of developmentally-appropriate, age-appropriate and culturally-sensitive materials for children are extremely important to encourage the regular practice of reading and counting. With this, the Schools Division of Zamboanga del Norte announces the conduct of the **DIVISION WORKSHOP ON MATERIALS DEVELOPMENT FOR BEGINNING LITERACY AND NUMERACY** on May 10-12, 2018 at Top Plaza Hotel, Dipolog City.
2. The objectives of this workshop are the following:
  - a. to enhance understanding on the nature of K to 3 learners as the basis of individual instructional planning and intervention;
  - b. to improve ability to assess learner's literacy and numeracy foundational skills;
  - c. to develop sample materials for K to 3 learners which are age-appropriate, culturally-sensitive and developmentally appropriate.
  - d. to develop an action plan for implementation to all schools within the district.
3. The participants to this activity are all Public Schools District Supervisors, thirty-five (35) Elementary School Principals, thirty-five (35) Master teachers preferably teaching Kindergarten to Grade 3. Hence, there will be 3 participants from each district; 1 PSDS, 1 Elementary School Principal with 1 Master Teacher teaching K to 3 who will cascade the same workshop in a district-based activity.
4. To hasten the workshop, each district is required to bring one printer with at least one laptop for the preparation of sample learning materials.
5. Arrival, registration of participants, preliminaries, opening program and the first 2 sessions shall be done on May 10, 2018 at exactly 1:00 o'clock in the afternoon. The first meal to be served is afternoon snacks while the last meal is lunch on the last day and check-out time is expected at exactly 12:00 noon.
6. Board and lodging of the participants, training supplies and materials shall be chargeable against the Division MOOE/ HRTD Funds while travel expenses incurred by the participants relative to their attendance to this activity shall be chargeable against School MOOE/Local Funds subject to the usual accounting and auditing rules and regulations.
7. Immediate dissemination of this memorandum is desired.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
Officer In-Charge  
Office of the Schools Division Superintendent