DIVISION MEMORANDUM
No. 25, s. 2017

TO: SDO Chiefs
    Education Program Supervisors
    Elementary Schools Heads
    All Other Concerned

1. In order to address the shortage of learning resources and instructional materials of kindergarten teachers particularly the contextualized short stories, poems, songs, etc. A 3-day Division Live-In Writeshop for Kindergarten Teachers’ Resource Books will be conducted on February 2-4, 2017 at Rakdell Inn, San Pedro Virac Catanduanes.

2. Participants are requested to bring laptop, teacher’s guide (NKCG), 2016 Standard Competencies for Five Year Old Filipino Children, and other references. Since February 4, 2017 falls of Saturday, participants are granted One (1) day service credits or Compensatory Overtime Credit (COC).

3. The training team / facilitators are the writers during the Regional Writeshop on Kindergarten Teachers’ Resource Books, Phase I & II held at St. Ellis Hotel, Legaspi City and Eurotel Naga City. They will report to Ms. Gina Custodio EPS-Kindergarten on January 20, 2017 at 8:00 o’clock in the morning at CID Office for planning conference.
   Training Team/Facilitators
   1. Ruth Sorerra – Pil, JAMAMES
   2. Gienda Isorena, MT-II, Pandan Central ES
   3. Sandra Mae Soneja – T-I, SACES
   4. Emlyn Lanon – T-I, Cagdarao ES Panganiban
   5. Ferbie Bermejo – T-I, Bote Integrated School

4. Each district thru the PSDS will send four (4) participants who have writing skills and competence to write the compose short stories, poems, songs etc. in their respective Mother Tongue or native language. The list of participants in the writeshop together with the attached template for profile of kindergarten teachers will be submitted on or before January 20, 2017 to Ms. Gina L. Custodio-EPS, Kindergarten.

5. Meals, snacks, accommodation, materials and reproduction of outputs are chargeable against Provincial Special Education Funds (SEF) while travel Expenses of participants training team / facilitators against school’s MOOE subject the usual accounting rules and regulations.

6. Immediate dissemination and compliance of this Memorandum is desired.
Profile of Kindergarten Teachers SY 2017-2018

Name: ____________________________        School: ____________________________

School ID: ____________________________        Email Add: ____________________________

1. Highest Educational Attainment
   - BEEd
   - BSEd
   - MAED
   - EdD
   - PhD
   - other courses
   with Master Units ______ No. of Units earned ______
   with Doctoral Units ______ No. of Units earned ______
   with ECE Units ______ No. of Units earned ______

2. Number of years’ experience in teaching/handling kindergarten classes

3. List of Trainings/ seminars related to kindergarten education program (KEP)

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<th>Name of Trainings</th>
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