



Department of Education
Region VI-Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



February 9, 2018

DIVISION MEMORANDUM
No. 080, s. 2018

**TRAINING – WORKSHOP ON SUPPORT INSTRUCTIONAL AND READING
MATERIALS DEVELOPMENT FOR KINDERGARTEN TEACHERS**

To: **Chief Education Supervisors
Education Program Supervisors
Senior Education Program Specialists
Public Schools District Supervisors/
Principals /Head Teacher In-Charge of the District
Public Elementary School Heads/Cluster Heads**

1. To address the issues and concerns regarding the planning on instruction among kindergarten teachers in consonance with Department Order No. 64 s. 2016, there will be a **Training – Workshop on Support Instructional and Reading Materials Development for Kindergarten Teachers** scheduled on April 25-27, 2018 at the Aklan Training Center, Kalibo, Aklan.
2. The participants to this training are the 150 kindergarten teachers coming from the 19 districts listed in the attached enclosure .
3. The activity aims to:
 - a. develop support instructional and reading materials for teaching kindergarten classes which are compliant of K to 12 basic education curriculum competencies; and
 - b. develop learning materials for building vocabulary, developing decoding strategies and word recognition skills, learning the structure of narrative or expository texts , developing fluency and foster love for reading among learners in the kindergarten class.
4. The Allotment of Participants by District is stated in Enclosure No. 1, and Matrix of Activities in Enclosure No. 2 of this Memorandum.
5. A registration fee of **Six Hundred Thirty pesos (P630.00)** will be charged from each participant to defray expenses on venue, meals and training supplies.

6. All participants are advised to pre-register and pay the corresponding amount to Mrs. Feby D. Moleta, Administrative Officer IV (Cashier) by district according to allotment of participants stated in Enclosure No. 1 not later than **February 28, 2018.**
7. The registration and transportation expenses of the participants are chargeable against local school funds subject to existing accounting and auditing rules and regulations.
8. In the event that the registered participant cannot attend or is not available on the said dates, the CID Office, DepEd Division of Aklan, should be notified in advance through Mrs. Nerissa M. Repaz. Otherwise, the registration fee will be considered as a personal expense and this requires refund.
9. The participants and training staff will be given one (1) day service credit / compensatory day off as per DepEd Order No. 53 s. 2003, Updated Guidelines on the Grant of Vacation Service Credits.
10. Participants are expected to be at the venue on April 25, 2018 at 8:30 AM. First meal is AM snacks on the first day and last meal will be PM snacks on the third day.
11. Immediate and wide dissemination of this Memorandum is strongly desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:



JOSE NIRO R. NILLASCA

Education Program Supervisor- LRMDs
In-Charge

Office of the Assistant Schools Division Superintendent
In-Charge of the Division



Enclosures as Stated

Reference: DepEd Order No. 64 s. 2016

DepEd Order No. 53 s. 2003

Allotment: 1 (R.O. 12-94)

To be indicated in the Perpetual Index
under the following subjects:

PUPILS/STUDENTS

SCHOOLS

TEACHERS

TRAINING

/NMR

Enclosure No. 1: Allotment of Participants by District

District	Kindergarten Teachers	Total Allotment per District	Schedule	Venue
Altavas	8	8	April 25-27, 2018	Aklan Training Center Old Buswang Kalibo, Aklan
Balete	8	8		
Banga	8	8		
Batan	8	8		
Buruanga	5	5		
Ibajay East	8	8		
Ibajay West	8	8		
Kalibo I	8	8		
Kalibo II	8	8		
Lezo	7	7		
Libacao	8	8		
Madalag	8	8		
Makato	8	8		
Malay	8	8		
Malinao	8	8		
Nabas	8	8		
New Washington	8	8		
Numancia	8	8		
Tangalan	7	7		
Facilitators	3	3		
TOTAL	150	150		



Enclosure No. 2

Day 0	Time	April 25, 2018 (Wednesday) Day 1	April 26, 2018 (Thursday) Day 2	April 27, 2018 (Friday) Day 3
Preparation of Training Materials Hall Decoration/ Dry-Run of Lecture presentation Final instruction to the food caterer, sound system operator, etc. Final Meeting of the facilitators/ working committee	7:00-8:00	Registration		
	8:00-9:00	Opening Program	Management of Learning	Management of Learning
	9:00-9:30	Orientation and Levelling of Expectations Mrs. Nerissa M. Repaz PSDS- Div. Kindergarten Coordinator	Manual Illustration on Support Instructional Materials for Kindergarten Teachers	Development of Visual Aids / Support Instructional Materials for Kindergarten Teachers
	9:30-11:00	Orientation on the Relevance of LRMDS to K to 12 Basic Education Mr. Jose Niro R. Nillasca Education Program Supervisor - LRMDS OIC- Office of the ASDS	Mr. Jerry Almanon Principal II- Linayasan ES District of Altavas W O R K S H O P ↓	Mrs. Nerissa M. Repaz PSDS- Div. Kindergarten Coordinator W O R K S H O P ↓
	11:00-12:00			
	12:00-12: 50	LUNCH BREAK		P
	12:50- 1:00	Unfreezing Activity	Unfreezing Activity	Unfreezing Activity
	1:00- 2:00	Development of Localized Materials Glav A. Prado Teacher I-Caano Elementary School District of Kalibo I	Photoshop Illustration on Support Instructional Materials for Kindergarten Teachers Mr. Mahnnie Tolentino Division Program Development Officer	
	2:00-3:00		W O R K S H O P ↓	Gallery Walk on Manual and Photoshop Illustration and Developed Visual Aids / SIMs
	3:00-4:00			
	4:00-5:00	Graded Reading Materials Cecille S. Retamar Teacher I- Tambak Elementary School District of New Washington		Closing Program
	5:00	Home Sweet Home	Home Sweet Home	Home Sweet Home