



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

September 15, 2023

DIVISION MEMORANDUM

No. 396, s. 2023

**DIVISION WORKSHOP ON THE DEVELOPMENT, PRODUCTION, AND
QUALITY ASSURANCE OF LEARNING MATERIALS FOR CHILDREN'S
LITERATURE – PHASE ONE**

To: OIC, Office of the Assistant Schools Division Superintendent
Chief Education Supervisor
Education Program Supervisors
Public Schools District Supervisors
Principals In-Charge of the District
Public Elementary and Integrated School Heads
All Others Concerned


1. The Schools Division of Aklan, through the Curriculum Implementation Division, will conduct the **Division Workshop on the Development, Production, and Quality Assurance of Learning Materials for Children's Literature – Phase One** on September 21-23, 2023 at Hotel Metro Sky Bar and Restaurant, Kalibo, Aklan.
2. The activity aims to:
 - a. update teachers on the importance of Children's Literature in learning and development;
 - b. nurture the Literary Appreciation skills of Kindergarten pupils, and
 - c. develop learning materials for Kindergarten classes.
3. The participants are the Division Kindergarten Coordinator, District Kindergarten Coordinators, Kindergarten teachers, Resource Speakers, and members of the Technical Working Group.
4. The participants are expected to bring their laptop and extension cord to be used for the workshop.
5. The Training Matrix and the Allotment of Participants per District are found in Enclosure Nos.1 and 2, respectively.



Poblacion, Numancia, Aklan
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6. Expenses for the venue and meals of the participants will be charged to the Flexible Learning Option (FLO) fund while traveling expenses incurred during this activity shall be charged to the respective local school funds subject to the existing accounting and auditing rules and regulations.
7. The participants of this activity shall strictly adhere to the health protocols (Refer to D.O. No. 14, s. 2020-Guidelines on the Required Health Standards in Basic Education Offices and Schools).
8. The participants are entitled to Service Credits for their services rendered during weekends and holidays but not to exceed 15 days per year in accordance with DepEd Order No. 53, s. 2003 titled: Updated Guidelines on the Grant of Vacation Service Credits to Teachers. On the other hand, non-teaching personnel shall be provided with Compensatory Time Off (CTO) for their services rendered during weekends and holidays as per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
9. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, gender, civil status, disability, religion, or any similar factors/personal circumstances that would run counter to the principles of equal opportunity
10. Immediate dissemination of and compliance with this Memorandum is desired.

FOR THE SCHOOLS DIVISION SUPERINTENDENT:


ROLANDO F. DEMOCRITO
Administrative V
In-Charge of the Division *hddjpa*

Allotment: 1- (R.O. 12-94)
Enclosure: As stated
Reference/s: None

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

LEARNERS
PROGRAMS
PROJECTS

KINDERGARTEN
TEACHERS



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DIVISION WORKSHOP ON THE DEVELOPMENT, PRODUCTION AND QUALITY ASSURANCE OF LEARNING MATERIALS FOR CHILDREN'S LITERATURE - PHASE ONE

TIME	DAY 1: September 21, 2023 Thursday	DAY 2: September 22, 2023 Friday	DAY 3: September 23, 2023 Saturday
7:30 - 8:00	<i>Registration</i>		<i>Management of Learning</i>
8:00 - 9:00	Opening Program / Overview and Leveling of Expectations	Session 6: Developing Different Types of Children's Literature in Akeanon Dr. Jesely I. Villorente	Presentation of Outputs
9:00 - 10:30	Session 1: The Development and Types of Children's Literature Dr. Kyzil D. Lipar	Workshop	
10:30 - 10:45	<i>Morning Break</i>		
10:45 - 12:00	Session 2: The Importance of Children's Literature to Kindergartners Mary Jen Ruzgal		
12:00 - 1:00	<i>Lunch Break</i>		
1:00 - 1:20	<i>Management of Learning</i>		
1:10 - 3:00	Session 3: Children's Songs through Improvised Musical Instruments Maria Theresa U. Ponsones		↓
2:30 - 2:45	<i>Afternoon Break</i>		
2:45 - 4:30	Session 4: Storytelling with and to Children Veronica P. Tejada	↓	Ways Forward/ Closing Program
4:30 - 6:00	Session 5: The Art of Puppetry Angelica V. Resoles	Finalization of Outputs	Home Sweet Home

ALLOTMENT OF PARTICIPANTS PER DISTRICT

Name of District	Number of Participants
Altavas	2
Balete	2
Banga	3
Batan	2
Buruanga	3
Ibajay East	3
Ibajay West	3
Kalibo I	2
Kalibo II	3
Lezo	3
Libacao	3
Madalag	3
Malinao	2
Makato	3
Malay	3
Nabas	3
New Washington	3
Numancia	3
Tangalan	2



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