



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

February 14, 2025

MEMORANDUM

No. 13rd series 2025

**CONDUCT OF CAPACITY-BUILDING FOR KINDERGARTEN TEACHERS AND
SCHOOL LEADERS ON ALIGNING WITH THE COMPETENCIES IN THE
MATATAG CURRICULUM**

TO : Assistant Schools Division Superintendent
: Chief Education Supervisors (CID & SGOD)
: Education Program Supervisors in Respective District
: Public Schools District Supervisors/PICDs
: Elementary Administrators
:All Others Concerned

1. Pursuant to Republic Act 10157 also known as the Kindergarten Education Act and the “ Enhance Basic Education Act of 2013”, mandatory and compulsory kindergarten education that effectively promotes physical, social, cognitive and emotional skill stimulation and values formation is offered to all five (5) year old Filipino children, this Division announces the conduct of 3-day Capacity-Building for Kindergarten Teachers and School Leaders on Aligning with the Competencies in the MATATAG Curriculum held on March 12-14, 2025 at Aplaya Vida , Sunset Boulevard , Dapitan City.
2. The training-workshop aims to:
 - 2.1. capacitate school leaders and teachers on teaching and learning delivery ;
 - 2.2. enhance their ability to integrate play-based, assessment, assessment , child-centered approaches and DAP principles;
 - 2.3. strengthen understanding on the different classroom-based assessment as tools for reporting and documenting the learner's progress; and ,



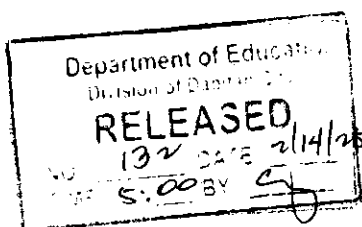


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- 2.4. enhance knowledge and skills on kindergarten literacy and numeracy learning through play-based approach.
3. The participants to this training are select school leaders and kindergarten teachers, / facilitators, speakers / TWG/Training Management Team .
4. School heads shall ensure that all teacher- participant will provide/distribute Self-Learning Materials (SLMs) and other worksheets to all learners .
5. All teaching, related-teaching and non-teaching participants shall be granted corresponding service credits or compensatory Overtime Credits, whichever is applicable.
6. This Memorandum serves as Travel Authority of all teachers , school leaders and speakers /TWG involved in the training-workshop.
7. Attached are the List of Participants , Training Matrix and Working Committees (See Enclosure No. 01-03)
8. Meals, snacks , training supplies and materials shall be charged to HRTD Funds subject to the usual accounting and auditing rules and regulations. Transportation allowance and other incidental expenses shall be shouldered by the school.
9. Immediate and wide dissemination of and compliance with this Memorandum are earnestly desired.

For the Schools Division Superintendent:

VICENTE JOSE V. SUAREZ II, EMD.
Chief Education Supervisor -
Curriculum Implementation Division (CID)
Officer -In-Charge
Office of the Schools Division Superintendent





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Enclosure No. 01 of **DM No. ____**, s. 2025

LIST OF PARTICIPANTS

No.	Name	Position	School/Office
1	Fe S. Quimiguing	Teacher 3	Dapitan City Experimental ES
2	Glenda T. Recamara	Teacher-1	Dapitan City SpEd Center
3	Juliet Esmade Sacal	Teacher-1	Ma. Cristina ES
4	Mary Cris Aubrey V. Gahuman	Teacher-3	Lawaan ES
5	Maricel P. Tuala	Teacher-3	Baylimango CS
6	Tessie S. Balladares	Teacher-1	Banbanan ES
7	Nida Sangual	Teacher-3	Kauswagan IS
8	Beverly Balwit Andag	Teacher-3	Carang ES
9	Agnes M. Balucan	Teacher-3	Canlucani ES
10	Marichan B. Pajartin	Teacher-3	Taguilon ES
11	Charlyn C. Balucan	Teacher-3	Tag-ulo ES
12	Joan S. Cinco	Teacher-3	Guimputlan ES
13	Mary Sheena Grace C. Jumawan	Teacher -3	Oro ES
14	Catherine T. Saguin	TEacher-1	Daro ES
15	Maria Xelty L. Enjambre	Teacher-1	Aliguay IS
16	Rueda M. Haictin	Teacher-3	San Pedro IS
17	Josephine S. Denura	Teacher-3	San Vicente ES
18	Melonie Calimpon	Teacher-3	Sulangon CS
19	Divina E. Quitoy	Teacher-3	Antipolo ES
20	Wilmar J. Catipay	Teacher 3	Hilltop ES
21	Cherry Meeh D. Baid	Teacher-1	Oyan ES
22	Kendra Maxin C. Juliano	Teacher-1	Burgos ES
23	Marchery A. Trogello	Teacher-1	Barcelona CS
24	Michelle de los Santos	Teacher-3	San Francisco ES
25	Christine M. Rodriquez	Teacher-3	Sigayan ES
26	Mary Ann G. Gumalal	Teacher-3	San Nicolas ES
27	Ellen R. Murro	Teacher-3	Masidakon ES
28	Wilmar Gajetela	Teacher-1	Sigayan ES
29	Jocelyn A. Bait-it	Teacher-3	Dampalan ES
30	Susan S. Vertucio	Teacher-3	Aseniero ES
31	Analie A. Solatorio	Principal 1	Dapitan City SpEd Center





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32	Belmor Debaloy	Principal 2	Dampalan ES
33	Joel Q. Ruiz	ESHT-3	Lawaan ES
34	Alex C. Sapuan	ESHT - 3	Capucan ES
35	Anisol M. Patangan	Principal 1	Burgos ES
36	Windrell P. Mongcupa	HT-1	Yabu ES
37	Camila Jeanette Debaloy	Principal -1	Potungan CS
38	Jerry Jerum B. Galota	Principal -1	Ba-ao ES
39	Glenes Sapuan	TIC	Ma. Cristina ES
40	Juvy S. Pestañas	Principal -1	Dapitan City Experimental ES
Speakers/Facilitators/ TWG/Program Management Team			
41	Nueva A. Andag	Senior Education Specialist	SDO-SGOD
42	Michele V. Torres	Senior Education Specialist	SDO-SGOD
43	Carona R. Paez	Teacher -3	Capucan ES
44	Esmeralda A. Bagaipo	EPS - Mathematics	SDO -CID
45	Jocelyn E. Acorin	School Principal 4	San Nicolas ES
46	Marlyn E. Esmade	EPS-Values/EsP	SDO-CID
47	Jerry M. Perong	EPS-TLE/EPP	SDO-CID
48	Doris N. Bation	Master Teacher 3	Sicayab ES
49	Lourence Reyes	ITO	SDO-CID
50	Luna Luz B. Racho	EPS-Kinder	SDO-CID





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Enclosure No. 02 of **DM No. ____**, s. 2025

TRAINING MATRIX

Day 1 March 12, 2025		
DAY/TIME	ACTIVITIES	FACILITATOR/ IN-CHARGE
7:30 – 8:00	Registration / Attendance	Carona R. Paez Teacher-3, Capucan ES Marlyn E. Esmade Education Program Supervisor-Values
8:00 - 8:15	Opening Program	Jocelyn E. Acorin P-4, San Nicolas ES
8:16 - 9:00	Session 1: Kindergarten Updates and BEDP 2030	Luna Luz B. Racho, EdD. Education Program Supervisor Kindergarten Focal Person
9:00 - 10:00	Session 2: Overview on Developmentally Appropriate (DAP)	Marlyn E. Esmade EPS- Values/EsP
10:00 - 10:15	SNACK BREAK	
10:15- 11:00	Principles of DAP and Implication for effective Implementation of Kindergarten Learner-Centered Approach	Marlyn E. Esmade EPS- Values/EsP
11:00-12:00	Session 3: Principles of Child Growth, Development and Learning Links to the Importance of 7K	Jerry M. Perong Education Program Supervisor-TLE/EPP
12:00-1:00	LUNCH BREAK	
1:00 – 2:00	Session 4: Overview of Phil. Early Childhood Development Checklist (Vis-a vis Kindergarten Competencies)	Rizza A. Daboda School Principal 4/PICD Barcelona Schools District
2:00 - 3:00	Cont.: Guided Practice Using Phil. ECD Assessment Checklist on Constructive Observation	
3:00 - 4:30	Session 5: Presentation and discussion of Kindergarten Progress Report Card	Luna Luz B. Racho, EdD. Education Program Supervisor Kindergarten Focal Person
4:31- 5:00	Open Forum/Meeting	Dr. Michelle V. Torres Senior Education Specialist





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DAY/TIME	ACTIVITIES	FACILITATOR/ IN-CHARGE
DAY 2: March 13, 2025		
7:30 – 8:00	Arrival/ attendance	Carona R. Paez Teacher-3, Capucao ES Marlyn E. Esmade Education Program Supervisor-Values
8:00 - 8:15	Management of learning	Potungan Schools District
8:20 - 10:00	Session 6: Importance of Games and Activities, Music, Movement and Arts in Kindergarten Class	Carona R. Paez Teacher-3, Capucao ES
10:01- 10:15	SNACK BREAK	
10:16- 12:00	Session 7: Thinking and Math Games and Activities that Support the Development of Children's Logico-Mathematica Intelligence	Dr. Esmeralda A. Bagaipo Education Program Supervisor
12:00-1:00	LUNCH BREAK	
1:00 – 2:30	Session 8: Optimizing Learning Activities in the Kindergarten Classroom using Blocks-Of -Time	Jocelyn E. Acorin Principal 4, San Nicolas ES
2:31 - 3: 30	Workshop : Demonstration Teaching in Circle 1	Doris N. Bation Master Teacher-2, Sicayab ES
3:31 - 4:00	Open forum/feed backing on KEP implementation	Luna Luz B. Racho, EdD. Education Program Supervisor Kindergarten Focal Person
4:01- 4:30	/Meeting/QAME	Dr. Michelle V. Torres Senior Education Specialist





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DAY 3: March 14, 2025		
DAY/TIME	ACTIVITIES	FACILITATOR/ IN-CHARGE
7:30 – 8:00	Arrival/ attendance	Carona R. Paez Teacher-3, Capucaos ES Marlyn E. Esmade Education Program Supervisor- Values
8:00 - 8:15	Management of learning	Baylimango and Barcelona Schools District
9:00 - 12:00	Equipping Teachers: Mastering Competencies Through Unpacking	Dr. Luna Luz B. Racho Education Program Supervisor
12:00-1:00	LUNCH BREAK	
1:00 – 3:30	Break-out by Quarter	Quarter 1 – Carona R. Paez Quarter 2 – Doris N. Bation Quarter 3- Jocelyn E. Acorin Quarter 4- Susan Vertucio
3:31- 4:00	Presentation of Outputs/Wrap-Up	Select Participants Dr. Luna Luz B. Racho Education Program Supervisor
4:00 - 4:30	Closing Program	Dapitan and Sulangon Schools Districts





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Enclosure No. 03 of **DM No. ____**, s. 2025

TECHNICAL WORKING GROUP

COMMITTEE	FOCAL PERSON	ROLES AND RESPONSIBILITIES
Registration/ Secretariat	Maryn E. Esmade Carona R. Paez	Takes charge in the registration of participants, reproduction of hand-outs, and other forms.
Procurement of Supplies/Snacks	Jidelle G. Garcia	Responsible in the procurement of supplies, materials, meals and snacks
Program and Invitation	Luna Luz B. Racho	Prepare the program and invite and introduce speakers/guests. Ensure the smooth flow of the activities as the masters of ceremony.
Certificates	Vicente Ramon V. Suarez II Luna Luz B. Racho	Prepares and print certificates indicating the actual number of hours there in and let signatories sign the same Distribute certificates during the closing program
Over -all Manager	Michelle V. Torres	Conduct meeting in every day sessions/Feedbacking
Documentation/ICT	Laurence Reyes	Prepare and submit documentary, pictorial, ICT documentation
QAME /M & E	Dr. Nueva A. Andag	Conduct monitoring and evaluation of the said training . Provide result to the end-user./SDS.
Finance	Olga P. Miranda Accounting Office	Processes documents for the payment of obligations and sources out funds for the training.

