



DEPARTMENT OF EDUCATION
DIVISION OF ZAMBO DEL NORTE
DIPLOG CITY 7100



RELEASED

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Republic of the Philippines
DEPARTMENT OF EDUCATION
Zamboanga Peninsula, Region IX
Schools Division of Zamboanga del Norte
Dipolog City 7100

Division Memorandum
No. ¹²⁷ 2016

To: Public Schools District Supervisors
Elementary School Heads
District Kindergarten Coordinators
Kindergarten Teachers

From:  NATIVIDAD P. BAYUBAY, CESO VI
Officer-In-Charge 
Office of the Schools Division Superintendent

Subject: **District Preparation of Instructional Materials for Kindergarten Teachers
for S.Y. 2016-2017**

Date: April 5, 2016

1. To fully equip the Kindergarten Teachers in the field of teaching for the upcoming school year, a **District Preparation of Instructional Materials for Kindergarten Teachers** is hereby directed. In this regard, all Kindergarten Teachers headed by the District Kindergarten Coordinator are advised to convene and prepare all the needed **instructional materials for the designed activities per week** as reflected in the NKCG. **As outputs of this initiative, each kindergarten teacher must have a portfolio of IMs for every week.** It is expected that IMs made are already localized/indigenized and are durable so these can still be used over and over again. A separate list of activities designed to develop the seven domains identified in the ECCD Checklist is also expected as output to help teachers identify the right intervention in addressing those domains at risk of having developmental delays.
2. District Kindergarten Coordinators are expected to submit a proposal for this initiative on or before **April 25, 2016** indicating thereto the expected date and venue so with the list of activities. Besides, an accomplishment report is expected and even required to be submitted after its conduct.
3. Supplies/materials and other expenses incurred relative to the conduct of this activity shall be charged against SCHOOL MOOE subject to the usual accounting and auditing rules and regulations.
4. For compliance, guidance and information.