





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

DEPARTMENT OF EDUCATION  
DIVISION OF SCHOOLS - ZAMBOANGA DEL NORTE  
**RELEASED**  
01 SEP 2016  
DATE: \_\_\_\_\_  
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Division Memorandum  
No. 345 s. 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: **Five-Day District Kindergarten Teachers' Workshop on the Making of Big Books and Instructional Materials**

Date: September 1, 2016

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1. To support the efforts of the department in promoting quality basic education, this office requires all District Kindergarten Coordinators to take a lead in the conduct of the **Five-Day District Workshop on the Making of Big Books and Instructional Materials for Lesson Weeks 21 to 40 on October 24 to 28, 2016** at the respective Central School of each district.
2. This initiative aims to give ample time for the kindergarten teachers to make and prepare the needed stories in big books and other instructional materials in support to the designed activities for weeks 21 to 40 of the NKCG.
3. All kindergarten teachers of the district are required to attend the workshop. Meanwhile, each of them must be able to **come up with at least 5 big books in mother tongue and with all the instructional materials for the third and fourth grading lessons.**
4. District Supervisors and School Heads are requested to monitor the conduct of the said activity to ensure maximum participation of their kindergarten teachers and provide technical assistance to these teachers if necessary.
5. District Kindergarten Coordinators shall **submit to this office a brief narrative report with pictorials not later than November 11, 2016.**
6. 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.
7. For compliance, guidance and information.