



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Dipolog City 7100

DEPARTMENT OF EDUCATION  
DIVISION OF ZAMBOANGA DEL NORTE  
DIPOLONG



RELEASED

18 OCT 2017

DATE: \_\_\_\_\_  
NAME / SIGNATURE \_\_\_\_\_

**MEMORANDUM**

To: **Public Schools District Supervisors  
ESP/School Heads  
District Kindergarten and MTB-MLE Coordinators  
Teachers**

From: **The Schools Division Superintendent**

Subject: **Five-Day District-Based Workshop on the Preparation of Instructional Materials (IMs) and Big Books in MTB-MLE, Reading (English) and Kindergarten**

Date: **October 18, 2017**

1. To support the efforts of the department in promoting quality basic education, this office requires all District Kindergarten and MTB-MLE Coordinators to take a lead in the conduct of the **Five-Day District-Based Workshop on the Preparation of Instructional Materials and Big Books in MTB-MLE, Reading (English) and Kindergarten on October 23 – 27, 2017** at the respective Central School of each district.
2. This initiative aims to help teachers to have meaningful daily teaching-learning activities specifically in early years' education through the use of big books and other age appropriate instructional materials.
3. All K to 3 teachers of the district are required to attend the said workshop. Kindergarten teachers must be able to **come up with at least three (5) big books in mother tongue and ten (10) age appropriate manipulative instructional materials which shall support to the suggested activities in in KTG.** Meanwhile, **Grades I -III teachers are likewise to prepare 5 big books in English with corresponding comprehension questions and supplemental or enrichment activities** to support and promote the reading interest in the second language of children and another 5 in MTB-MLE. They will be given service credits provided they are able to come up with the required outputs and attendance to support compliance.
4. District Supervisors and School Heads are requested to monitor the conduct of the said activity to ensure maximum participation of their concerned teachers and to provide technical assistance to these teachers if necessary.
5. District Kindergarten, Reading and MTB-MLE Coordinators shall **submit to this office a brief narrative report on the conduct of the activity with pictorials on or before November 17, 2017.**
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.

**PEDRO MELCHOR M. NATIVIDAD, CSEE**  
OIC, Office of the Schools Division Superintendent