

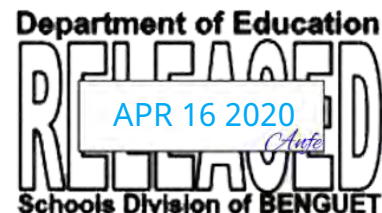


Republic of the Philippines
Department of Education
Schools Division of Benguet


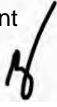
Date: April 15, 2020

DIVISION MEMORANDUM

No. 085 s. 2020



TO: Chief Education Supervisor for CID
Education Program Supervisors
Public Schools District Supervisors and Coordinating Principals
Public Secondary School Heads and Teachers
All Others Concerned

FROM: 
BENILDA M. DAYTACA, EdD, CESO VI
Assistant Schools Division Superintendent
OIC - Schools Division Superintendent 

SUBJECT: Planning of Training of Kindergarten Teachers
cum Preparation of Learning Materials and Alternative
Delivery Mode Modules Through Teleconferencing

1. Pursuant to DepEd Order 21, s. 2019 on the Policy Guidelines on the K to 12 Basic Education Program and in compliance to DepEd Memorandum no. 43, s. 2020 on the Guidelines on the Alternative Work arrangements in the Department of Education in Light of the COVID-19 Stringent Social Distancing Measures, the Curriculum Implementation Division will conduct a one-day teleconference for the planning of the Training of Kindergarten Teachers and School Heads cum Preparation of Learning Materials and Alternative Delivery Mode modules for Kindergarten on April 28, 2020.
2. The activity aims to:
 - a. Plan, organize and finalize the details of the training re; scheduling and assignments of topics to be delivered and preparation of materials for the said training.
 - b. Orient the select kindergarten teacher-developers on the preparation of ADM modules for the first and second quarter.
3. Participants to this activity are enumerated in enclosure 2
4. The teleconference for the planning of the training will start 8:30 until 10:30 A.M and the orientation for the ADM module preparation will follow immediately. All participants are encouraged to log-in before the formal start of the activity. The link will be provided through text or messenger on or before the activity, thus each participant should have laptop or smart phone and stable internet connection .
5. Internet load/WIFI load of P300.00 will be given to each participant for use for the whole duration of the activity and will be chargeable against 2020 HRTD fund subject to the usual auditing rules and regulations.
6. Immediate dissemination of this memorandum to all concerned personnel is enjoined.

//CIDecq//



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Enclosure 1. Activities Planning of Training of Kindergarten Teachers cum Preparation of Learning Materials and Alternative Delivery Mode Modules Through Teleconferencing

Date	Time	Topic	In-Charge/Resource Person
April 28,2020	8:00-8:30	Registration	
	8:31-9:30	Opening Program	
		Prayer	Sonia D. Dupagan EPS, LRMDS
		Acknowledgement of Participants	Antionette Sacyang PDO,LRMDS
		Welcome /Opening Remarks	Rizalyn A. Guznian,EdD CID-Chief
		Message	Benilda M. Daytaca,EdD ASDS, OIC - Office of the Schools Division Superintendent
	CONFERENCE PROPER		
	9:31- 10:30	Planning of Training of Kindergarten Teachers and School Heads	Erlinda C. Quinuan EPS Values Education, Focal Person for Kindergarten
	10:31- 12:00	Orientation for the ADM module preparation/ Writeshop for Kindergarten	Sonia D. Dupagan
	12:01-1:00	Lunch Break	
	1:01 -3 :00	ADM module Preparation/Writeshop for Kindergarten (continuation)	Sonia D. Dupagan
Expected outputs for the day:			
1. Topics for Training of Kindergarten Teachers Training distributed to the facilitators/ speakers.			
2. Competencies for the first and second quarter for Kindergarten identified and assigned to the respective teacher writer /developer.			





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Enclosure 2. Planning of Training of Kindergarten Teachers cum Preparation of Learning Materials and ADM Modules Through Teleconferencing on April 28, 2020

No.	Name	District/Office	Sex	Preferred Load
Resource Speakers/Facilitators/Technical Working group				
1	Rizalyn Guznian	SDO, CID	Female	Smart
2	Sonia D. Dupagan	SDO, CID	Female	Smart
3	Antionette Sacyang	SDO, CID	Female	Smart
4	Erlinda C. Quinuan	SDO, CID	Female	Globe
5	Rechelle Fianza	SDO, CID	Female	Smart
6	Lavi Pistula	Sablan	Female	Smart
7	Christine Puguon	Itogon 1	Female	Globe
8	Arlene Calading	Tublay	Female	Globe
9	Joan Calagan	La Trinidad	Female	Smart
Kindergarten Teacher-Writer/Developer for ADM Modules				
10	Leilani S. Piay	Camp 30 ES, Atok	Female	Globe
11	Julie B. Sal-oen	Celo Haight ES, Atok	Female	TNT
12	Sajalyn Labinio	Bakun	Female	Smart
13	Jemimah Tyan	Bakun	Female	Globe
14	Prescilla D. Evasco	Ambayec ES, Bokod	Female	Smart
15	Evangeline de Ausen	Daclan ES, Bokod	Female	Smart
16	Melbeth Sabyat	Alapang ES, Buguias	Female	Smart
17	Judy P. Tinasa	Lengaoean ES, Buguias	Female	Globe
18		Itogon I		Smart
19		Itogon I		Smart
20	Jennifer Pis-oy	Ampucao ES, Itogon 2	Female	TNT
21	Lerma Busoy	Balatoc ES, Itogon 2	Female	smart
22	Caludette A. Diclas	Kabayan	Female	Smart
23	Caroline Sugnad	Kabayan	Female	Smart
24	Jacqueline B. Menzi	Balabak ES, Kapangan	Female	Globe
25	Aileen Acos	Kapangan CS, Kapangan	Female	Globe
26		Kibungan		Smart
27		Kibungan		Smart
28	Jovy Joy Ciano	Alno ES, La Trinidad	Female	Smart
29	Raquel Manuel	Buyagan ES, La Trinidad	Female	Globe
30	Nathalie P. Lagan	Marivic ES, Mankayan	Female	Smart
31	Liza Diclihon	Palatong ES, Mankayan	Female	Smart
32	Robely A. Padsungay	Sablan	Female	Smart
33	Jovelyn C. Utang	Sablan	Female	Globe
34	Lorna Benito	Tuba	Female	TNT
35	Danie C. Tacio	Tuba	Female	Globe
36	Elsie B. Gavino	Tublay	Female	TNT
37	Joan Lunes	Tublay	Female	Smart





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Enclosure 3. Budgetary Estimate for Planning of Training of Kindergarten Teachers cum Preparation of Learning Materials and ADM Modules Through Teleconferencing on April 28, 2020

- A. Source of Funds: Downloaded HRTD Funds
B. Budget Estimate

Description of Item	Quantity	Unit Cost(PHP)	Total Cost(PHP)
Cell card/Internet load (Smart)	22	310.00	6,820.00
Cell card/Internet load (Globe)	11	310.00	3,410.00
Cell card/Internet load (TNT)	4	310.00	1,240.00
TOTAL	37		11,470.00

