



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM

No. 247 s. 2017

To: OIC-Assistant School Division Superintendent
Chiefs – CID and SGOD
Education Program Supervisors
School Heads Public and Private Elementary Schools
All Others Concerned

From: **CATHERINE P. TALAVERA, Ph. D.**
OIC-Schools Division Superintendent

Subject: **CONDUCT OF KINDERGARTEN EDUCATION PROGRAM ACTIVITIES AND OTHER REPORTS TO BE SUBMITTED**

Date: September 6, 2017

1. Please be informed of the following activities/reports that need to be conducted and accomplished. Be guided with the following schedule:

Activity	Date
A. Cluster and Division Festival of Talent for Kindergarten	Third week of October
B. Conduct of Regular Monthly Meeting	Second Thursday of the month
C. Project i-CARE (Intensive Child Mapping)	April – May 2018
REPORTS to submit:	
1. Pre and Post Assessment (ECD Checklist) - end of School Year (Template Enclosure No. 1)	
2. Culminating Activity (celebration of different activities – monthly celebration for kindergarten)- end of Calendar Year (Template Enclosure No. 2)	
3. List of Learning Resources and Instructional Materials (Template Enclosure No. 3)	

2. Immediate and widest dissemination of this Memorandum is desired

CID- CONDUCT OF KINDERGARTEN EDUCATION PROGRAM ACTIVITIES AND OTHER REPORTS TO BE SUBMITTED
DM 247 /09042017



We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

ECD Checklist Result for School Year 2017-2018

School _____

Teacher _____

DOMAIN	ENROLMENT	SIGNIFICANT DELAY	SLIGHTLY DELAY	AVERAGE	SLIGHTLY ADVANCE	HIGHLY ADVANCE	TOTAL
Gross Motor							
Fine Motor							
Self-Help							
Receptive Language							
Expressive Language							
Cognitive							
Socio Emotional							

Prepared and Submitted by: _____

Noted: _____

School Head

KINDERGARTEN ACTIVITY STORY TEMPLATE

(Suggested headings to help you tell your story)

Date:

School name:

(You may also wish to include school details such as:

-  Location
-  Number of pupils join in the activity

Attached is Action Planning Tool to highlight the needs we identified in school, the outcomes we focused on and the activities and interventions we put in place.

What did we achieve, and how did we know?

What will we do next?

Kindergarten Teacher quote:

Photograph:

List of Learning Resources and Instructional Materials

School _____ Teacher _____

Learning Resources and Instructional Materials	With	Quantity	Without
Manipulative Toys			
✚ Table blocks			
✚ Lacing beads			
✚ Counting frames			
✚ Picture dominoes			
✚ Jigsaw puzzles			
✚ Counters (specify)			
Activity Cards/Board Games			
✚ Cover all and call out games			
✚ Uppercase letters			
✚ Lower case letters			
✚ Colors			
✚ Numbers			
✚ Shapes			
✚ Connecting games			
✚ Picking up games			
✚ etc. (specify)			
Learner's Materials			
✚ Readiness Activity sheet			
✚ Teacher Made Activity sheet			
Books			
✚ Read-aloud books			
✚ Big books			
✚ Picture Story books			
✚ Wordless picture books			
✚ Concept books			
✚ Board books			
✚ etc. (specify)			
Open-ended sensory materials			
✚ sand and water			
✚ clay or homemade playdough			
✚ etc. (specify)			
Multimedia or computer-aided materials			
✚ songs			
✚ rhymes			
✚ movies in CD/DVD			
✚ interactive educational games			
Indigenous instructional materials or locally produced or parent made toys and play equipment			