Republic of the Philippines
Department of Education
Region VII, Central Visayas
DIVISION OF CEBU PROVINCE
Sudlon, Lahug, Cebu City

July 8, 2013

DIVISION MEMORANDUM
No. 343 s. 2013

CONFERENCE FOR ALL PUBLIC SCHOOL DISTRICT SUPERVISORS/DISTRICT OICs AND DISTRICT PRESCHOOL COORDINATORS

To: **OIC, Assistant Superintendents**
Education Supervisors/Coordinators
District Supervisors/OICs
District Preschool Coordinators

1. To finalize and validate reports submitted from the Districts on the implementation of the Kindergarten Program, this Office announces the conduct of a **Conference for All Public School District Supervisors/District OICs/Caretakers and District Preschool Coordinators** on Monday, July 15, 2013 from 8:00 a.m. to 5:00 p.m. at the DepEd Applied Nutrition Center, Banilad, Cebu City.

2. Relative thereto, all Districts are expected to bring School Level Reports on Forms A to D and District Consolidation Form E in soft and hardcopy. Please follow the attached prescribed format or you can refer to Regional Memo No. 379, s. 2013. Soft copies shall be saved in a CD, excel format.

3. A registration fee of Php 350.00 per participant shall be collected to cover two snacks, lunch and rental of venue. Traveling and other allowable expenses shall be chargeable against Local School Board/PTA/School MOOE Funds, subject to availability and the usual accounting and auditing rules and guidelines.

4. This Memorandum shall serve as Authority to Travel.

5. Immediate dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed. D.
Schools Division Superintendent

Telephone Numbers:
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FORM A

SCHOOL REPORT ON KINDERGARTEN REGULAR PROGRAM (KRP)

SY 20 ___ to 20____

REGION _____
DISTRICT _____
SCHOOL ID _____

DIVISION _____
NAME OF SCHOOL _____
ADDRESS _____

NAME OF TEACHER	KINDERGARTEN TEACHER'S INFORMATION				NUMBER OF HANDLED CLASSES	ENROLMENT		TOTAL	WITH ECE TRAINING
	AGE	ELIGIBILITY	ECE UNITS	DATE OF APPOINTMENT		M	F		

_____
SCHOOL PRINCIPAL

_____
DATE

_____
DISTRICT SUPERVISOR

_____
DATE

* to be submitted to the District Office for consolidation

FORM B

SCHOOL REPORT ON KINDERGARTEN VOLUNTEER PROGRAM (KVP)
SY 20___ to 20____

REGION _____ DIVISION _____
DISTRICT _____ NAME OF SCHOOL _____
SCHOOL ID _____ ADDRESS _____

NAME OF TEACHER	KINDERGARTEN TEACHER'S INFORMATION				NUMBER OF HANDLED CLASSES	ENROLMENT		TOTAL	WITH ECE TRAINING
	AGE	ELIGIBILITY	ECE UNITS	DATE OF APPOINTMENT		M	F		

_____
SCHOOL PRINCIPAL

_____
DISTRICT SUPERVISOR

_____
DATE

_____
DATE

* to be submitted to the District Office for consolidation

FORM C

SCHOOL REPORT ON KINDERGARTEN LGU ASSISTED PROGRAM (KLP)
SY 20 ___ to 20____

REGION _____ DIVISION _____
DISTRICT _____ NAME OF SCHOOL _____
SCHOOL ID _____ ADDRESS _____

NAME OF TEACHER	KINDERGARTEN TEACHER'S INFORMATION				NUMBER OF HANDLED CLASSES	ENROLMENT		TOTAL	WITH ECE TRAINING
	AGE	ELIGIBILITY	ECE UNITS	DATE OF APPOINTMENT		M	F		

_____
SCHOOL PRINCIPAL

_____
DATE

_____
DISTRICT SUPERVISOR

_____
DATE

* to be submitted to the District Office for consolidation

FORM D

SCHOOL REPORT ON KINDERGARTEN CLASSES HANDLED BY EXCESS TEACHERS

SY 20 ___ to 20____

REGION _____ DIVISION _____

DISTRICT _____ NAME OF SCHOOL _____

SCHOOL ID _____ ADDRESS _____

NAME OF TEACHER	KINDERGARTEN TEACHER'S INFORMATION				GRADE LEVEL HANDLED IN THE ELEMENTARY GRADES	NUMBER OF HANDLED KINDERGARTEN CLASSES	ENROLMENT		TOTAL	WITH ECE TRAINING
	AGE	ELIGIBILITY	ECE UNITS	DATE OF APPOINTMENT			M	F		

_____
SCHOOL PRINCIPAL

_____
DATE

_____
DISTRICT SUPERVISOR

_____
DATE

* to be submitted to the District Office for consolidation

FORM E

DISTRICT REPORT ON KINDERGARTEN PROGRAM
SY 20 ___ to 20____

REGION _____

DISTRICT _____

DIVISION _____

SCHOOL ID	NAME OF SCHOOL	NO. OF ORGANIZED KINDERGARTEN CLASSES				NO. OF KINDERGARTEN TEACHERS				NO. OF CLASSES HANDLED BY THE ELEMENTARY GRADES EDUCATION TEACHERS						NO. OF KINDERGARTEN TEACHERS WITH ECE TRAINING/UNITS				ENROLMENT											
		REGULAR	HANDLED BY EXCESS TEACHER	LGU ASSISTED	VOLUNTEER	REGULAR	EXCESS TEACHER	LGU ASSISTED	VOLUNTEER	I	II	III	IV	V	VI	REGULAR	EXCESS TEACHER	LGU ASSISTED	VOLUNTEER	REGULAR			EXCESS TEACHER			LGU ASSISTED			VOLUNTEER			TOTAL
																				M	F	T	M	F	T	M	F	T	M	F	T	

DISTRICT KEY ADMINISTRATOR

DATE

DISTRICT SUPERVISOR

DATE

* to be submitted to the Division Office for consolidation

24-JUN-2013 08:33 P.06