



July 8, 2013

DIVISION MEMORANDUM

No. 546 s. 2013

**CONTINUANCE OF HIRING VOLUNTEER TEACHERS TO HANDLE ORGANIZED
KINDERGRATEN CLASSES**

**To: OIC, Assistant Superintendents
Education Supervisors/Coordinators
District Supervisors/OICs
Elementary School Heads**

1. Attached is Regional Memorandum No. 379, s. 2013, dated June 26, 2013, entitled, "Continuance of Hiring Volunteer Teachers to Handle Organized Kindergarten Classes."
2. Immediate dissemination of this Memorandum is desired.


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

Telephone Numbers:
Schools Division Superintendent: (032) 255-6405
Asst. Schools Division Superintendent: (032) 414-7457
Accounting Section: (032) 254-2632
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REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
REGION VII, CENTRAL VISAYAS
Sudlon, Lahug, Cebu City



JUN 26 2013


REGIONAL MEMORANDUM

No. 379, s.2013

CONTINUANCE OF HIRING VOLUNTEER TEACHERS TO HANDLE ORGANIZED KINDERGARTEN CLASSES

To: Schools Division Superintendents
Division Kindergarten Coordinators
Public Schools district Supervisors
School Principals/Heads/Administrators

1. Per fax message received from Dr. Dina S. Ocampo, Undersecretary for Programs and Projects, DepEd, and in consonance with the approved request to continue the services of volunteer teachers to handle organized Kindergarten classes, the Divisions are authorized to hire qualified teacher-applicants to manage Kindergarten classes which until now do not have teachers despite the deployment of some excess teachers.
2. The DepEd Central Office likewise reiterates that the deployed excess teachers should be trained in handling kindergarten classes.
3. In view of this, all divisions are required to submit the **Data on Organized Kindergarten Classes** using the enclosed forms not later than July 12, 2013 in electronic copy (e-copy) to be sent to kindergartenproject@yahoo.com.ph cc: beedirector@yahoo.com. There shall be no alteration of the template set. Follow the format given.
4. Since the deadline for the submission to the Central Office is on the abovementioned date, this office requires you to submit also to the regional office the same reports for regional consolidation on or before July 5, 2013, to this email address: teresita.ga@deped.gov.ph and in hard copy in folder c/o The OIC, CLMD RO7, Sudlon, Lahug, Cebu City.
5. For immediate dissemination and strict compliance.


CARMELITA T. DULANGON, Ed. D.
Director III
OIC, Office of the Regional Director

CTD/CCW/lcj/dlg
CLMD '13

"Educating for a Strong Republic"

(RD's Office) Tel. nos.: 032-231-1433; 231-1309; 414-7399; Telefax 414-7325; (ARD's Office) Telefax: 032-255-4542;
Field Technical Assistance Division: 032-414-7324; Curriculum and Instruction Division: 032-414-7323; Quality Assurance and
Accountability Division: 032-414-4367; Resource Mobilization and Special Programs and Projects Division: 032-254-7062;
Budget and Finance Division: 032-256-2375; 253-8061; 414-7321; Payroll Service Unit: 032-414-7499;
Administrative Division: 032-414-7326; 255-1313; Planning, Policy and Research Division: 032-233-9030; 414-7065;
Legal Section: 032-414-7366; Cashier Section: 032-231-1071; Records Section: 032-233-4769;
Supply Section: 032-414-7322; Strive: 032-232-9925; 414-0263; Guardhouse: 032-231-2160
Email: www.deped_ro7@yahoo.com



Republic of the Philippines
Department of Education
 DepEd Complex, Meralco Avenue, Pasig City, Philippines
 Direct Line : (632) 633-7202 Telefax: (632) 636-4879



RO2013-12819

24-JUN

Undersecretary for Programs and Projects

171034

FAX MESSAGE

TO : ALL REGIONAL DIRECTORS
 Attention : All Regional Kindergarten Coordinators
 Schools Division Superintendent
 Division Kindergarten Coordinators
 School Principals/Heads/Administrators

FROM : DINA S. OCAMPO
 Undersecretary for Programs and Projects

DATE : June 11, 2013

SUBJECT : CONTINUANCE OF HIRING VOLUNTEER TEACHERS
 TO HANDLE ORGANIZED KINDERGARTEN CLASSES

In consonance with the approved request to continue the services of volunteer teachers to handle organized Kindergarten classes, the Divisions are authorized to hire qualified teacher-applicants to manage Kindergarten classes which until now do not have teachers despite the deployment of some excess teachers.

This Office likewise reiterates that the deployed excess teachers should be trained in handling kindergarten classes.

In view of this, all regions are required to submit the Data on Organized Kindergarten Classes using the enclosed forms not later than July 12, 2013 in electronic copy (e-copy) to be sent to kindergartenproject@yahoo.com.ph cc: beedirector@yahoo.com.

For your compliance.

Incl.: As stated

FORM A

SCHOOL REPORT ON KINDERGARTEN REGULAR PROGRAM (KRP)
SY 20__ to 20__

P. 02

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

| NAME OF TEACHER | KINDERGARTEN TEACHERS INFORMATION | | | NUMBER OF HANDLED CLASSES | ENROLLMENT | | TOTAL | WITH BCE TRAINING |
|-----------------|-----------------------------------|-------------|-----------|---------------------------|------------|---|-------|-------------------|
| | AGE | ELIGIBILITY | BCE UNITS | | M | F | | |
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SCHOOL PRINCIPAL

DISTRICT SUPERVISOR

DATE

DATE

• to be submitted to the District Office for consolidation

FORM B

SCHOOL REPORT ON KINDERGARTEN VOLUNTEER PROGRAM (KVP)

SY 20__ to 20__

REGION _____
DISTRICT _____
SCHOOL ID _____

DIVISION _____
NAME OF SCHOOL _____
ADDRESS _____

| NAME OF TEACHER | KINDERGARTEN TEACHER'S INFORMATION | | | | NUMBER OF HANDLED CLASSES | ENROLLMENT | | TOTAL | WITH ECE TRAINING |
|-----------------|------------------------------------|-------------|-----------|---------------------|---------------------------|------------|---|-------|-------------------|
| | AGE | ELIGIBILITY | ECE UNITS | DATE OF APPOINTMENT | | M | F | | |
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SCHOOL PRINCIPAL

DATE

DISTRICT SUPERVISOR

DATE

* to be submitted to the District Office for consolidation

FORM C

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

P. 04

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 | | |
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SCHOOL PRINCIPAL

DISTRICT SUPERVISOR

DATE

DATE

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FORM D

SCHOOL REPORT ON KINDERGARTEN CLASSES HANDLED BY EXCESS TEACHERS
 SY 20__ to 20__

REGION
DISTRICT
SCHOOL ID

DIVISION
NAME OF SCHOOL
ADDRESS

| NAME OF TEACHER | KINDERGARTEN TEACHER'S INFORMATION | | | GRADE LEVEL HANDLED IN THE ELEMENTARY GRADES | NUMBER OF HANDLED KINDERGARTEN CLASSES | ENROLMENT | | TOTAL | WITH EXE TRAINING |
|-----------------|------------------------------------|-------------|-----------|--|--|---------------------|---|-------|-------------------|
| | AGE | ELIGIBILITY | BCE UNITS | | | DATE OF APPOINTMENT | M | | |
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SCHOOL PRINCIPAL

DATE

DISTRICT SUPERVISOR

DATE

* to be submitted to the District Office for consolidation

