

AUG 19 2014

**DIVISION MEMORANDUM**

No. 381, s. 2014

**HIRING OF QUALIFIED KINDERGARTEN VOLUNTEER TEACHERS (KVT's) FOR  
SCHOOL YEAR 2014-2015**

To: Assistant Superintendents  
Education Supervisors/Coordinators  
District Supervisors/OICs/Caretakers  
Elementary and Secondary School Heads

1. Attached is Regional Memorandum No. 456, s. 2014, entitled, "Hiring of Qualified Kindergarten Volunteer Teachers (KVT's) For School Year 2014-2015, for information and guidance of all concerned.
2. Special attention is directed to the terms and conditions in the hiring of Kindergarten Volunteer Teachers.
3. Immediate and wide dissemination of this Memorandum is directed.

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

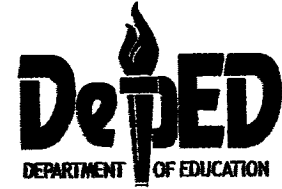
ADM/rng14

Telephone Numbers:

Schools Division Superintendent:	(032) 255-6405	Website: <a href="http://www.depedcebuprovince.com">www.depedcebuprovince.com</a>
Asst. Schools Division Superintendent:	(032) 520-3216 loc 104 (Dr. Leah Noveras)	E-mail Add: <a href="mailto:depedcebuprovince@yahoo.com">depedcebuprovince@yahoo.com</a>
	(032) 520-3216 loc 102 or Fax /tel. no. 236-4628 (Mr. Roseller Gelig)	
Accounting Section:	(032) 254-2632 (Mrs. Gervacia Sanchez)	
Disbursing Section:	(032) 255-4401 (Ms. Ma. Teresa Peralta)	
Admin/Legal:	(032) 253-7847 (Mr. Jeremy Denampo)	



REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
REHIYON VII, GITNANG VISAYAS  
REGION VII, CENTRAL VISAYAS  
Sudlon, Lahug, Cebu City



AUG 05 2014

REGIONAL MEMORANDUM

No. 456 s. 2014

**HIRING OF QUALIFIED KINDERGARTEN VOLUNTEER TEACHERS (KVT's)  
FOR SCHOOL YEAR(SY) 2014-2015**

To: Schools Division Superintendents  
Officer – in – Charge of the Regular Divisions  
All Others Concerned

1. Pursuant to DepEd Memorandum No. 80. S. 2014 and in line with the Unnumbered Memorandum from the Office of the Secretary dated March 20, 2014 with the subject, *Discontinuation Of Hiring of LGU – funded and Kindergarten Volunteer Teachers and Reminders to Hire Only Qualified LGU-funded and DepEd -subsidized Teachers* as of 2012 for School year (SY) 2014-2015, the Department of Education DepEd sets the following terms and conditions to guide the Schools Division Offices (SDO's) in the hiring of qualified kindergarten volunteer teachers (KVT's) to manage organized kindergarten classes for School Year (SY) 2014-2015:

- a. Applicants must be passers of the Licensure Examination for Teachers (LET)
- b. Ranking of the applicants in the Registry of Qualified Applicants (RQA) must be strictly followed in the hiring of KVT, as provided for in Section 6.11. 1-4 of the enclosure, DepEd order No. 14, s. 2014 entitled *Hiring Guidelines for Teacher I Positions Effective School Year 2014-2015*.
  - I. Hiring of KVT must pick up where hiring of Teacher I (regular/permanent item) left off.
  - II. Qualified KVTs as of SY 2012-2013 must be hired first.
  - III. Only if and when all qualified KVT's as of SY 2012-2013 are hired as KVT shall other qualified applicants be considered for hiring.
  - IV. Only if and when the RQA for Kindergarten has been exhausted shall eligible applicants from the RQA for Elementary be considered.

2. The prior request for approval to hire KVT's must be sent to the office of the Secretary, Attention: *Office of the Assistant Secretary for Planning and Development*. The communication must include data on the number of classes, teachers, and students, justification, and recommendations.

Regional Director's Office: Tel. nos.: (032) 231-1433; 231-1309; Telefax 414-7399; 414-7325; Asst. Regional Director's Office Telefax: (032) 255-4542;  
Field Effectiveness Division: (032) 414-7324; Curriculum Learning Materials Division (032) 414-7323;  
Quality Assurance and Accountability Division: (032) 231-1071; Resource Mobilization and Special Programs and Projects Division: (032) 254-7062;  
Training and Development Division: (032) 255-5239 loc. 112; Planning, Policy and Research Division: (032) 233-9030; 414-7065;  
Administrative Division: (032) 414-7326; 255-1313; 414-7366 414-4367; Budget and Finance Division: (032) 256-2375; 253-8061; 414-7321  
Website: <http://www.depedro7.com.ph>

*"EFA 2015: Karapatan ng Lahat, Puananagutan ng Lahat"*

3. However, the SDOs are reminded that before making a request, the transfer of excess teachers to schools with shortages shall be the foremost action taken. To ensure equity, they shall be guided by DepEd Order No.22, s. 2013 on the *Revised Guidelines on the Transfer of Teachers from One Station to Another* as well as the Department's standard formula for computing teacher shortages, which is computed by grade/year level. The parameters are detailed below.

Kindergarten	One teacher per two sessions at a 1:25 ratio or a maximum of 35 pupils per session
Multigrade	Maximum of 30 pupils per class consisting of two grades; that is, Grades 1 and 2, Grades 3 and 4, and Grades 5 and 6
Grades 1 and 2	40 to a maximum of 50 as ideal class size
Grades 3 and 5	45 to a maximum of 55 pupils as ideal class size
Grades 5 and 6 and Secondary Level	45 to a maximum of 55 as ideal size with subject specialization factor of 5:3; that is, five teachers to three classes

4. Further, per Item D.2.2 of Enclosure No.1 of DepEd Order No.21, s. 2012 entitled *Policies and Guideline on the Implementation of the Universal Kindergarten Education Program*, each KVT shall receive the full amount of Three Thousand Pesos (P 3,000.0) per class per month.



5. It is advised that the following enclosed documents are complied on time to facilitate the smooth processing of the KVT's monthly honoraria by their respective SDO's Accounting Division:

- a. Agreements of Services as KVT's (to be submitted once);
- b. Certification signed by their School Head (SH) in case of unavoidable absences of the KVTs to support payment of the honoraria in full amount;
- c. Accomplishment Report prepared and signed by each KVT and certified by the SH and;
- d. Daily Time Record (DTR) at the end of the month.

6. It is directed that all SDOs shall pay the monthly honorarium of each KVT at the end of the month or not later than the second week of the ensuing month using the funds appropriated under the budget line item *Kindergarten Education* as specified in the Fiscal Year 2014 General Appropriations Act (GAA).

7. It must be clearly communicated to these KVT's that their regularization or absorption into the national Plantilla is not guaranteed. However, in the event of a natural vacancy occurring within the school year, they may apply for the available regular item.

8. Immediate dissemination of this Memorandum is desired.

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

CTD/LCJ/tlg  
CLMD '14



Republika ng Pilipinas  
 (Republic of the Philippines)  
**KAGAWARAN NG EDUKASYON**  
 (DEPARTMENT OF EDUCATION)  
 DepEd Complex, Meralco Avenue  
 Pasig City

*Office of the Undersecretary  
 for Finance and Administration*

14 July 2014

Memorandum

To : **Regional Directors**  
 DepEd NCR, CAR and Regions I - XIII

Attention : **Chief Administrative Officer**  
 Budget and Finance Division

From : *[Signature]*  
**Undersecretary Francisco M. Varela**

Subject : **Payment of the Compensation of Kinder Volunteer  
 Teachers for School Year 2014 - 2015**

Pursuant to DepEd Memorandum No. 80, s. 2014 dated 11 July 2014 entitled: "Hiring of Qualified Kindergarten Volunteer Teachers (KVTs) for School Year (SY) 2014-2015", you may now effect the downloading of funds to the respective Schools Division Offices (SDOs) in your Region to cover payment of compensation of the KVTs hired to handle Kindergarten classes under the KVT Program for SY 2014-2015.

Initially, the DepEd Central Office computed for the funding requirement to pay the compensation of the said KVTs for June to December 2014 by SDO, as per attached matrix. The funds shall be charged against the following:

1. Released allotment for Maintenance and Other Operating Expenses (MOOE) for Kindergarten Education under Operations of Schools, Major Final Output (MFO) 2: Basic Education Services, as provided in Republic Act No. 10633, the General Appropriations Act of Fiscal Year 2014; and
2. Unobligated balances of allotment earlier authorized for downloading to cover in full the payment of compensation of KVTs hired for SY 2013-2014 per unnumbered memorandum dated 18 March 2014 which is also chargeable against the 2014 MOOE for Kindergarten Education.

It is understood that the funding requirement by SDO shall be adjusted upon the completion of reports on actual number of classes organized under the KVT Program for SY 2014-2015, and any excess fund allocations downloaded to the SDOs may be withdrawn by the Regional Office which shall be reallocated instead to SDOs that have fund deficiencies.

**Initial Funding Requirement to Cover Payment of  
Compensation of Kinder Volunteer Teachers  
School Year 2014 - 2015**

Region/Division	Initial Funding Requirement
<b>Region VII</b>	
Bohol	3,141,000.00
Cebu	11,187,000.00
Cebu City	2,214,000.00
Danao City	648,000.00
Dumaguete City	306,000.00
Lapu-Lapu City	765,000.00
Mandaue City	909,000.00
Negros Oriental	5,715,000.00
Siquijor	162,000.00
Toledo City	729,000.00
Talisay City	1,044,000.00
Bais City	306,000.00
Bayawan City	468,000.00
Tagbilaran City	207,000.00
Tanjay City	432,000.00
Bogo	495,000.00
Carcar	522,000.00
Naga City	189,000.00
Guihulngan City	549,000.00
<b>TOTAL</b>	<b>29,988,000.00</b>

*MH*



Republic of the Philippines  
**Department of Education**

11 JUL 2014

DepEd MEMORANDUM  
No. **80**, s. 2014

**HIRING OF QUALIFIED KINDERGARTEN VOLUNTEER TEACHERS (KVTs)  
FOR SCHOOL YEAR (SY) 2014-2015**

To : Regional Secretary, ARMM  
Regional Directors  
Schools Division Superintendents  
Heads, Public Elementary Schools  
All Others Concerned

1. In line with the unnumbered Memorandum from the Office of the Secretary dated March 20, 2014 with the Subject, *Discontinuation of Hiring of LGU-funded and Kindergarten Volunteer Teachers and Reminders to Hire Only Qualified LGU-funded and DepEd-subsidized Teachers as of 2012 for School Year (SY) 2014-2015*, the Department of Education (DepEd) sets the following terms and conditions to guide the schools division offices (SDOs) in the hiring of qualified kindergarten volunteer teachers (KVTs) to manage organized kindergarten classes for School Year (SY) 2014-2015:

- a. Applicants must be passers of the Licensure Examination for Teachers (LET).
- b. Ranking of the applicants in the Registry of Qualified Applicants (RQA) must be strictly followed in the hiring of KVT, as provided for in Section 6.11.1-4 of the enclosure, DepEd Order No. 14, s. 2014 entitled *Hiring Guidelines for Teacher I Positions Effective School Year 2014-2015*.
  - i. Hiring of KVT must pick up where hiring of Teacher I (regular/permanent item) left off.
  - ii. Qualified KVTs as of SY 2012-2013 must be hired first.
  - iii. Only if and when all qualified KVTs as of SY 2012-2013 are hired as KVT shall other qualified applicants be considered for hiring.
  - iv. Only if and when the RQA for Kindergarten has been exhausted shall eligible applicants from the RQA for Elementary be considered.

2. The prior request for approval to hire KVTs must be sent to the Office of the Secretary, Attention: *Office of the Assistant Secretary for Planning and Development*. The communication must include data on the number of classes, teachers, and students, justification, and recommendations.

3. However, the SDOs are reminded that before making a request, the transfer of excess teachers to schools with shortages shall be the foremost action taken. To ensure equity, they shall be guided by DepEd Order No. 22, s. 2013 on the *Revised Guidelines on the Transfer of Teachers from One Station to Another* as well as the Department's standard formula for computing teacher shortages, which is computed by grade/year level. The parameters are detailed below.

Kindergarten	one teacher per two sessions at a 1:25 ratio or a maximum of 35 pupils per session
Multigrade	maximum of 30 pupils per class consisting of two grades; that is, Grades 1 and 2, Grades 3 and 4, and Grades 5 and 6
Grades 1 and 2	40 to a maximum of 50 as ideal class size
Grades 3 and 4	45 to a maximum of 55 pupils as ideal class size
Grades 5 and 6 and Secondary Level	45 to a maximum of 55 as ideal size with subject specialization factor of 5:3; that is, five teachers to three classes

4. Further, per Item D.2.2. of Enclosure No. 1 of DepEd Order No. 21, s. 2012 entitled *Policies and Guideline on the Implementation of the Universal Kindergarten Education Program*, each KVT shall receive the full amount of Three Thousand Pesos (P 3,000.00) per class per month.

5. It is advised that the following enclosed documents are compiled on time to facilitate the smooth processing of the KVTs' monthly honoraria by their respective SDO's Accounting Division:

- a. Agreements of Services as KVTs (to be submitted once);
- b. Certification signed by their school head (SH) in case of unavoidable absences of the KVTs to support payment of the honoraria in full amount;
- c. Accomplishment Report prepared and signed by each KVT and certified by the SH; and
- d. Daily Time Record (DTR) at the end of the month.

6. It is directed that all SDOs shall pay the monthly honorarium of each KVT at the end of the month or not later than the second week of the ensuing month using the funds appropriated under the budget line item *Kindergarten Education* as specified in the Fiscal Year 2014 General Appropriations Act (GAA).

7. It must be clearly communicated to these KVTs that their regularization or absorption into the national plantilla is not guaranteed. However, in the event of a natural vacancy occurring within the school year, they may apply for the available regular item.

8. Immediate dissemination of this Memorandum is desired.

  
BR. ARMIN A. LUISTRO FSC  
Secretary

Encls.: As stated

References: DepEd Order Nos.: (21, s. 2012, 22, s. 2013, and 14, s. 2014)  
DepEd Unnumbered Memorandum dated March 20, s. 2014

To be indicated in the Perpetual Index  
under the following subjects:

EMPLOYMENT  
FUNDS  
HIRING  
KINDERGARTEN EDUCATION  
TEACHERS



(Sample Template – Accomplishment Report) to be submitted together with the Daily Time Record (DTR)

Republic of the Philippines  
DEPARTMENT OF EDUCATION

Region \_\_\_\_\_  
Division \_\_\_\_\_  
District \_\_\_\_\_  
School \_\_\_\_\_

Date: \_\_\_\_\_

ACCOMPLISHMENT REPORT

This is to certify that the table below indicates my monthly accomplishment report in handling kindergarten classes.

Month/Date covered	Enrollment	Quarter/Week covered	Teaching strategies applied
Week 1	Male = Female = Total =	(indicate specific content focus, message for the day per week being tackled)	(indicate highlights of accomplishment or unique strategies applied related to the delivery of the blocks of time)
Week 2	Male = Female = Total =	↓	↓
Week 3	Male = Female = Total =	↓	↓
Week 4	Male = Female = Total =	↓	↓

This accomplishment report is being issued in support for payment of my monthly honorarium per compliance of accounting and auditing rules and regulations.

Prepared by:

Certified true and correct:

\_\_\_\_\_  
Kindergarten Teacher

\_\_\_\_\_  
School Head

**(Enclosure No. 1 to DepEd Memorandum No. 80, s. 2014)**

(Sample Template – Agreement of Services) to be submitted once only

Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
District \_\_\_\_\_  
School \_\_\_\_\_

**AGREEMENT OF SERVICES**

Be it known to all concerned that the First Party, \_\_\_\_\_ (Name) \_\_\_\_\_, residing in \_\_\_\_\_ (Address) \_\_\_\_\_, of \_\_\_\_\_ (School) \_\_\_\_\_ (School Address) \_\_\_\_\_, and the Second Party representing the Department of Education, \_\_\_\_\_ (District) \_\_\_\_\_, \_\_\_\_\_ (Division) \_\_\_\_\_ (Division Address) \_\_\_\_\_, do hereby agree to the following:

**A. Responsibilities of the First Party**

1. Serve as volunteer teacher to teach/handle kindergarten classes of at least 25 children per class/session. A maximum of two (2) classes: one (1) in the morning and one (1) in the afternoon for a minimum period of three (3) hours per class to be handled.
2. Undertake necessary preparations before teaching to ensure quality experiences and care for kindergarten children.
3. Adhere to the kindergarten standards set by the Department.
4. Submit to the school administrator needed monthly reports such as kindergarten enrolment report, accomplishment report, attendance/daily time record (DTR).

**B. Responsibility of the Second Party - Department of Education**

1. Supervise the volunteer teachers to ensure that classes are implemented according to the standards and guidelines set.
2. Provide the necessary instructional support to the kindergarten teacher.
3. Certify enrolment report, accomplishment report, attendance/daily time records and payment of teacher's honorarium/compensation.
4. Maintain active linkages between the school/district to the division to draw-in support to the kindergarten education services.

**C. For and in consideration of this Agreement, the Division shall pay on time the full monthly honorarium of:**

1. Six Thousand Pesos (PhP 6,000.00) per month for ten (10) months for two (2) classes handled with at least 25 children per class/session or Three Thousand Pesos (PhP 3,000.00) honorarium per month for volunteer teachers handling a single class/session.

**D. The First Party is aware that his or her regularization or absorption into the national plantilla is not guaranteed. Further, this Agreement is valid for SY 2014-2014 only.**

IN WITNESS WHEREOF, the parties hereto have signed this Agreement of Services on the \_\_\_\_\_ day of \_\_\_\_\_, 2014 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Party of the First Part)

\_\_\_\_\_  
(Party of the Second Part)

\_\_\_\_\_  
Kindergarten Teacher

\_\_\_\_\_  
Division Kindergarten Coordinator

APPROVED:

\_\_\_\_\_  
Schools Division Superintendent

Witnesses:

\_\_\_\_\_  
School Principal/Administrator

\_\_\_\_\_  
Division Accountant/Budget Officer

(Enclosure No. 2 to DepEd Memorandum No. 80, s. 2014)

(Sample Template – Certificate of Absenteeism) to be submitted in case the teacher has unavoidable absences or leaves the class within the month



Republic of the Philippines  
Department of Education

Region: \_\_\_\_\_

Division: \_\_\_\_\_

School: \_\_\_\_\_

Date: \_\_\_\_\_

### CERTIFICATE OF JUSTIFIABLE ABSENCES

TO WHOM IT MAY CONCERN:

This is to certify that \_\_\_\_\_  
was absent/on leave (date covered) \_\_\_\_\_ due to the following  
reasons: \_\_\_\_\_  
\_\_\_\_\_

Certified true and correct:

\_\_\_\_\_  
Printed Name & Signature of the School Head