



RELEASED

Nov 2018
November 21, 2018

REGIONAL MEMORANDUM
No. 144 s. 2018

**TRAINING-WORKSHOP FOR KINDERGARTEN SUPERVISORS AND FOCAL PERSONS ON
MINIMIZING LEARNING GAPS IN EARLY CHILDHOOD EDUCATION**

To : **Regional Division Chiefs**
Schools Division Superintendents
All Others Concerned

1. The Department of Education, National Capital Region through the Curriculum and Learning Management Division will conduct a Training-Workshop for Kindergarten Supervisors and Focal Persons on Minimizing Learning Gaps in Early Childhood Education on November 30 to December 4, 2018 at West Avenue Suites, West Ave, Quezon City, Metro Manila.
2. The activity aims to:
 - a. Capacitate Kindergarten Supervisors with strategies to assist teachers in minimizing learning gaps in the classroom.
 - b. Enhance competencies in conducting technical assistance.
 - c. Contextualize observation and monitoring tools for classroom activities to improve teaching and learning.
3. Attached are the Matrix of Activities, Terms of Reference, List of Participants, Management Team for ready reference. Participants, Trainers, Quality Assurance, Monitoring and Evaluation (GAME) and Management Team shall be entitled to a Compensatory Time Off (CTO) per Civil Service Commission (CSC) and Department of Budget and Management (DBM) Joint Circular No. 2 s. 2004 on Non-Monetary Remuneration for Overtime Services Rendered
4. Board and lodging shall be charged to ROP Funds while travel and other incidental expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules.
5. Immediate and wide dissemination of this Memorandum is desired.

TOLENTINO G. AQUINO
OIC, Office of the Asst. Regional Director
Officer-in-Charge

Incls.: as stated
Reference:
To be indicated in the Perpetual Index
Under the following subjects:

Kindergarten,
Training-Workshop

TERMS OF REFERENCE

1. All participants are requested to observe the following:
 - a. Registration starts at 10:00 AM of the first day and Check out time will be at 12:00 NN of the last day.
 - b. All participants should be present during the opening program.
 - c. The activity is a live-in Training-Workshop where the participants are enjoined to stay for the entire duration.
 - d. Management Team and Trainers are advised to be at the venue at 8AM of Day 1.
2. All participants are requested to accomplish an online daily evaluation, link to be provided during session.
3. Members of the Technical Working Group (TWG) shall accomplish the tasks assigned to them.
 - a. Daily Narrative Reports
 - b. Monitor the Daily Program Evaluation/ End Program Evaluation
 - c. Management of Learning

MATRIX

TIME	DAY 1 (NOVEMBER 30, 2018)	DAY 2 (DECEMBER 1, 2018)	DAY 3 (DECEMBER 2, 2018)	DAY 4 (DECEMBER 3, 2018)	DAY 5 (DECEMBER 4, 2018)
7:00 – 8:00		Breakfast			
8:01 – 8:30		Management of Learning	Management of Learning	Management of Learning	Management of Learning
8:30 – 9:00		Revisiting the KTG (Quezon City)	Classroom Management for Kindergarten Teachers (Malabon)	GEDSI- Gender and Disability for Social Inclusion (Dr. Roland D. Montes, EPS-DepEd-NCR)	Debriefing
9:01 – 10:00					
10:01 – 10:15	BREAK				
10:16 – 11:00	REGISTRATION	Comprehensive Sexuality Education (CSE) for Kindergarten (Quezon City)	Teaching Strategies for Kindergarten Teachers (Navotas)	Strategies: Learning Action Cell for Kinder Teachers (Ms. Leah N. Bautista, SEPS, DepEd-NCR)	Closing Program (San Juan)
11:01 – 12:00		Issues and Concerns			
12:01 – 1:00	LUNCH BREAK				
1:01 – 2:00	OPENING PROGRAM	DLL/ DLP (TAPAT)	Demo Teaching (Malabon)	Action Plan (Ms. Leah N. Bautista, SEPS, DepEd-NCR)	
2:01 – 3:00	Legal Bases for Kindergarten (Pasig)		Review/ Modification of Monitoring Tool (Valenzuela)		
3:01 – 3:15	BREAK				
3:16 – 4:00	Omnibus Rules for Kindergarten (Makati)	Review of Observation Tool (Pasay)	Workshop	Workshop	
4:01 – 5:00					
Division/s in charge	Makati Pasig Las Pinas	Quezon City TAPAT Pasay	Navotas Valenzuela Malabon	Paranaque Mandaluyong	San Juan
Documenter/s	Manila	Marikina	Muntinlupa	Caloocan	Parañaque