



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 complied 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. LUJISTRO 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

**(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

(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

(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