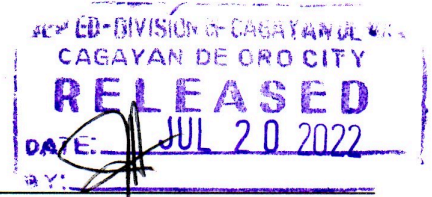




Republic of the Philippines  
Department of Education  
REGION X  
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

July 19, 2022

**DIVISION MEMORANDUM**

No. 287 s. 2022

**REITERATION ON THE IMPLEMENTATION OF KINDERGARTEN CATCH-UP  
EDUCATION PROGRAM (KCEP) 2022**

To: Public Schools District Supervisors  
Division Kindergarten Coordinator  
All Elementary School Principals/Heads  
Kindergarten Teachers

1. In compliance to DepEd Order number 11 series of 2014 re *Policy Guidelines on the Implementation of the Kindergarten Catch-Up Program*, this office reiterates to the field the following:
  - a. To implement Kindergarten Catch-up Education Program (KCEP) to five-year old children and above, who are unable to attend or finish any kindergarten education during the school year 2020-2021.
  - b. All Grade 1 enrollees without kindergarten experience and those coming from Day Care Centers need to attend the Kindergarten Catch-Up Education Program from **June 6 to August 17, 2022**.
  - c. To ensure the effectiveness of the program, school heads are advised to follow the guidelines. District Supervisors are requested to support their school heads and teachers for this program and to closely monitor the Catch-Up classes in their district.
2. The program classes delivery mode shall implement distance learning delivery modalities and/or home-based instruction. School Heads must see to it the effective utilization of the *8-week curriculum guide that must be modified and contextualized anchored on Most Essential Learning Competencies (MELCS) for Kindergarten Education*.
3. Schools shall issue a certificate of completion with the fully accomplished ECCD Checklist as requirements to enroll in Grade 1 for those children who will complete the KCEP.
4. Please find Enclosure number 2, DO 11 s. 2014 for filling up the needed data for the KCEP. Enclosure no 2 is for the district consolidation summary report. Kindly access the template using this link: <https://bit.ly/3B6Sien>



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5. To submit this enclosure no. 2 form, **upload** your softcopy (Excel format) using this link: <https://bit.ly/3k14UIW>. For the hardcopy, submit in the Division Office.
  
6. Kindergarten Teachers who will handle KCEP Classes will be given Fifteen days (15) service credits. Here are the requirements in the submission of reports:
  - a. Narrative report of the accomplishments with pictures.
  - b. Statistical reports on the following:
    - i. Number of learners per class
    - ii. Number of Teachers who serve
    - iii. Number of Parents/stakeholders involve
  - c. Success stories on the conduct of catch-up program
  - d. Letter of request of service credits from the school heads reflecting the number of hours that the teachers rendered their service for the Special Order;
  - e. 3 copies of form 48 Daily Time Record
  
7. Immediate compliance of this Memorandum is desired.

**CHERRY MAE L. LIMBACO-REYES** *rl*  
Schools Division Superintendent



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