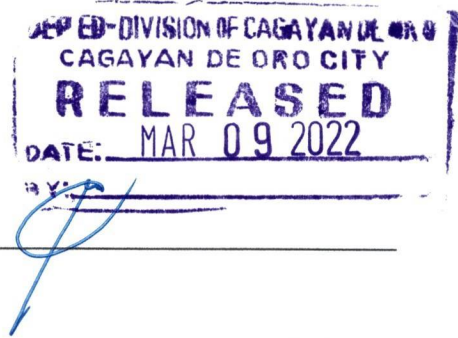




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

March 7, 2022

DIVISION MEMORANDUM
No. 79 s. 2021

TRAINING OF NEWLY HIRED KINDERGARTEN TEACHERS

To: Chiefs, CID and SGOD
Public Schools District Supervisors
Education Program Supervisors
All Concerned Elementary School Principals
All Concerned Kindergarten Teachers
All Members of the TWG and Learning Facilitators

1. In support to the Kindergarten Education Program, this Office through the Curriculum Implementation Division will conduct in-person Division Training for Newly Hired Teachers on March 16-18, 2022 at Conchita Hotel, Cogon, Cagayan de Oro City with the theme: *Teachers Helping Teachers: Seeing the purpose in teaching Kindergarten in COVID-related concerns.*
2. To ensure a smooth conduct of the said activity, there will be a coordination meeting of all training facilitators and resource speakers on March 9, 2022 (3:00 PM) via online platform.
3. Moreover, in preparation of this training, there will be a quality assurance on the training matrix, session guide and slide decks on March 14, 2022 via Google Meet. Link will be forwarded soon by the focal person.
4. Each participant is required to bring laptop, extension cord, pair of scissors, paste, marking pens and sheets of colored cartolina.
5. Enclosed is the List of Target Participants and Technical Working Committee. All concerned PSDS are hereby informed to access the link to accomplish the list of participants. <https://bit.ly/3HYqNpC>
6. In compliance with the IATF guidelines, all participants shall ensure that safety health standards are strictly followed/observed at all times. All personnel involved must wear facemasks and must observe social distancing.





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7. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
8. Actual traveling expenses of the participants shall be chargeable against School/Division MOOE Funds while lunch and snacks shall be taken from the Division HRTD Program Support Funds subject to the usual accounting and auditing rules and regulations.
9. Wide and immediate dissemination of this memorandum is desired.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent 





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Enclosure 1

Target Schools	Newly Hired Kindergarten Teacher (SY 2018-2022)
1. Balongkot ES	1
2. Baluarte ES	1
3. Besigan ES	1
4. Cadayonan ES	1
5. Dansolihon ES	1
6. Dunggoan ES	1
7. Iba ES	1
8. Magayad ES	1
9. Man-ai ES	1
10. Mangalay ES	1
11. Midkiwan ES	1
12. Tignapoloan ES	1
13. Upper Tignapoloan ES	1
14. Batinay ES	1
15. Kiam-is ES	1
16. Pagalungan ES	1
17. Pig-sag-an ES	1
18. Taglimao ES	1
19. Tagpangi ES	1
20. Tuburan ES	1
21. Tumpagon ES	1
22. Pamalihi ES	1
23. Camaman-an ES-Macapaya Ext	1
24. San Simon ES	1
25. Baikington ES	1
26. Sacred Heart ES-Phil Island Kids	1
27. Balubal ES	1
28. Linangohan ES	1
29. Kamakawan ES	1
30. Taguanao ES	1
31.	East 1
32.	East 1
33.	East 2
34.	East 2
35.	North 1
36.	North 1
37.	North 2
38.	North 2
39.	South
40.	South
41.	West I
42.	West I
43.	West II
44.	West II
45.	Central
46.	Central
47.	Central
48.	Southwest 1
49.	Southwest 1
50.	Southwest II



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TRAINING MANAGEMENT COMMITTEE

Technical Working Committee

Planning Committee	Name	Specific Duties/Functions/Roles
Chairman	Mark John T. Gabule	<ul style="list-style-type: none">• Providing input to the development of the training, including the evaluation strategy;• Identifying potential risks;• Monitoring risks;• Monitoring timelines, and• Monitoring the quality of the training as it develops.• Oversee the topic matrix, schedule and program flow.
Co-chairman	Christine Penaso	
Technical Committee		<ul style="list-style-type: none">• Provide technical input and advice on the process flow of training, methodologies and priorities of the training.• Undertake specific technical assignments to every session room.• Monitor and support the development and release progress of the training with consideration of IATF Protocols etc.• Recommend technical priorities to training management committee heads and to the members through a conduct of reflection session at every end of the daily sessions.• Track the latest discussions and current state on the implementation of training specifically to each session proper.
Chairman	Anita M. Gochuco	
Co-chairman	Irene L. Blanila	
ICT Committee		<ul style="list-style-type: none">• To conduct inspection to every session room on the functionality of the AVP media such as projectors, sound system, 2 microphones (1 for speaker, 1 for participants during Q and A/Open forum)• To compile ahead of time all the recorded videos to be used for the 3-day training.• Video recorded messages of speakers must be made available to every session room and shall be closely coordinated with the session manager.• To capture photos/videos to every salient part of the program and to include session rooms.• To present slide show of captured photos/videos (real time event) during lunch/break time.• To prepare google drive link of all captured photos and videos from day 1 to day 3.
Chairman	Hannah Busalla	
Co-Chairman	Ruth E. Alvarez	



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Certificates and Awards		<ul style="list-style-type: none"> To layout design and text citation of certificates for resource speakers, TWGs and participants. Deadline of template is on March 14. To make sure the correct spelling of names and other details. To prepare printed certificates ahead of time before the distribution during closing program. To prepare official lists of participants, TWGs and resource speakers as attachment of the certificates before SDS will sign. To prepare or generate e-certificates as plan B if the printed copies are not available. To prepare printer and shall be available in the training venue with all the accessories.
Chairman	Kristine Eduave	
Co-Chairman	Mohaima Ghandamra	
Registration/Attendance/e-Link Attendance & evaluation		<ul style="list-style-type: none"> To prepare attendance sheets (hard copy) duly accomplished throughout the 3-day training. To prepare google forms for e-attendance and functional bitly link. To prepare e-link for the daily evaluation. To prepare the general results and finding of the evaluation per day. To facilitate the pretest and posttest assessment.
Chairman	Rachelle Joy M. Alba	
Co-Chairman	Ellen Mae Olasiman	
SUB-COMMITTEE		
Presentation Materials of Resource Speakers		<ul style="list-style-type: none"> To harness all the presentation materials (PPT, handouts, worksheets, videos etc) of each speaker through easily accessible folders via google link. To create a repository link and organize folders with proper labels. To create a link shortener via bitly or tinyurl. Deadline of complete training materials is on March 15, 2022
Chairman	Ma. Jona N. Uy	
Co-Chairman	Crislyn R. Go	
CVs/Resume of Resource Speakers and Assessment Test Items		<ul style="list-style-type: none"> To compile all the Curriculum Vitae's/Resume' of all resource speakers and printed in hard copy ready for the submission of attachments to NEAP etc. To prepare Bio note/synopsis of each resource speakers for the introduction during the presentation of speakers. To consolidate all the test items prepared by the speakers for the pretest and posttest assessment.
Chairman	Margie Ranalan	
Co-Chairman	Joanna R. Rodriguez	
Supplies and Materials		<ul style="list-style-type: none"> To ensure proper distribution of training kits of each participant with signed documents of received kits. To prepare manila papers, metacards, marker pen and scotch tape to be used during workshops to all session rooms for the 3-day training.
Chairman	Dertireza Sambaan	
Co-Chairman	Dioneta Bahian	



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		<ul style="list-style-type: none">To coordinate with the resource speakers if they request for materials to be used in their presentation/workshop.To require the participants to prepare and bring the following: (1) Portable wifi modem, (2) extension wire, (3) laptop (4) printer for clustered per district.
Master of Ceremony/Event Flow Coordinator		<ul style="list-style-type: none">To prepare an invitation program/program flow/invites.To facilitate the opening and closing program.
Chairman	Alexander Pahapay	<ul style="list-style-type: none">To prepare all the necessary videos, audios, background music especially during the preliminaries like singing of national anthem etc.To facilitate each session room/venue for timely start and end of the training proper session.To serve as the session managers to all the rooms during training proper.To assign MOL facilitators per session room.To require the presenters during recapitulation to present in PPT the concepts, processes and methodologies learned in the session.
Co-Chairman	Blythe Pallugna	

Division of Cagayan de Oro City
Department of Education, Region 10

Teachers HELPING Teachers

Kindergarten Educators Conference 2022

Training of Newly Hired Kindergarten Teachers

Seeing the Purpose in Teaching Kindergarten in COVID-related Concerns

March 16, 17 and 18, 2022
Conchita Hotel, Cagayan de Oro City

Tayo PARA SA EDUKASYON **SAMA-SAMA SA PAG SULONG NG EduKALIDAD**



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