



Department of Education
Region VI-Western Visayas
DIVISION OF CAPIZ
Banica, Roxas City



DIVISION MEMORANDUM

No. 100 S. 2017

TWO-DAY DIVISION WORKSHOP ON THE DEVELOPMENT OF BUDGET OF WORK (BOW) AND MAKING OF SAMPLE DAILY LESSON LOG (DLL) IN KINDERGARTEN

To: Education Program Supervisors and Coordinators
Public Schools District Supervisors
Heads of Public Elementary Schools

1. The Division of Capiz will conduct a **Two-Day Division Workshop on the Development of Budget of Work (BOW) and Making of Sample Daily Lesson Log (DLL)** for Kindergarten Classes on July 22 and 29, 2017 (the venue will be announced later).
2. The writeshop aims to:
 - a. develop Budget of Work (BOW) that will guide and help kindergarten teachers to capture and deliver all competencies included in the 40-week curriculum for the whole school year;
 - b. produce sample daily lesson log for kindergarten teachers using the standard format presented in D.O. no. 42 s, 2016;
 - c. reproduce the Budget of Work and sample DLL to be distributed to all districts;
 - d. provide suggested learning activities that will contribute to holistic development of kindergartners.
3. The list of resource speakers, facilitators, editors, writers, encoders and the training matrix are found in enclosures 1 and 2, respectively.
4. Participants are advised to bring their own laptop and extension wire.
5. Travel of the participants will be charged to the school MOOE and the expenses relative to the conduct of the workshop shall be charged against Division INSET Fund subject to the usual accounting and auditing rules and procedures.
6. Immediate dissemination of this Memorandum is desired.


MIGUEL MAC D. APOSIN, Ed.D., CESO V
Schools Division Superintendent 

List of Participants:

Names	District
1. Flonee Grace Fabular	Cuartero
2. Mary Cris Bocado	Dao
3. Jelivel Feolog	Dumalag
4. Ritchel Forel	Dumalag
5. Vicky Caduada	Ivisan
6. Myrnalyn Vigo	Jamindan
7. Grace Dilao	Maayon
8. Mylene Rivas	Mambusao West
9. Kendy Cerilo	Panay
10. Geleza Burio	Panitan
11. Dina Baclas	Pilar
12. Regie Flotildes	Pontevedra
13. Marecel Bejo	Pontevedra
14. Eleen Villanueva	Pres. Roxas
15. Jeniel Opanto	Sapian
16. Prechie Orendain	Sigma
17. Marlyn Capapas	Sigma
18. Rhea Ann Madera	Tapaz East
19. Mary Grace Susan Biboso	Tapaz West
20. Joellyn Hazel Navarra	Tapaz West

Resource Speakers:

Heidelyn P. Geromiano, Ed.D. – Division Kindergarten Coordinator
Myra F. Nerecena, Ph.D. – Prin I, Dumalag District
Connie Galupar, Ph.D. – Prin. II, Tapaz East District

Facilitators:

Jennifer Catalan- Prin I, Pres. Roxas District
Lucia Taytayon- Prin I, Ivisan District
Amy Guisinga- Prin I, Sigma District

Editors:

Heidelyn P. Geromiano, Ed.D. – Division Kindergarten Coordinator
Myra F. Nerecena, Ph.D. – Prin I, Dumalag District
Connie Galupar, Ph.D. – Prin. II, Tapaz East District
Salvador Dale Artates –Prin.II, Panay District

Encoders:

Anna Riza F. Estimada- Tapaz West
Rhea G. Bustamante- Tapaz East

Workshop Martrix

	Day 1	Day 2
8:00- 8:30	Registration (Opening Program Facilitators)	Unfreezing Activity/ Updates of Output
8:30-9:00	(Facilitators)	Continuation of Workshop and Editing (Editors) <i>Heidelyn P. Geromiano, Ed.D.</i> <i>Connie P. Galupar, Ph.D.</i> <i>Myra F. Nerecena, Ph.D.</i> <i>Salvador Dale Artates</i>
9:00 – 10:00	Importance of Budget of Work DepEd Order No.42. Daily Lesson Log Format <i>Dr. Heidelyn Geromiano</i>	
10:00 – 11:00	Standards and Competencies in Kindergarten <i>Dr. Myra Nerecena</i>	
11:00 – 12:00	Revisiting theBlocks of Time <i>Dr. Connie Galupar</i>	
12:00 – 1:00	Lunch Break	
1:00 – 5:00	Workshop in the development of Budget of Work Preparation	Encoding (Encoders)
		Submission of Outputs Closing Activity