



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF CAPIZ
Banica, Roxas City
Fax no. 036-6210974



DIVISION MEMORANDUM

No. 141 s. 2019

TWO-DAY DIVISION WORKSHOP ON THE DEVELOPMENT OF LITERACY AND NUMERACY WORKSHEETS FOR KINDERGARTEN

To: Public Schools District Supervisors
Heads of the Elementary Schools

1. The Schools Division of Capiz will conduct a **Two-Day Division Workshop on the Development of Literacy and Numeracy Worksheets** base on kindergarten daily competencies per quarter on August 15-16, 2019. Venue will be announced later.
2. The workshop aims to:
 - a. Develop literacy and numeracy worksheets to be used by teachers from quarter 1 to 4 specifically during work periods 1 and 2 of the blocks of time for kindergarten;
 - b. Provide soft copy to all districts and preferably to all elementary schools for reproduction;
 - c. Enhance skills and knowledge of kindergarten teachers on the utilization of developed worksheets.
3. The list of participants and workshop matrix are found in enclosures 1 and 2 respectively.
4. Writers are advised to bring laptop, kinder guide and sample worksheets while illustrators shall bring drawing materials.
5. Expenses incurred during the conduct of the workshop shall be charged against the Division HRTD Fund while travel expenses of the participants will be charged to school MOOE, both subject to usual accounting and auditing procedures.
6. Immediate dissemination of this Memorandum is desired.


ROEL F. BERMEJO, Ph.D, CESO V
Schools Division Superintendent

LIST OF PARTICIPANTS

District	Names
Cuartero	Jerothel Parreno, Floradel Guillermo
Dao	Rutchel Grace Bellena, Rovelyn Ombid
Dumalag	Maricel Fabraquel, Jelivel Condino
Dumarao	Jocynth Hachuela, Daphne Suarez
Ivisan	Vicky Caduada, Elena Coronado
Jamindan	Arlyn Eleuterio, Charry Mae Llaurino
Mambusao East	Jessie Rose Villa, Gerrylyn Crisosto
Mambusao West	Hazel Arceno, Mylene Rivas
Panay	Michelle Alfon, Euren Mayo
Panitan	Dr. Geleza Besana, April Refugio
Pontevedra	Regie Flotildes, Nina Buenvenida
Pilar	Lilac Arbatin, Elmor Francisco
Pres. Roxas	Eleen Villanueva, Ma. Cynthia Boluso
Sapian	Michelle Curvira, Precy Pinalba
Sigma	Emily Lanzar, Irene Ponzaran
Tapaz East	Rhea Ann Madera, Vinia Cabra
Tapaz West	Mary Grace Susan Biboso, Rosario Eslomot

Illustrators:

Bernie Garbo, Taslan ES	Leo Farillon, Tapaz CS
Frances Noel Aranda, Dumarao Dist.	Rosario Eslomot, San Nicolas ES
Jonathan Palomares, Daan Banwa ES	Anna Riza Estimada-Tapaz CS

Resource Persons/Facilitators:

Heidelyn P. Geromiano, EdD PIII/Division Kinder Coordinator	Lucia Taytayon Principal I, Ivisan Dist.	Sol L. Blanco TIC, Dumarao Dist.
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Consultants:

Roel F. Bermejo, Ph.D, CESO V (SDS)	Nicasio S. Frio (ASDS)
Segundina F. Dollete EdD (CID Chief)	Shirley A. De Juan (EPS-LRMDS)



Time	Day 1	Day 2
7:30 -8:15	Registration	Management of Learning
8:15 – 9:00	Opening Program Rationale/Objectives of the Workshop (Emcee: Sol L. Blanco)	Workshop
9:00 – 10:30	Importance of Literacy and Numeracy Worksheets (Heidelyn P. Geromiano, EdD)	Workshop
10:30 – 12:00	Elements in Making a Quality Literacy and Numeracy Worksheets (Luz A. Taytayon)	Workshop
12:00- 1:00	Lunch Break	Lunch Break
1:00 – 4:00	Workshop	Refinement and Finalization of Worksheets
4:00-5:00	Critiquing	Closing Program (Emcee: Sol L. Blanco)

