



Republic of the Philippines
Department of Education
Region VI – Western Visayas
SCHOOLS DIVISION OF CAPIZ

AUG 24 2026

DIVISION MEMORANDUM
No. **389** s. 2026

**EFFECTIVE UTILIZATION OF PHILIPPINE EARLY CHILDHOOD DEVELOPMENT (ECD)
CHECKLIST FOR STRENGTHENING FOUNDATIONAL LITERACY AND NUMERACY
SKILLS**

To: Assistant Schools Division Superintendent
OIC - Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary Schools
All Others Concerned

1. The Schools Division of Capiz will conduct a training on the **Effective Utilization of Philippine Early Childhood (ECD) checklist for Strengthening Foundational Literacy and Numeracy Skills** on October 3-4, 2026. The venue will be announced later.
2. Specifically, this training aims to:
 - a. strengthens the capacity of kindergarten teachers and school heads in the effective utilization and interpretation of the Philippine Early Childhood Development (ECD) checklist to support assessment-informed instruction and learner development;
 - b. enhances participants' understanding and implementation of the kindergarten Blocks of Time to ensure developmentally appropriate learning experiences that foster holistic growth and school readiness;
 - c. equips kindergarten teachers with effective strategies in early language, literacy, and numeracy instruction and the use of relevant assessment tools to improve foundational learning outcomes among kindergarten learners.
3. The list of participants, which includes the District Kindergarten Coordinators, 3 Kindergarten teachers per District, Division Management, Technical Committee members, Resource Persons, and the training matrix are found in Enclosure Numbers 1 and 2, respectively.
4. Expenses for meals and venue of participants, Resource Persons, Management Team, and Technical Working Group shall be charged against the Program Support Fund 5 (PSF) on the Implementation of the Early Language Literacy and Numeracy (ELLN). While



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transportation of teacher participants is chargeable against school MOOE, subject to the usual accounting and auditing rules and regulations.

5. Teacher participants are entitled to service credits in accordance with DepED Order No. 13, s. 2024 titled *Revised Guidelines on the Grant of Vacation Service Credits for Teachers*. On the other hand, non-teaching personnel including the management staff shall be provided with Compensatory Time Off (CTO) as per Civil Service Commission (CSC) and Department of Budget (DBM) Joint Circular No. 2, s. 2004 on *Non-Monetary Remuneration for Overtime Service Rendered*.
6. A Day Zero activity shall be conducted on October 2, 2026 to be attended by the Management Team, Technical Working Group, and Resource Persons.
7. This Memorandum serves as an Authority to Travel.
8. Immediate dissemination of this Memorandum is desired.

ROEL F. BERMEJO

Schools Division Superintendent

Enclosure: As Stated

Reference:

To be indicated in the Perpetual Index under the following subjects

REORIENTATION

READING

LANGUAGE

LITERACY



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Enclosure No. 2 to Division Memorandum No. _____, s. 2026

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 October 3-4, 2026
 MATRIX OF ACTIVITIES**

Time	Activity/Topic	Resource Person/ In-Charge
October 3, 2026		
7:00 - 8:00	Registration	TWG
8:00-9:00	Opening Program	
	Orientation and Levelling of Expectations	Lalain E. De los Santos (PSDS, Kindergarten Coor.)
9:00-10:30	<i>Session 1: The Primer:</i> Introduction to Top K assessment Guide	Saturnina Mayo (ESP 4)
10:30 -12:00	<i>Session 2: A Journey of ECD to Success:</i> Orientation on the Revised ECD Checklist	Magdalena Glenda Arona (ESP 2)
12:00-1:00	LUNCH BREAK	
1:00-2:30	<i>Session 3: The Letters:</i> Pedagogical Approaches for Nurturing Early Literacy Confidence in Kindergarten Learners	Connie Galupar (ESP 3)
2:30-4:00	<i>Session 4: The Numbers:</i> Pedagogical strategies for Nurturing Early Math Confidence in Kindergarten Learners	Reymond L. Deocampo (ESP 1)
4:00 – 5:00	<i>Session 5: From Progress to Success:</i> Utilization of Progress Report Card	Aileen Paligumba (HT I)
October 4, 2026		
7:30-8:00	MOL	TWG
8:00-9:30	<i>Session 6: Setting the Pathways:</i> Orientation on the Effective Use of Blocks of Time	Myra Nerecena (ESP – 2)
9:30-12:00	<i>Session 7:</i> Simulation Activity on the Utilization of ECD Tools	Connie Galopar/Reymond Deocampo
12:00-1:00	LUNCH BREAK	
1:00-4:00	<i>Session 8: From Ideas to Impact:</i> Crafting the District Work Application Plan (WAP)	Lalain E. De los Santos (PSDS, Kindergarten Coor.)
4:00 – 5:00	Ways Forward/Closing Program	



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Enclosure No. 1 to Division Memorandum No. _____, s. 2026

**LIST OF PARTICIPANTS, DIVISION MANAGEMENT, TECHNICAL WORKING
GROUP, AND RESOURCE PERSONS**

DISTRICT	District Kindergarten Coordinator	Selected Kindergarten Teachers	TOTAL
Cuartero	1	3	4
Dao	1	3	4
Dumalag	1	3	4
Dumarao	1	3	4
Ivisan	1	3	4
Jamindan	1	3	4
Maayon	1	3	4
Mambusao East	1	3	4
Mambusao West	1	3	4
Panay	1	3	4
Panitan	1	3	4
Pilar	1	3	4
Pontevedra	1	3	4
President Roxas	1	3	4
Sapian	1	3	4
Sigma	1	3	4
Tapaz East	1	3	4
Tapaz West	1	3	4
TOTAL	18	54	72



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MANAGEMENT TEAM and CONSULTANTS	Roel F. Bermejo	SDS
	Marlon P. Destreza	OIC Office of ASDS
	Merlie J. Rubio	OIC Chief – CID, EPS – Filipino
	Lalain E. De los Santos	PSDS, Division Kindergarten Coor.
	Elenia P. Baranda	EPS - Mathematics
Technical Working Group	1. Jennifer D. Catalan	ESP1 - Pres. Roxas
	2. Maricel Demateo	TIC - Bitá PS
	3. Rodney Wicas	MT3 - Dao CS
	4. Jeffrey Buhat	TIC - Ivisan District
ICT	1. Reymond Deocampo	ESP1 - Maayon District
	2. Raymund Magbanua	MT3 – Dao District
CPD Lead	1. Mark Nel R. Venus	ESP1 – Cuartero District
	2. Lalain E. De los Santos	PSDS, Div. Kinder. Coor.
	3. July Falagne	ESP4 – Dumalag District
Resource Persons	1. Lalain E. De los Santos	PSDS, Division Kindergarten Coor.
	2. Connie P. Galupar	ESP3 – Tapaz East
	3. Reymond L. Deocampo	ESP1 – Maayon District
	4. Saturnina Mayo	ESP4 – Pontevedra District
	5. Magdalena Glenda Arona	ESP2 – Pilar District
	6. Aileen Paligumba	HT – Cuartero District
	7. Myra Nerecena	ESP2 – Dumalag District
Training Managers	1. Merlie J. Rubio	OIC Chief – CID, EPS – Filipino
	2. Lalain E. De los Santos	PSDS, Division Kindergarten Coor.
	3. Elenia P. Baranda	EPS - Mathematics
	4. Edwin Jason D. Dueñas	EPS – Learning Resources & Division English Coor.
Learning Managers	1. Calin A. Bernales	PSDS – Panitan & Maayon
	2. Judith P. Tu	PSDS – President Roxas & Pilar
	3. Lalain E. Delos Santos	PSDS – Dao & Cuartero
	4. Reynaldo D. Azcarraga	PSDS – Mam. East & Mam. West
	5. Fe D. Bañez	PSDS – Ivisan & Sapián
	6. Zaldy B. Caalam	PSDS – Panay, Pontevedra & CNHS
	7. Ma. Theresa V. Villagrancia	PSDS – Jamindan & Sigma
	8. Glenda G. Gervero	OIC PSDS – Tapaz West
	9. Raul L. Jimenez	OIC PSDS – Tapaz East
	10. Mae G. Frac	OIC PSDS – Dumalag
	11. Johnny Pugon	OIC PSDS – Dumarao
Welfare Officer	1. Rene Hortillas	Nurse II



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Control Number: 2026-
08-235

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SKILLS**

Date of Activity: October 3-4, 2026

I. FOOD AND ACCOMMODATION

Date	Particulars	Amount	No. of Pax	Total
Oct. 2, 2026	Walkthrough (PM snack, Dinner, Accommodation)	1,300.00	15	19,500.00
Oct. 3, 2026	Training Proper Breakfast (AM snack, Lunch, PM snack, Accommodation)	200.00 1,800.00	15 95	3,00.00 171,000.00
Oct. 4, 2026	Training Proper (Breakfast, AM snack, Lunch, PM snack)	800.00	95	76,000.00
	Total			Php269,500.00

II. Materials

Quantity	Unit	Particular	Price per Unit	Amount
5	reams	long bond paper	250.00	1,250.00
15	packs	Special Paper	50.00	750.00
24	pcs	White Folder (long)	10.00	240.00
1	box	Staple wire # 35	100.00	100.00
2	box	Paper clamp	100.00	200.00
Total				2,540.00
GRAND TOTAL				P272,040.00

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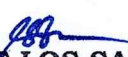
GRAND TOTAL: Php272,040.00

Source of Fund:

Php129,237.00 ELLN FUND (RO-6-26-0330)
142,803.00 ARAL FUND (RO-6-25-01828)

Php272,040.00

Prepared by:


LALAIN E. DE LOS SANTOS PhD
Program Handler

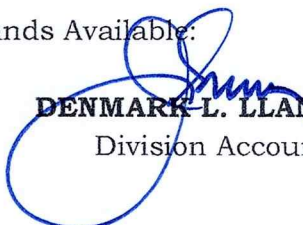
Noted:


MERLIE J. RUBIO EdD
OIC, CID Chief

Allotment Available:


CECIL JOY D. DIOCSO, MPA
Administrative Officer V (Budget)

Funds Available:


DENMARK L. LLANERA, CPA
Division Accountant III

Approved:


ROEL F. BERMEJO
Schools Division Superintendent

Reference: **Division Memorandum No. _____, s. 2026**