



August 5, 2014

Division MEMORANDUM  
No. 189, s. 2014

TO: Public Schools District Supervisors  
Elementary School Heads  
Kindergarten Teachers

FROM: CHERRY MAE L. LIMBACO, Ph.D., CESO V  
Schools Division Superintendent

SUBJECT: SUBMISSION OF REQUIRED DOCUMENTS FOR  
KINDERGARTEN VOLUNTEER TEACHERS FOR SY 2014-  
2015

1. In line with DepEd Memorandum No. 80, s. 2014, re: Hiring of Qualified Kindergarten Volunteer Teachers (KVTs) for SY 2014-2015, this Office requires the KVTs to submit the **documents** listed hereunder for smooth processing of monthly honoraria. The documents are as follows:

- a. Agreement of Services as KVTs (to be submitted once);
- b. Certification signed by the school head (SH) in case of unavoidable absences of the KVTs to support payment of the honoraria in full amount;
- c. Accomplishment Report prepared and signed by each KVT and certified by the SH; and
- d. Daily Time Record (DTR) at the end of the month.

2. The schools listed hereunder are advised to submit the documents mentioned above following the enclosed templates.

District	School	Kindergarten Enrolment		
		Male	Female	Total
Balingasag North	Lantad ES	22	10	32
Claveria 2	Malunsagay ES	7	11	18
Claveria 2	Minalwang ES	20	11	31
Lagonglong	Kamansi ES	12	8	20
Libertad	Tangkub ES	7	11	18
Libertad	Lubluban ES	11	13	24
Libertad	Retablo ES	9	8	17
Libertad	Kilangit ES	8	7	15
Manticao	Balintad ES	8	9	17
Talisayan	Bugdang ES	11	4	15
Opol	Binubongan ES	18	7	25
<b>Total</b>	<b>11</b>	<b>133</b>	<b>99</b>	<b>232</b>

3. Immediate dissemination of this Memorandum to all concerned is desired.

CLL/mma

(Sample Template – Accomplishment Report) to be submitted together with the Daily Time Record (DTR)

Republic of the Philippines  
DEPARTMENT OF EDUCATION

Region \_\_\_\_\_  
Division \_\_\_\_\_  
District \_\_\_\_\_  
School \_\_\_\_\_

Date: \_\_\_\_\_

ACCOMPLISHMENT REPORT

This is to certify that the table below indicates my monthly accomplishment report in handling kindergarten classes.

Month/Date covered	Enrollment	Quarter/Week covered	Teaching strategies applied
Week 1	Male = Female = Total =	(indicate specific content focus, message for the day per week being tackled)	(indicate highlights of accomplishment or unique strategies applied related to the delivery of the blocks of time)
Week 2	Male = Female = Total =		
Week 3	Male = Female = Total =		
Week 4	Male = Female = Total =		

This accomplishment report is being issued in support for payment of my monthly honorarium per compliance of accounting and auditing rules and regulations.

Prepared by:

\_\_\_\_\_  
Kindergarten Teacher

Certified true and correct:

\_\_\_\_\_  
School Head

(Sample Template – Agreement of Services) to be submitted once only

Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region \_\_\_\_\_  
Division \_\_\_\_\_  
District \_\_\_\_\_  
School \_\_\_\_\_

**AGREEMENT OF SERVICES**

Be it known to all concerned that the First Party, \_\_\_\_\_ (Name) \_\_\_\_\_, residing in \_\_\_\_\_ (Address) \_\_\_\_\_, of \_\_\_\_\_ (School) \_\_\_\_\_ (School Address) \_\_\_\_\_, and the Second Party representing the Department of Education, \_\_\_\_\_ (District) \_\_\_\_\_, \_\_\_\_\_ (Division) \_\_\_\_\_ (Division Address) \_\_\_\_\_, do hereby agree to the following:

**A. Responsibilities of the First Party**

1. Serve as volunteer teacher to teach/handle kindergarten classes of at least 25 children per class/session. A maximum of two (2) classes: one (1) in the morning and one (1) in the afternoon for a minimum period of three (3) hours per class to be handled.
2. Undertake necessary preparations before teaching to ensure quality experiences and care for kindergarten children.
3. Adhere to the kindergarten standards set by the Department.
4. Submit to the school administrator needed monthly reports such as kindergarten enrolment report, accomplishment report, attendance/daily time record (DTR).

**B. Responsibility of the Second Party - Department of Education**

1. Supervise the volunteer teachers to ensure that classes are implemented according to the standards and guidelines set.
2. Provide the necessary instructional support to the kindergarten teacher.
3. Certify enrolment report, accomplishment report, attendance/daily time records and payment of teacher's honorarium/compensation.
4. Maintain active linkages between the school/district to the division to draw-in support to the kindergarten education services.

**C. For and in consideration of this Agreement, the Division shall pay on time the full monthly honorarium of:**

1. Six Thousand Pesos (PhP 6,000.00) per month for ten (10) months for two (2) classes handled with at least 25 children per class/session or Three Thousand Pesos (PhP 3,000.00) honorarium per month for volunteer teachers handling a single class/session.

**D. The First Party is aware that his or her regularization or absorption into the national plantilla is not guaranteed.** Further, this Agreement is valid for SY 2014-2014 only.

IN WITNESS WHEREOF, the parties hereto have signed this Agreement of Services on the \_\_\_\_\_ day of \_\_\_\_\_, 2014 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Party of the First Part)

\_\_\_\_\_  
(Party of the Second Part)

\_\_\_\_\_  
Kindergarten Teacher

\_\_\_\_\_  
Division Kindergarten Coordinator

APPROVED:

\_\_\_\_\_  
Schools Division Superintendent

Witnesses:

\_\_\_\_\_  
School Principal/Administrator

\_\_\_\_\_  
Division Accountant/Budget Officer

(Enclosure No. 2 to DepEd Memorandum No. 80, s. 2014)

(Sample Template – Certificate of Absenteeism) to be submitted in case the teacher has unavoidable absences or leaves the class within the month



Republic of the Philippines  
Department of Education  
Region: \_\_\_\_\_  
Division: \_\_\_\_\_  
School: \_\_\_\_\_

Date: \_\_\_\_\_

### CERTIFICATE OF JUSTIFIABLE ABSENCES

TO WHOM IT MAY CONCERN:

This is to certify that \_\_\_\_\_  
was absent/on leave (date covered) \_\_\_\_\_ due to the following  
reasons: \_\_\_\_\_

Certified true and correct:

\_\_\_\_\_  
Printed Name & Signature of the School Head