




Republic of the Philippines
Department of Education
Region X
DIVISION OF MISAMIS ORIENTAL
Del Pilar-Velez Sts., Cagayan de Oro City
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January 21, 2014

Division MEMORANDUM
No. 19, s. 2014

TO: Public Schools District Supervisors/Districts In-charge
Elementary School Heads
Kindergarten Teachers

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

SUBJECT: SUBMISSION OF THE OFFICIAL LIST OF ENROLMENT IN
THE DIFFERENT KINDERGARTEN PROGRAMS

1. In consonance with DepEd Order No. 21, s. 2012, otherwise known as "Policies and Guidelines on the Implementation of the Universal Kindergarten Education Program, this office hereby directs all schools to submit the official list of enrolment in the different kindergarten programs in accordance with the following guidelines:

- a. Only children who are 5-years old by June and until October 2014, will be eligible for enrolment
- b. A certificate of Live Birth will be required for submission until December of the same year.
- c. Six (6)-year old children who were not able to attend the Kindergarten Summer Program (KSP) shall be enrolled in Grade 1 and undergo the Eight-Week Curriculum on readiness and foundational skills
- d. It is stressed that **no five-year old children shall be refused enrolment**; and
- e. All school principals and school heads shall submit to the Division Office (DO), the official list of enrolment in the different kindergarten programs using the **enclosed required forms** to the Curriculum and Instruction Division, Attention: Division Kindergarten Coordinator in print and electronic copies via email: mariateresa.absin@yahoo.com not later than the following dates:

Kindergarten Summer Program	January 29, 2014
Kindergarten Regular/Volunteer Program	February 7, 2014

2. Kindergarten Summer Program (KSP) shall be handled by a permanent and volunteer teacher in one or two classes and shall be paid Six Thousand Pesos (Php6,000.00) per month for 2 (two) classes or Three Thousand Pesos (Php 3,000.00) for a single class. A KSP class shall have an enrolment of twenty to thirty (20-30) children for 3½ hours daily using the Eight-Week Curriculum.

3. A Kindergarten volunteer teacher shall be allowed to handle two (2) classes of twenty-five to thirty (25-30) pupils per class/session and shall be paid an honorarium of Three Thousand Pesos (Php 3,000.00) per month for each class.

4. Each kindergarten regular teacher shall handle two (2) classes with twenty-five to thirty (25-30) enrollees per class.

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

School Report on Kindergarten _____
 School Year _____

Region _____

Division _____

School _____

District _____

Name of Pupil			Gender		Date of Birth	Age	Remark
Last Name	First Name	Middle Initial	Male	Female			

Note: Use additional sheet if necessary.

Prepared by:

 Teacher
 Signature over Printed Name

Certified true and Correct:

 Principal/School Head
 Signature over Printed Name

Date: _____

cc: Regional DepED Office
 Central DepED Office - electronic file in excel format thru kindergartenproject@yahoo.com.ph



(Enclosure No. 1b to DepEd Order No. 21, s. 2012)

DIVISION SUMMARY REPORT ON KINDERGARTEN REGULAR PROGRAM (KRP)
SY _____

Division: _____

Region: _____

NO.	DISTRICT	SCHOOL ID	SCHOOL	ADDRESS	NAME OF TEACHER	KINDERGARTEN TEACHER'S INFORMATION					NUMBER OF CLASSES	ENROLLMENT			REMARKS (indicate if with ECE trainings)
						AGE	ELIGIBILITY	YEAR IN SERVICE	ECE UNITS/M.A. EARNED	DATE OF APPOINTMENT		M	F	Total	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															
11															
12															
13															
14															
15															
TOTAL															

Note: Please indicate grand total per column and use additional sheets if necessary.

Prepared by: _____

Certified true and correct: _____

Signature over printed name

Signature over printed name

Designation

Designation

Date: _____

cc: Regional DepED Office
Central DepED Office - electronic file in excel format thru kindergartenproject@yahoo.com.ph

[Enclosure No. 1c to DepEd Order No. 21, s. 2012]

DIVISION SUMMARY REPORT ON KINDERGARTEN VOLUNTEER PROGRAM (KVP)
 SY _____

Division: _____

Region: _____

NO.	DISTRICT	SCHOOL ID	SCHOOL	ADDRESS	NAME OF TEACHER	KINDERGARTEN TEACHER'S INFORMATION						ENROLLMENT			REMARKS(indicate if with ECE trainings)		
						AGE	ELIGIBILITY	YEAR IN SERVICE	ECE UNITS/M.A. EARNED	DATE OF CONTRACT OF SERVICE	NUMBER OF CLASSES	M	F	Total			
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
11																	
12																	
13																	
14																	
15																	
TOTAL																	

Note: Please indicate grand total per column and use additional sheets if necessary.

Prepared by: _____

Certified true and correct: _____

Signature over printed name

Signature over printed name

Designation

Designation

Date: _____

cc: Regional DepED Office
 Central DepED Office - electronic file in excel format thru kindergartenproject@yahoo.com.ph

SUMMARY REPORT ON KINDERGARTEN UNDER LGU-ASSISTED PROGRAM

SY _____

Division: _____

Region: _____

NO.	SCHOOL	MUNICIPALITY	BARANGAY/ SITIO	NAME OF TEACHER	KINDERGARTEN TEACHER'S INFORMATION				NO. OF CLASSES	ENROLLMENT			REMARKS
					AGE	ELIGIBILITY	YEAR IN SERVICE	ECE UNITS/M.A. EARNED		DATE OF APPOINTMENT/ CONTRACT OF SERVICE	M	F	
1													
2													
3													
4													
5													
6													
7													
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12													
13													
14													
15													
TOTAL													

Note: Please indicate grand total per column and use additional sheets if necessary.

Prepared by: _____

Certified true and correct: _____

Signature over printed name _____

Signature over printed name _____

Date: _____

Designation _____

SUMMARY REPORT ON KINDERGARTEN UNDER DAYCARE CENTER PROGRAM (5 YEAR OLD ENROLLMENT ONLY)

SY _____

Division: _____

Region: _____

NO.	DAY CARE CENTER	MUNICIPALITY	BARANGAY/ SITIO	NAME OF DAYCARE WORKER	KINDERGARTEN TEACHER'S INFORMATION				NO. OF CLASSES	ENROLLMENT			REMARKS
					AGE	ELIGIBILITY	YEAR IN SERVICE	HIGHEST EDUCATIONAL ATTAINMENT		DATE OF APPOINTMENT/ CONTRACT OF SERVICE	M	F	
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													
13													
14													
15													
TOTAL													

Note: Please indicate grand total per column and use additional sheets if necessary.

Prepared by: _____

Certified true and correct: _____

Signature over printed name _____

Signature over printed name _____

Date: _____

Designation _____

SUMMARY REPORT ON KINDERGARTEN IN PRIVATE SCHOOLS/CHURCH-BASED PROGRAM

SY _____

Division: _____

Region: _____

NO.	SCHOOL	MUNICIPALITY /DISTRICT	BARANGAY/ SITIO	NAME OF TEACHER	KINDERGARTEN TEACHER'S INFORMATION				NO. OF CLASSES	ENROLLMENT			REMARKS
					AGE	ELIGIBILITY	YEAR IN SERVICE	HIGHEST EDUCATIONAL ATTAINMENT		DATE OF APPOINTMENT/ CONTRACT OF SERVICE	M	F	
1													
2													
3													
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10													
11													
12													
13													
14													
15													
	TOTAL												

Note: Please indicate grand total per column and use additional sheets if necessary.

Prepared by: _____

Certified true and correct: _____

Signature over printed name _____

Signature over printed name _____

Date: _____

Designation _____

