



DIVISION MEMORANDUM

No. 64, s. 2013

To : All Public Schools District Supervisors;
Public Elementary School Heads;
Head Teachers;
Teachers – In – Charge;
Grade 1 Teachers;
All Others Concerned

From : **ESTELA LEON - CARIÑO, CESO V**
Schools Division Superintendent

Subject : **HANDLING OF GRADE 1 AND KINDERGARTEN CLASSES FOR SY 2013-2014**

Date : 05 June 2013

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01. This concerns the handling of kindergarten and Grade 1 classes in all public elementary schools in the Division under the K-12 curriculum in relation to DO No. 37, s. 2011 and DO No. 14, series of 2013.
 02. As provided in the above DepEd Order, the instructional time for Grade 1 will only be 240 minutes or 4 hours per day for the first semester and 4 hours and 30 minutes for the second semester, hence, it is expected that Grade 1 pupils should be dismissed at 11:30 AM for the first semester and 12:00 NN for the second semester.
 03. Since the Grade 1 pupils are to be dismissed early and the Grade 1 teacher will have four hours of actual teaching time as compared to the six (6) hours actual classroom teaching requirement, it is hereby reiterated **that school heads/principals should provide special instructional programs such as remediation for the "less able" children, reinforcement for "the able" children, and enrichment for "the more able" children to ensure that children are able to meet the standards set and competencies expected of them.** In this regard, all Grade 1 teachers are required to submit their individual class programs to be approved by the school head but subject to review by the Division EPS assigned to the school.
 04. Considering that the number of permanent kindergarten teachers is not enough to cover all organized kindergarten classes and considering that Grade 1 teachers were trained to teach under the K-12 Curriculum, they are encouraged to handle

Kindergarten classes in the afternoon especially those assigned in small/extension elementary schools that have lesser enrolment.

05. Considering also that Grade 1 teachers who would be handling kindergarten teachers will teach for a total of seven (7) hours every day, that is 4 hours for Grade 1 and 3 hours for Kindergarten, they are eligible to be granted service credits pursuant to DepEd Order No. 05, s. 2004.
06. With regards to the recruitment/appointment of volunteer teachers whose honoraria will be downloaded from the Central Office, school heads are strongly advised to let volunteer teachers submit all the following requirements for the Contract of Service before they will be allowed to teach:
 - a. Application Letter
 - b. Official Transcript of Records (OTR)
 - c. PRC License
 - d. NBI Clearance
 - e. Medical Certificate/Clearance
 - e.1. Blood Test
 - e.2. Urinalysis
 - e.3. Chest x-ray
 - e.4. Drug test
 - e.5. Neuro-psychiatric Exam
07. The above requirements should be submitted to the Division Office, thru Dr. Thelma Dalay-on, on or before June 10, 2013.
08. Immediate dissemination of this Memorandum and compliance of all concerned is enjoined.

Attachments/References:

DepEd Order No. 37, s. 2011;
DepEd Order No. 14, s. 2013
DepEd Order No. 05, s. 2004



Republic of the Philippines
Department of Education

08 MAR 2013

DepEd ORDER
No. **14**, s. 2013

**STRENGTHENING THE K TO 12 BASIC EDUCATION PROGRAM
DELIVERY SYSTEM FOR ELEMENTARY EDUCATION**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary Schools

1. In view of the implementation of the Grades 1 and 2 Curricula of the K to 12 Basic Education Program and per DepEd Order No. 31, s. 2012 entitled *Policy Guidelines on the Implementation of Grades 1 to 10 of the K to 12 Basic Education Curriculum Effective School Year 2012-2013*, the public elementary schools are advised to adhere to the following guidelines:

Instructional Time

- a. For Grade 1, instructional time for the first semester is 240 minutes or 4 hours per day, and 270 minutes or 4 hours and 30 minutes per day during the second semester;
- b. For Grade 2, a total of 310 minutes or 5 hours and 10 minutes per day for each semester shall be allotted;
- c. The instructional time for both Grades 1 and 2 should be able to temporarily address the urgent needs for the classrooms and teachers;
- d. Time spent for the special instructional programs is part of the required number of working hours for teachers;

Special Instructional Programs

- e. School heads /principals should provide special instructional programs such as *remediation* for "the less able" children, *reinforcement* for "the able children", and *enrichment* for "the more able children" to ensure that children are able to meet the standards set and competencies expected of them;
- f. Instructional programs should be conducted on opposite sessions such that children attending classes in the morning will have their special instruction in the afternoon;

Team Teaching

- g. Team teaching is encouraged in Grades 4, 5 and 6. This scheme will make teachers become more subject-focused and will have more time to prepare the necessary and appropriate instructional materials;

Tracking of Progress

- h. Teachers should have time to track the progress of the children in every subject/learning area and to identify competency-related factors affecting their performance in the subject, and to be able to provide appropriate interventions whenever necessary; and

Monitoring and Supervision

- i. Regular monitoring and supervision by the school heads is a must to assure effective and efficient implementation of the special instructional programs and team teaching scheme.
2. To ensure that the children are able to meet the standards set and the competencies expected of them in the K to 12 Basic Education Program, all regional directors (RDs) and schools division/city superintendents (SDSs) are enjoined to strengthen the K to 12 Basic Education Program Delivery System for Elementary Education.
 3. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference:

DepEd Order: (No. 31, s. 2012)

To be indicated in the Perpetual Index
under the following subjects:

ELEMENTARY EDUCATION
POLICY
PROGRAMS
PUPILS
SCHOOLS



Office of the Secretary

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DepEd ORDER
No. 05, s. 2004

**ELIGIBILITY OF REMEDIAL INSTRUCTION CLASSES
FOR GRANT OF VACATION SERVICE CREDITS**

To: Regional Directors
Schools Division/City Superintendents
Heads, Elementary and Secondary Schools
All Others Concerned

1. In addition to the activities identified in DepEd Order No. 53, s. 2003 as eligible for the grant of vacation service credits to teachers, the conduct of remedial instruction to assist students who perform poorly in periodical and other written tests, in excess of the maximum actual teaching time, shall similarly qualify.
2. The procedures and rules in the grant of service credits embodied in said DepEd Order shall apply.
3. For immediate dissemination and implementation.


EDILBERTO C. DE JESUS
Secretary

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DepEd ORDER
No. **37** s. 2011

**POLICIES AND GUIDELINES ON THE IMPLEMENTATION OF THE UNIVERSAL
KINDERGARTEN EDUCATION FOR SY 2011-2012**

To: Undersecretaries
Assistant Secretaries
Bureau Directors
Directors of Services, Centers and Heads of Units
Regional Directors
Schools Division/City Superintendents
Heads, Public Elementary Schools

1. *Batas Pambansa Blg. 232* or the Education Act of 1982 defines *Elementary Education* as the first stage of compulsory, formal education and usually corresponding to six or seven grades, including preschool. Likewise, Section 4(b) of Republic Act No. 9155 or the "Governance of Basic Education Act of 2001" defines *Basic Education* as the education intended to meet basic learning needs, which lay the foundation on which subsequent learning can be based. It encompasses early childhood, elementary and secondary education as well as alternative learning systems for out-of-school youth and adult learners and includes education for those with special needs.

2. In order to meet the **2015 Millennium Development Goals (MDGs) for Education**, particularly *MDG 2 to achieve universal primary education*, and the objectives of **Education for All (EFA)**, the inclusion of *preschool*, currently known as *Kindergarten* in the basic education cycle, making it free and compulsory is presently being considered at the policy level.

3. Achieving the universal Kindergarten Education will prepare physically, socially, emotionally and mentally all the five (5)-year old children for formal schooling; hence, increasing the children's chance of surviving and completing formal schooling, reducing dropout incidence, and ensuring better school performance.

4. The Department of Education (DepEd), in collaboration with the Department of Social Welfare and Development (DSWD) and the Department of Health (DOH), issues the policies and guidelines for the implementation of the universal Kindergarten Education:

a. **Universal Kindergarten Education**

The Universal Kindergarten Education shall be implemented starting School Year 2011-2012 to ensure access to and quality education for all the five (5)-year old children. Its implementation aims to:

- (1) expand the coverage of Kindergarten education to reach 5-year old children in the poorest households; and
- (2) improve their readiness and foundational skills to be ready for the primary grades.



Highlights -

b. Enrolment Requirements

Highlights:

- (1) Only children who are five (5) years old by June and until October 2011 shall be eligible for enrolment in Kindergarten classes; and
- (2) A Certificate of Live Birth issued by the Local Registry Office/Baptismal Certificate shall be required for submission until December 2011.

c. Kindergarten Education Programs

The two (2) types of Kindergarten Education Programs which shall be implemented for ten (10) months from June 2011 to March 2012 are the following: (a) Kindergarten Regular Program (KRP); and (b) Kindergarten Volunteer Program (KVP).

- (1) The *Kindergarten Regular Program (KRP)* is provided for the regular children as well as the children with special needs; the gifted and those with disabilities. This program is handled by permanent teachers.

To maximize the utilization of permanent teachers handling these classes, the school heads shall ensure that each teacher handles two (2) classes with 25-30 pupils per class.

- (2) *Kindergarten Volunteer Program (KVP)* shall be organized to enroll five (5)-year old children who cannot be accommodated in the KRP.
 - (a) The KVP classes shall be handled by volunteers who shall meet the following requirements:
 - Bachelor's degree holder in education or education related courses;
 - Preferably resident of the community where the school is located; and
 - Registered as volunteer in the school and/or division office.
 - ✶ (b) A volunteer shall be allowed to handle only one (1) class of at least 11 to 30 pupils and shall be paid an allowance of P3,000.00 per month.
 - (c) In cases when the enrolment is 10 or less or in multi-grade (MG) schools, the volunteer who handles the class shall be paid an allowance of P1,500.00 per month.
 - (d) **Day Care** workers who meet the qualification requirements can volunteer their services after their classes for the 3 to 4 years old children. They shall be paid an allowance of P3,000.00 per month for handling 11 to 30 pupils or P1,500.00 for 10 or less pupils.

d. Curriculum and Orientation cum Training

- (1) Starting this school year, an integrated curriculum, thematic in approach shall be used in all Kindergarten classes.

- (2) Teachers and volunteers will be provided with the *National Kindergarten Curriculum Guide (NKCG)* which contains performance standards and daily learning activities covering ten (10) months.
- (3) They shall be provided orientation cum training by the designated Regional and Division Kindergarten trainers.

e. Classrooms

- (1) Schools without Kindergarten classrooms shall utilize available classrooms, library, science laboratory, home economics building, resource center, and other available spaces.
- (2) In cases where classrooms and other spaces are not available within the school premises, school heads are urged to link with the Local Government Units (LGUs) for the use of existing day care centers and/or *barangay* halls.

f. Contingency Measures

- (1) In extreme cases, where there are no volunteers for the Kindergarten classes, Grade 1 teachers shall be utilized without jeopardizing their functions as Grade 1 teachers. Their incentive pay follows the number of pupils indicated in c.2b and c.2c.
- (2) In cases where enrolment is 30-49 and organization of another class is not possible, the services of a Kindergarten Aide shall be tapped. The Aide can be a mother who is at least a high school graduate or an out-of-school college student in education and related courses and shall be paid an allowance of P1,500.00 a month.
- (3) All 5-year old children who shall not be able to avail of the ten-month Kindergarten program shall be enrolled in Kindergarten Summer Program. Guidelines shall be issued on this matter.

g. Support to Kindergarten Education Programs

- (1) The Bureau of Elementary Education (BEE) shall procure only the Basic Instructional Package duly approved by the evaluation team of the Instructional Materials Council Secretariat (IMCS) consisting of the following:
 - (a) One (1) set of manipulative toys consisting of table blocks, tangrams, pictures, dominoes, counting frame, lacing beads, wooden puzzles (shapes, transportation, numbers, fruits, and parts of the body), etc.
 - (b) Thirty (30) titles story books and ten (10) titles big books approved by the IMCS evaluation committee; and
 - (c) Twenty (20) titles songs, poems, stories in CD or in DVD with player and teachers guide.

(d) The Budget and Finance Office shall download funds for the construction of standard classrooms, training of trainers, teachers, volunteers, aides and allowance for volunteers, incentives for teachers and other authorized expenses.

h. Monitoring and Reporting

(1) Within three (3) months from the issuance of this Order, all DepEd regional and field offices shall submit the following reports to the Curriculum Development Division (CDD), BEE, DepEd Central Office:

(a) Report on the organized classes duly verified true and correct by the school head and the Schools Division/City Superintendent;
and

(b) Report on the status of classrooms utilized.

(2) The sample forms relative to these reports shall be issued in a separate Memorandum.

5. All previous policies and issuances which are inconsistent with these policies are rescinded.

6. Immediate dissemination of and strict compliance with this Order is directed.


BR. ARMIN A. LUISTRO FSC
Secretary

Reference:

DepEd Order: No. 23, s. 2011

To be indicated in the Perpetual Index
under the following subjects:

BUREAUS AND OFFICES
CURRICULUM
POLICY
PRESCHOOL EDUCATION
TEACHERS