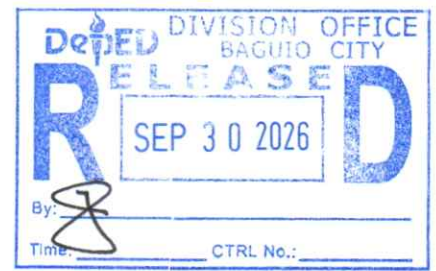




Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY



28 September 2026

DIVISION MEMORANDUM

No. 649-2026

**SUBMISSION OF KINDERGARTEN WORKSHEETS FOR EDUCATION IN
EMERGENCIES UTILIZATION**

To: Asst. Schools Division Superintendent
Chief ES, Curriculum Implementation Division
Public Schools District Supervisors
School Heads
Others concerned

1. As part of the expected outputs of the 2027 Interface of Kindergarten Teachers and Child Development Workers held on September 7–8, 2026, all participating Kindergarten teachers are directed to develop and submit Kindergarten worksheets that may be utilized as learning resources during Education in Emergencies (EiE), particularly when in-person classes are suspended during the school year.
2. **Each Kindergarten teacher shall develop and submit three (3) worksheets** for consolidation by the Curriculum Implementation Division. The worksheets shall be submitted through the online submission link provided by the Division Focal to the group chat of Baguio City Kindergarten Teachers on or before **October 8, 2026**.
3. **Each worksheet may address one or more Kindergarten learning competencies**, provided that the competencies are aligned with the **Kindergarten Budget of Work (BOW)** under the new **three-term curriculum arrangement**.
4. As agreed upon during the interface, the worksheet assignment for each district is as follows:

District 1-4 – Term 1 | District 5-7 – Term 2 | District 8-10 – Term 3
5. Accessibility and usability shall be considered in developing the worksheets. Activities should be simple, developmentally appropriate, learner-friendly, and feasible for learners to accomplish with the available support and resources at home or in their immediate learning environment during periods of class suspension.
6. Copyright and intellectual property rights shall be respected in the development of all worksheets. Teachers shall use original content and illustrations whenever practicable and shall provide appropriate attribution for materials, images, texts, or other third-party content that are legally permitted for use. Unauthorized copying, reproduction, or adaptation of copyrighted materials shall be avoided.



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

7. The prescribed worksheet format attached as an Enclosure shall be followed by all Kindergarten teachers. The format shall serve as the minimum specification for the worksheets to facilitate uniformity, consolidation, and subsequent review of the submitted learning resources.
8. School Heads shall ensure the timely completion and submission of the required outputs by all Kindergarten teachers.
9. The consolidated resources may be further reviewed, enhanced, or subjected to appropriate quality assurance processes prior to their utilization or wider dissemination as learning resources for Education in Emergencies.
10. Immediate dissemination of and compliance with this Memorandum is directed.

SORAYA T. FACULO PhD, CESO V
Schools Division Superintendent

For the Schools Division Superintendent:

SAMUEL T. EGSAEN JR. EdD, CESO VI
Asst. Schools Division Superintendent
Officer-in-Charge



Republic of the Philippines
Department of Education
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

Enclosure to Division Memorandum No. 649-2026

GUIDELINES FOR THE DEVELOPMENT OF THE KINDERGARTEN WORKSHEETS

I. PAGES

Page 1: Learning Resource Development Information

Full Name:

School:

School Year:

Term:

Learning Competency/Competencies:

Page 2: Worksheet 1

Page 3: Worksheet 3

Page 4: Worksheet 4

II. FORMAT AND LAYOUT

Paper size: A4

Orientation: Portrait

Margins: 1 inch on all sides

File Format: Microsoft Word

Font: Century Gothic

Title Text size: 16 (Kindergarten Worksheet Term __ Week __)

Content Text: 14-15 (Learning Competency, Name of Learner, Instruction)

File naming convention:

District_School_TeacherSurnameFirstName_Kinder_TermNumber_WeekNumber

Example: D5_JCES_FernandezCherry_Term1_Week2

LEARNING RESOURCE DEVELOPMENT INFORMATION

Full Name of Developer:

School:

School Year:

Term:

Learning Competency/Competencies:

KINDERGARTEN WORKSHEET TERM 1 WEEK 1

LEARNING COMPETENCY: _____

NAME OF LEARNER: _____

INSTRUCTION: _____