



Republic of the Philippines  
**Department of Education**  
Region V  
**SCHOOLS DIVISION OF SORSOGON**

August 23, 2022

**DIVISION MEMORANDUM**  
No. 154 s. 2022

**DIVISION SEARCH FOR MODEL  
KINDERGARTEN SCHOOL FOR 2022-2023**

**TO:** Assistant School Division Superintendent  
SGOD and CID Chiefs  
EPS and Division Coordinators  
Public Schools District Supervisors  
Elementary School Heads  
Kindergarten Teachers  
All Others Concerned

1. In support to the implementation of special programs and projects of the School's Division Office towards the holistic development of learners and promote partnership between schools and stakeholders, this Office, through the interface between the Curriculum and Implementation Division (CID) and the School Governance and Operations Division (SGOD), informs the field on the conduct of the 1<sup>st</sup> Division Search for Model Kindergarten School S. Y. 2022-2023.

2. This activity aims to:

- a. develop high level of awareness on kindergarten curriculum
- b. identify and recognize best schools implementing Kindergarten education
- c. strengthen partnership between schools and stakeholders

3. Participants to this activity are the 450 Elementary schools implementing kindergarten program in the division,

4. Below are the timeline of activities and Technical Working Group composition:



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a. Timeline of Activities:


DATE	ACTIVITIES
District-based Selection	September 9, 2022
Cluster-based Selection	September 12, 2022
Division-based Selection/Validation	September 13-16, 2022
Awarding of Winners	TBA

b. Members of the Working Committee:

Validation Committee: <i>Bernie C. Despabiladero</i> <i>Gina Q. Tarog</i> <i>Rex T. Barbin</i> <i>Lilia Zita A. Pura</i> <i>Libertine Joy G. Baldillo</i>	Committee on Awards and Prizes: <i>John Rey Perez</i> <i>Rodel Pancho</i> <i>Arvin Esmeña</i>
Information Dissemination and Communication Committee: <i>Michelle Rubio</i> <i>Ryan Homan</i>	Health and Safety Committee: <i>Paula Angeli Ysog</i> <i>Gerlie Salvatierra</i> <i>Marifi Cadag</i>
Committee on Programs and Certificates: <i>Junel Guantero</i> <i>Joan Lorilla</i>	Committee on Documentations: <i>Roman Jebulan</i> <i>Leo Dogayo</i>

6. Expenses relative to the conduct of activities covered are chargeable against local funds/ school/ Division MOOE subject to the usual accounting and auditing. rules and regulations.

7. Widest dissemination of and compliance with this Memorandum are enjoined.

  
JOSE L. DONCILLO, CESO V  
Schools Division Superintendent



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*Enclosure No. 1, Division Memorandum No. 154 s. 2022*

GENERAL GUIDELINES  
DIVISION SEARCH FOR MODEL KINDERGARTEN SCHOOL S. Y. 2022-2023

1. The search is open to recognized public elementary schools in the Division offering kindergarten classes for the last three (3) years. (Note: On the initial year S.Y. 2022-2023 two school years, offering kindergarten education would qualify the school as nominee but on the succeeding years, 3 years will be the minimum to qualify as nominee.
2. As baseline data on the status of the kindergarten implementation for the last three years shall be established. Data will include:
  - a. Enrolment for the last three years including children with special needs.
  - b. List of Administrators and Kindergarten teachers and their qualifications.
3. Initial selection shall be done at the district level where all the required documents shall be submitted to the District Selection Committee composed of the Public Schools District Supervisor as the Chairman, one (1) identified School Head and President of Teachers and Employees Association.
4. Documents of District qualifiers shall be screened and ranked according to the criteria by the Cluster Selection Committee composed of three Public Schools District Supervisors. There shall only be one (1) winner who will represent the cluster to the Division level. Documents of the qualified schools shall be screened and ranked according to the criteria by the Division Selection Committee composed of the Assistant Schools Division Superintendent; the CID Chief, SGOD Representative, Division Coordinator In-Charge for Kindergarten and Mother Tongue. They will also be responsible for the actual school visits to observe classes and validate the documents submitted.
5. The screening of nominees shall be conducted on the following schedule:



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District-based Selection - September 9, 2022  
Cluster-based Selection - September 11, 2022  
Division-based Selection - September 15-18, 2022

6. The nominees who garnered the highest points will be declared winners. The decision of the Division Screening Committee is final.
7. Winners will receive a plaque of commendation signed by the Schools Division Superintendent and Ten Thousand Pesos Only (Php 10, 000.00) cash prize.



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Enclosure No. 2, Division Memorandum No. 154 s. 2022

**DIVISION SEARCH FOR MODEL KINDERGARTEN SCHOOL**

*EVALUATION TOOL*

DISTRICT: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_

I. Instructions: Indicate whether the component / specific items in the model kindergarten tool are **A. below standard – 5 points**, **B. meets standard – 10 points**, **C. above standard – 15 points** by checking  the appropriate box. If the rating is below or above the standard, write down the reasons why in the comments' box.

STANDARD	A (5 Pts)	B (10 pts)	C (15 pts)	COMMENTS
<b>1. TEACHER-PUPIL RATIO</b> <i>1:25-30</i> <i>if there are more than 30 children,</i> <i>there should be one teacher aide.</i>				
<b>2. CLASSROOM AREA</b> <i>7x9 sq. m floor area</i> <i>(2.10 sq. m/child)</i>				
<b>3. NATURAL LIGHTING FROM THE WINDOW/S</b>				
4. Electric lighting from two (2) 40-watt florescent lamps				
<b>5. VENTILATION:</b> <i>1-unit ceiling fan (working)</i> <i>2 units wall/stand fan (working)</i>				
<b>6. ACTIVITY CENTERS:</b>				
<i>a.) Personal care and grooming</i> <i>(mirror, comb, towel, toothbrush,</i> <i>soap, toiletries, etc.)</i>				



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b.) House and garden care (garden tools-shovel, spade, pails, sprinklers, sand table, cleaning tools, etc.)				
c.) Communication Skills Corner (reading corner with children's story books (big/small books), Filipiniana etc.)				
d.) Sensory-Perceptual and Numeracy Corner (counters, beads, number cards, toys etc.)				
e) Motor and Creative Development Corner (bamboo, castanets, coconut maracas, tambourine etc.)				
<b>7. HEALTH FACILITIES</b>				
a.) First Aid Kit with thermometer/thermal scanner, ice pack, cotton balls, alcohol. Adhesive strip, itch lotion, iodine solution, ammonia, gauze, medical tape, triangular bandage				
b.) One-child -sized toilet bowl for every 25 children at one time inside the classroom or nearby 10-15 meters from the classroom.				
c.) Child-sized lavatories/sink, working faucets for hand washing and tooth brushing inside the classroom or 10-15 meters from the classroom				
d.) safe drinking tap water				
<b>8. SAFETY MEASURES</b>				
a.) fire extinguisher				
b.) fire exit plan				



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c.) free from hazards such as diggings, stairways, pools, open electric wires, and unsafe outlets				
<b>9. FURNITURE AND EQUIPMENT:</b>				
a.) 5 sets of child sized tables and chairs (5 tables and 30 chairs)				
b.) 1 set teachers table and chair				
c.) 1-unit teachers cabinet				
d.) 1-unit kindergarten cubby/open shelf				
e.) 4x4 matting				
f.) Chalkboard/white board within eye level and reach of children				
g.) multi-media equipment compatible with kindergarten multi-media materials and assistive technology (CD and DVD players, sound system, computer, monitor, etc.)				
h.) Mats or throw pillows for rest periods				
<b>10. INSTRUCTIONAL MATERIALS/SUPPORT:</b>				
a.) Instructional Materials for teachers use:  Standard and competencies for Five-year old children, MELC's for kindergarten  NKCG and Eight Week Curriculum  ECCD Guide / Checklist				
b.) Instructional Materials for children's use:				



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<p><i>Readiness Skills Workbook, LAS, Modules etc.</i></p>				
<p><i>c.) Instructional Materials for the class:</i></p> <p><i>Lacing beads, tangrams, counting frames, dominoes, puzzles</i></p> <p><i>Supplementary reading books at least 25 titles per class.</i></p> <p><i>Songs/ rhymes/poems</i></p>				
<p><b>11. OUTDOOR PLAYGROUND AREA:</b></p>				
<p><i>at least 360 sq. m. with garden</i></p>				
<p><b>12. PLAYGROUND EQUIPMENT: (playground apparatus must be installed in the school ground)</b></p>				
<p><i>a.) Jungle gym</i></p>				
<p><i>b.) Sand box</i></p>				
<p><i>c.) Slide</i></p>				
<p><i>d.) Balance beam</i></p>				
<p><i>e.) simple obstacle-tire and tunnels</i></p>				
<p><b>13. MONITORING AND SUPERVISION: (by the School Principal)</b></p>				
<p><i>a.) meets at least monthly the kindergarten teacher for information dissemination</i></p>				
<p><i>b.) meets at least monthly to address their concern</i></p>				



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<i>c.) Observe classes at least every quarter (with COT and Observation Notes)</i>				
<b>14. COMMUNITY LINKAGES:</b>				
<i>a.) Conduct at least every quarter parent's consultation</i>				
<i>b.) Conduct at least twice a year parents meeting</i>				
<b>15. DOCUMENTATION:</b> Keeps accurate and up-to date records of children's progress				
<i>a.) ECCD Checklist</i>				
<i>b.) Portfolio</i>				
<i>c.) Health records</i>				
<b>TOTAL</b>				



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II. Instruction: Check  whether the activity / action is evident (5 points) or not evident (0 point). If the answer is not evident, write down the reasons why in the comments' box.

ACTIVITY/ACTION	EVIDENT (5 pts)	NOT EVIDENT (0 pt.)	COMMENT
<b>16. CURRICULUM:</b>			
<i>a.) Follows the class schedule</i>			
<i>b.) Uses variety of teaching strategies and techniques to enhance all domains of child development</i>			
<i>c.) Use MTB as medium of instruction</i>			
<i>d.) Use the NKCG and or Kindergarten MELC's</i>			
<i>e.) Teach the content focus on the scheduled quarter/ week/day</i>			
<i>f.) Prepares adequate and age appropriate instructional materials</i>			
<b>17. LEARNING ENVIRONMENT:</b>			
<i>a.) Encourage learners to express their ideas freely</i>			
<i>b.) Consistently enforces clear rules for classroom behavior</i>			
<i>c.) Maintains safe, clean and orderly classroom</i>			



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<i>d.) There is an atmosphere of respect, joy and courtesy inside the classroom.</i>			
<b>18. DIVERSITY OF LEARNERS</b>			
<i>a.) Identifies multiple intelligence of learners</i>			
<i>b.) Provides appropriate learning activities to learners with different cultural background/ with special needs</i>			
<i>c.) Uses differentiated activities to meet expected learning goals of individual learners.</i>			
<b>TOTAL:</b>			

GROUP	SCORES
<i>I</i>	
<i>II</i>	
<b>TOTAL</b>	

*Note: The school who garnered the highest scores wins. All documents should be authenticated by proper authorities and complied/arranged according to the criteria; this would also include pictures of the different facilities of the school. The compilation of documents shall include table of contents and corresponding pages with endorsement from the Public Schools District Supervisors as the first page.*

*Reference:*  
 Regional memorandum No. 56, s. 2014 Bicol Search for Model Kindergarten School for S.Y. 2014-2015  
 Deped Memo No. 37, s. 2002 National Search for the Most Effective SPED Centers  
 Observation Guide for the Evaluation of the Model Kindergarten Classroom



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