



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

September 21, 2022

**DIVISION MEMORANDUM**  
No. 104 s. 2022

**DIVISION TRAINING ON CLASSROOM OBSERVATION TOOL  
USING BLOCKS OF TIME AND OBSERVATION NOTES**

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

1. In keeping with the Department's thrust of upskilling its people, a **Two-Day Division Training on Classroom Observation Tool using Blocks of Time and Observation Notes** will be conducted on September 30 and October 1, 2022 at Casiguran Central School, Casiguran, Sorsogon.

2. This activity aims to:

- a. capacitate key teachers on the salient features of Kindergarten Curriculum
- b. orient mentors/ key teachers on COT using Kindergarten Blocks of Time and Observation Notes
- c. deepen teachers understanding on the importance of Kindergarten Blocks of Time and Daily Routines

3. List of Participants, Matrix of Activities and Members of the Working Committee are enclosed in this Memorandum.



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



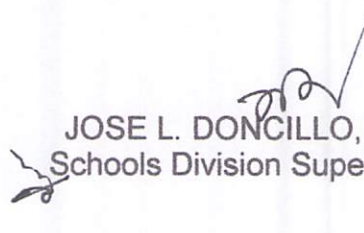
CIP 5461/21/05/1163



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

---

4. The same training shall be cascaded to the districts/municipalities which will be attended by the school heads.
5. Snacks and lunch will be provided to the participants chargeable against HRTD Fund-2022 (AC-22-6192HRTD-018) while participants travel and incidental expenses shall be charged against Local Funds/MOOE subject to the existing accounting and auditing rules and regulations.
6. Since October 1, 2022 falls on a Saturday, One-Day (1) Service Credit for teaching personnel and Compensatory Overtime Credits (COC) to school heads and non-teaching personnel shall be granted to offset future absences.
7. Widest dissemination of and compliance with this Memorandum are enjoined.

  
JOSE L. DONCILLO, CESO V  
Schools Division Superintendent



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
Landline: (056) 421-5415  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163



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

Enclosure No. 1, Division Memorandum No. \_\_\_ s. 2022

**DIVISION TRAINING ON CLASSROOM OBSERVATION TOOL  
 USING BLOCKS OF TIME AND OBSERVATION NOTES  
 September 30 and October 1, 2022**

**TRAINING MATRIX**

TIME	DAY 1	DAY 2
8:00 – 9:00	Registration and Opening Program	MOL
9:00 – 10:00	Session 1: GTKY <i>Elisa B. Guardian</i>	Session 4: Kindergarten COT and Observation Notes <i>Lilia Zita A. Pura, Libertine Joy G. Baldillo</i>
10:00 – 11:00	Session 2: D O 47 s. 2016 <i>Lilia Zita A. Pura</i>	
11:00 – 12:00	Session 3: The Kindergarten Learners Nature and Uniqueness <i>Elisa Guardian</i>	
12:00 – 1:00	Lunch Break	
1:00 – 3:00	Kindergarten Blocks of Time <i>Libertine Joy G. Baldillo</i>	Session 5: Workshop: on Observation Notes Making using Kindergarten Blocks of Time <i>Libertine Joy G. Baldillo</i>
3:00 – 4:00	Workshop	Presentation of Group Output and Critiquing
4:00 – 5:00		CLOSING PROGRAM



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700  
 Landline: (056) 421-5415  
 Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
 Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163



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

**MEMBERS OF THE TECHNICAL WORKING COMMITTEE**

<b>RESOURCE PERSONS:</b> Libertine Joy G. Baldillo Lilia Zita A. Pura Elisa B. Guardian	<b>REGISTRATION/ RESOURCE MANAGERS:</b> Maribeth B. Rafael, Novielyn Alim Maribel Garces, Clavel Mañago
<b>WELFARE OFFICERS:</b> Aristotle Abbie Escandor Christine Deniega Teresa Pamela Angeles	<b>DOCUMENTATION:</b> Mariane Dogayo  <b>SECRETARIAT:</b> Gina Desaliza
<b>QAME:</b> Leah Peran	<b>NON-TEACHING / ICT</b> Mark Alvin Haboc Dominador Baldillo



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163



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

**LIST OF KINDERGARTEN KEY TEACHERS/  
MENTOR MASTER TEACHERS ASSIGNED IN KINDERGARTEN**

DISTRICT	NAME OF TEACHER	SCHOOL	POSITION/ DESIGNATION
Donsol East 1	1. Eden Seminiano	Donsol East CS	MT1
	2. Lalaine Cadag	Mabini ES	MT2/TIC
Donsol East 2	3. Jolly Baula	Tres Maria ES	MT 1
Donsol West 1	4. Al Caramoan	Donsol West CS	MT 1
	5. Janet Molamo	Dancalan ES	MT 2
Donsol West 2	6. Rejanah Francia Monzales	Tinanogan ES	MT 1
Pilar 1	1. Ma. Teresa Lacostales	Pilar CS	MT 2
	2. Jenny Macayan	San Antonio ES	MT 1
	3. Marissa Salomon	Marofisque ES	MT 1
Pilar 2	4. Ines Luna	Pocotol ES	MT 1
Pilar 3	5. Doris Aparicio	Esperanza ES	MT 1
	6. Cristina Lopez	Inang ES	MT 1
Castilla East	1. Ma. Praxides Flavia Kiblasen	Castilla East CS	MT 2
Castilla West	2. Sheryl Arango	Cumadcad Cs	MT 2
	3. Irene Mediana	Mayon ES	MT 1
Castilla South	4. Renita Bernarte	Pandan ES	MT 2
	5. Jennifer Bernarte	Dinapa ES	MT 1
Casiguran 1	1. Christina H. Hamor	Casiguran C/S	MT 1
	2. Rowena Pacheco	Casiguran C/S	MT 1
	3. Maretha H. Himor	Banawang E/S	MT 2
Casiguran 2	4. Joan Esposado	Trece Martires ES	MT 1
	5. Gina Desaliza	Colambis ES	MT 2



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163



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

Juban 1	1. Leny Griño	JGAES	MT 2
	2. Marilyn Hajas	Taboc ES	MT 1s
Juban 2	3. Romelda Balin	Bacolod ES	MT 1
	4. Nancy Molina	Guruyan ES	MT2
	5. Zemma Laresma	Sangkayon ES	MT 2
Magallanes N	1. Marcel Diaz	Magallanes N CS	MT 1
Magallanes S	2. Janice Ayana	ELCMS	MT 1
Irosin 1	1. Agnes H. Dolosa	Irosin CS	MT 1
	2. Grace C. Manalili	Patag IS	MT 1
Irosin 2	3. Jenny Pura	Tinampo ES	MT 1
	4. Alma Gina Tapalla	Monbon ES	MT 1
Bulan 1	1. Maria Cecilia Mendez	Bulan North CS-A	MT 2
Bulan 2	2. Maria Cecilia Catabuena	Sta. Remedios ES	MT 1
Bulan 3	3. Rowena G. Quintana	Bulan North CS-B	MT 2
	4. Joan Ambanta	Bulan South CS	MT 2
Bulan 4	5. Korin Solis		MT 1
	6. Salvacion Obsum		MT 1
Matnog 1	1. Ludivina Generalo	Matnog CS	MT 2
	2. Irene Oro	Matnog CS	MT 2
Matnog 2	3. Elisa Guardian	Pawa ES	MT 2
Sta. Magdalena	1. Estrella Furio	Talaonga ES	MT1
	2. Jenifer L. Gayanes	Sta. Magdalena C/S	MT 2
	3. Ruvi Ana G. Garrote	San Sebastian E/S	MT 1
Bulusan	1. Mary Ann Fuaso	Bulusan CS	MT 1
	2. Maritess Hebres	Bulusan CS	MT 1



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163



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

Barcelona N	1. Agnes Felonia		MT 2
	2. Quensie Escalante	Tagdon ES	MT 1
	3. Shereen Fulgars	Badang ES	MT 1
Barcelona S	4. Maria Perla F. Floranda	Macabari ES	MT 2
	5. Maria Salome E. Tan	Sta. Cruz ES	MT 1
Gubat N	1. Vanille Estipona	Gubat North CS	MT 1
	2. Nilda Pura	Carriedo ES	MT 2
Gubat South	3. Rosalyn F. Hermoso	Gubat South CS	MT 2
	4. Marites Escaros	Bonifacio ES	MT 2
	5. Elvira Divinagracia	Sta. Ana ES	MT 2
Gubat 3	6. Ronela Encinas	Tigkiw ES	MT 1
Prieto Diaz 1	1. Jeannebeth Dio	Lupi ES	MT 1
	2. Mary Ann Detecio	Manlabong ES	MT 2
	3. Rea Donor	San Ramon ES	MT 1
Prieto Diaz 2	4. Geneath Dones	Calao ES	P1
<b>SCHOOL HEADS</b>			
	Domingo Escalderon	Taboc ES	P1
	Aireen Elli	Geron ES	HT 1
	Leo Geocada	J. Gerona ES	P1
	Aiza Navas	Bulala ES	TIC
	Ely Cadag	Pinamana ES	TIC
	Allan Taroy	Ponong ES	HT 1



Balogo Sports Complex, Balogo, Sorsogon City, Sorsogon 4700 .  
 Email: [sorsogon@deped.gov.ph](mailto:sorsogon@deped.gov.ph)  
 Website: [depedsorsogon.com.ph](http://depedsorsogon.com.ph)



CIP 5461/21/05/1163