



Republic of the Philippines

DEPARTMENT OF EDUCATION

Region VII, Central Visayas

SCHOOLS DIVISION OF NEGROS ORIENTAL

Capitol Area, Dumaguete City

March 8, 2016

DIVISION MEMORANDUM

No. 184, s. 2016

CONDUCT OF KINDERGARTEN CATCH – UP PROGRAM FOR APRIL & MAY 2016

TO: All District Supervisors/ District In Charge
Elementary School Heads
Kindergarten Coordinators & Teachers
All Others Concerned

1. This Office informs the field of the following guidelines:
 - a. Regular Teachers who are enrolling/ handling not less than ten (10) pupils will be granted 20 day Service Credits and Certificate for Volunteer teachers for the two (2) months services rendered during the conduct of the Catch-Up Program on April and May 2016.
 - b. Teachers handling these classes shall not receive their honoraria and transportation allowance.
 - c. The District Supervisors/ DICs of the Districts are given the discretion to choose on the venue , proposed schedules and the teachers to handle the said program ensuring that DepEd Policies and Guidelines on the implementation are followed.

Proposed Schedules: 20 day sessions per month (half day session)
10 day sessions per month (whole day session)

- d. Districts are required to submit the enrolment of each teacher (Regular/Volunteer) who are chosen to handle the Catch-up Program on March 21, 2016 for submission at the Central Office.
 - e. For those children who will not be accommodated in school because of the distance from home/ health problems , will be handled by their parents at home provided that the District Supervisors/ DICs will orient and provide the 8-week Curriculum and other tools to be utilized during the session and the certificate of Completion signed by the PSDS and the SDS of the Division.
 - f. District will make the certificates for the volunteer teachers signed by the PSDS/DIC and noted by the Schools Division Superintendent.
 - g. SReYA for the Catch-up will be conducted 3rd week of May and culmination program will be end of May 2015.
 - h. DTRs and accomplishment reports will be submitted to Ms. Katherine Y. Sedillo, EPS, in charge of the program every end of the month.
2. For your information and guidance.

LELANIE T. CABRERA, CESE

Assistant Schools Division Superintendent
Officer In-Charge

3 MAY 2016