



August 31, 2016

**DIVISION MEMORANDUM**

No. 528, s. 2016

**GUIDELINES ON THE UTILIZATION OF THE KINDERGARTEN WORKBOOK (K-WIN)**

**TO :** Division Education Program Supervisors/Division Coordinators  
Division Schools District Supervisors/District In-Charge  
Public Elementary School Heads  
All Others Concerned

1. *Attached in this Division Memorandum, "Guidelines on the Utilization of the Kindergarten Workbook" (K-WIN), distributed at the beginning of this SY 2016. The guidelines will ensure the effective utilization of the workbook.*
2. Immediate and wide dissemination of this Memorandum is enjoined.

  
**LELANIE T. CABRERA, CESE**  
Schools Division Superintendent

06 SEP 2016





### Guidelines on the Utilization of the Kindergarten Workbook (K-WIN)

1. For the information and guidance of all Kindergarten teachers and all concerned, the Division of Negros Oriental continuously supports the delivery of quality education to our five (5) year old children under the Kindergarten Program.
2. This year, the Division provided and distributed Kindergarten Workbooks through it's the initiative of the Schools Division Superintendent, Mrs. Lelanie T. Cabrera, the CID Chief, Dr. Erlinda N. Calumpang and the Division Kindergarten Coordinator, Ms. Katherine Y. Sedillo to all the Elementary Schools in the province. This is funded by the School MOOE.
3. The said workbooks were directly delivered/ distributed to the recipient schools through the Public Schools District Supervisors/ DICs in all the districts.
4. The K-WIN shall be utilized by our Kindergarten pupils to develop their least learned skills and enhance the rest of the domains.
5. To ensure proper utilization of this workbook, the PSDSs/ DICs and the School Heads shall design a tool and monitor closely to see the impact of its effectiveness. Teachers shall see to it that all the workbooks are maximally used by the children.
6. Before the end of the year the division will conduct spot test based on the skills found in the said workbook.
7. The PSDSs/DICs shall submit to the Office of the Superintendent the following reports;
  - Designed Tool in monitoring the Utilization of the Kindergarten Workbook (K-WIN)
  - Quarterly Reports on the impact of its utilization. (Narrative Report)
8. For the information, guidance and strict compliance of all concerned.

  
**LELANIE T. CABRERA, CESE**  
Schools Division Superintendent