



Republic of the Philippines  
DEPARTMENT OF EDUCATION  
Region III  
DIVISION OF CITY SCHOOLS  
City of San Jose del Monte



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TCR

September 1, 2015

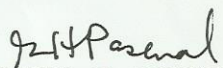
**DIVISION MEMORANDUM**

No. 155 s. 2015

**DIVISION One-day SEMINAR IN CLASSROOM & BEHAVIOR  
MANAGEMENT for KINDERGARTEN TEACHERS**

To: District Supervisors  
Elementary School Heads

1. To improve teaching instruction among kindergarten teachers, a Division One-Day Seminar in Classroom and Behavior Management for Kindergarten Teachers shall be conducted on September 17 & 24, 2015 at Sapang Palay Proper Elementary School, this City.
2. The objectives of this seminar are to:
  - a. to orient the participants on classroom and behavior management;
  - b. to discuss how children learn (HCL); discuss with them how children learn
  - c. to revitalize their accountability as second parents of kindergarten pupils; and
  - d. to update them on the K to 12 Program
3. The participants to this training are all kindergarten regular permanent (KRP) teachers **Districts 1-5** – September 17, 2015 & **Districts 6-10** – September 24, 2015 respectively).
4. Provision for meals relative to this seminar shall be charged against local funds (Bring your own provision.)
5. Enclosed are the training matrix and the working committees for the said seminar.
6. Immediate dissemination of this memorandum is earnestly desired.

  
**GERMELINA H. PASCUAL, CESO V**  
Schools Division Superintendent

## TRAINING MATRIX

| Time             | Activity  |
|------------------|---|
| 7:00 – 7:30 am   | Registration<br>(c/o SJDMW CS Kinder Teacher)         |
| 7:31 – 8:00 am   | MOL   |
| 8:01 – 8:30 am   | Leveling of Expectation                               |
| 8:31 – 10:00 am  | Classroom Management                                  |
| 10:01 – 10:15 am | Health Break  |
| 10:16 – 12:00 nn | Behavior Management                                   |
| 12:01 – 1:00 pm  | Lunch Break   |
| 1:01 – 2:30 pm   | HCL with Assessment on Learning Style                 |
| 2:31 – 3:30 pm   | Strategies and Approaches in Teaching<br>Kindergarten |
| 3:31 – 4:30 pm   | K to 12 Updates                                       |
| 4:30 – 5:00 pm   | Closing Program                                       |

### WORKING COMMITTEES:

| Committee                                   | West Cluster                    | East Cluster                  |
|---|---------------------------------|-------------------------------|
| <b>Registration</b>                         | <b>Mrs. Fabiola C. Santiago</b> | <b>Mrs. Jobelyn Y. Tongco</b> |
| <b>Accommodation<br/>&amp; Sound System</b> | <b>Mrs. Joana M. Sombilon</b>   |                               |
| <b>Program &amp; Invitation</b>             | <b>Mrs. Helen H. Gugulan</b>    | <b>Ms. Narissa Songco</b>     |