



Republic of the Philippines
Department of Education
Region VI-Western Visayas
SCHOOLS DIVISION OF KABANKALAN CITY

**Office of the Schools Division
Superintendent**

APR 03 2023

DIVISION MEMORANDUM
No. 145, s.2023

**ORIENTATION OF SCHOOL HEADS AND TEACHERS ON THE CONDUCT OF 10-MINUTE LITERACY AND NUMERACY ACTIVITIES
BEFORE THE START OF CLASSES**

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Public Schools District Supervisors
Education Program Supervisors
Education Program Specialists II - ALS
Elementary and Secondary School Heads
All Others Concerned

1. In consonance with the Division Memorandum No. 106, s. 2023 titled, "**Conduct of the 10-minute Literacy and Numeracy Activities before the Start of Classes**" this Office, through the Curriculum Implementation Division will conduct the **Orientation of School Heads and Teachers on April 11, 2023** at the **Division Conference Hall, Old Gabaldon Building**.

Batch	Districts	Time
1	IV and V	8:00 – 12:00 a.m.
2	I, II, and III	1:00 – 5:00 p.m.

2. This orientation aims to present and discuss the Guidelines for the Conduct of the 10-Minute Literacy and Numeracy Activities in all public elementary and secondary schools across learning areas.

3. The participants to this activity are the Education Program Supervisors, Public Schools District Supervisors, Education Program Specialists in ALS, School Heads, and one (1) Master Teacher. In the case that the school does not have a Master Teacher, a select teacher identified by the school head may attend.

4. In preparation for the orientation, the following **Demonstration teachers** are requested to attend the Coordination Meeting on Wednesday, April 5, at 10:00 o'clock in the morning at the Conference Hall, 2nd Floor, New SDO Building.

1. Kindergarten – Eden R. Samar (ERAMS-West)
2. Science – Daisy Dawn E. Relota (Tagoc ES)
3. Araling Panlipunan – Kimberly R. Gonzales (DC Gurrucharri MS)
4. EPP – Bernadeth L. Dela Cruz (Tagukon ES)
5. MAPEH – Crisandro C. Sapi-an (Binicuil NHS – Lupni Extension)
6. Math – Jojie Ann C. Dalanon (Bantayan NHS)

5. The participants are expected to be at the venue 15 minutes before the schedule to avoid delay in the Opening Program and Orientation Proper.

6. Observance of the minimum health and safety protocols shall be observed before, during, and after the conduct of activity.



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7. Travel expenses and per diems of the participants from and to their stations are chargeable against School MOOE and other local funds subject to the usual accounting rules and regulations.
8. Immediate dissemination of and compliance with this Memorandum are highly desired.

MICHELL L. ACOYONG, CESO VI *mi*
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. 145 s., 2023

ORIENTATION MATRIX
April 11, 2023

Date/Time		Activity	Focal Person
Morning	Afternoon		
7:30 – 8:00	1:00 – 1:30	REGISTRATION	Mrs. Jenelyn T. Argamaso <i>Division Filipino Coordinator</i>
8:00 – 8:30	1:30 – 2:00	OPENING PROGRAM	Mrs. Jenelyn T. Argamaso <i>Division Filipino Coordinator</i>
8:30 – 9:30	2:00 – 3:00	Orientation Proper	Mrs. Eden Joy B. Nifras <i>EPS, English</i> Mrs. Jenelyn T. Argamaso <i>Division Filipino Coordinator</i>
9:30 – 11:00	3:00 – 4:30	Demonstration on the 10-Minute Literacy and Numeracy Activities Key Stage 1: Kinder/ (AP) Key Stage 2: Grade 5 (Science)/ Grade 6 (EPP) Key Stage 3: MAPEH Key Stage 4: Grade 11 (Math)	Mrs. Analie V. Almaiz <i>EPS, Science</i> Blas P. Tabayag Jr. <i>EPS, AP</i> Elvie R. Verde PhD <i>EPS, EPP/TLE</i> Romeo G. Poyogao <i>EPS, MSEP/MAPEH</i> Rene S. Erillo <i>EPS, Math</i>
11:00 – 11:30	4:30 – 4:45	OPEN FORUM	Rene S. Erillo <i>EPS, Math</i> Analie V. Almaiz <i>EPS, Science</i>
11:30 – 11:00	4:45 0 5:00	WAYS FORWARD	Junry M. Esparar <i>OIC-Chief Education Supervisor</i>



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