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Republic of the Philippines  
Department of Education

Office of the Undersecretary  
for Regional Operations

*To: DSS  
for your strict  
compliance, please.  
Thank you!  
[Signature]*

008138

APR 10 2014

MEMORANDUM

To : DEPED ARMM SECRETARY  
REGIONAL DIRECTORS  
SCHOOLS DIVISION SUPERINTENDENTS  
SCHOOL HEADS OF GOVERNMENT ELEMENTARY AND  
SECONDARY SCHOOLS  
ALL OTHERS CONCERNED

From : *[Signature]* RIZALINO D. RIVERA  
Undersecretary for Regional Operations

Date : 3 April 2014

Subject : SUBMISSION OF THE LIST OF REMAINING KINDER  
VOLUNTEER (DEPED SUBSIDIZED) TEACHERS AFTER  
SY 2013-2014

An unnumbered memorandum dated March 20, 2014 Re: Discontinuation of the Hiring of the LGU-funded and Kinder Volunteer Teachers and Reminder to Hire Only Qualified LGU-funded and DepEd Subsidized Teachers as of 2012 for SY 2014-2015 stipulates the absorption of the remaining qualified and Kinder Volunteer Teachers (KVT) and LGU-hired teachers to the national plantilla this SY 2014-2015.

In this connection, you are instructed to submit a **List of Remaining KVT (DepEd Subsidized) after SY 2013-2014**. The list shall include teachers who will be absorbed to the national plantilla for SY 2014-2015 as well as those eligible but will not be absorbed and those non-eligible but whose contracts will still be renewed this coming School Year. The list shall be categorized as such:

- a. Teachers assigned in one (1) school only (may handle one or two sessions)
- b. Teachers assigned in two (2) different schools (one session per school)

Please be reminded that this report will be the basis of the Department in the payment of subsidy especially for the remaining KVT who will not be absorbed into the national plantilla this SY 2014-2015. It should be noted that the **subsidy for KVT shall be up to March 2015 only**.

Received: Joseph  
4/10/14  
4828

Note that in determining the teacher requirements in the kindergarten level, the standards/parameters used are based on the ideal class size of twenty five (25) or a maximum of thirty five (35) per session, while allowing a maximum of seventy (70) learners for two (2) sessions. Thus, in organizing a class or session, this parameter should strictly be followed. Likewise, you are also directed to make sure that all our KVT, if possible, shall handle two (2) classes/sessions.

To ensure compliance with the set deadlines, you are hereby directed to submit the report using the provided template (Attachment 1). Kindly **read the instructions carefully**. The Division Offices shall submit the report to the Regional Office (Personnel Division) for ***consolidation***. Thus, the Central Office shall only accept submissions from the Regional Office who will be responsible to submit the final consolidated report. This final consolidated report shall be submitted to the Research and Statistics Division, Office of Planning Service on or before **May 15, 2014**. To expedite the processing of the said report, please e-mail an advance electronic copy (Excel File) to [stat.planning@gmail.com](mailto:stat.planning@gmail.com). Finally, a scanned electronic copy containing the signature of the Schools Division Superintendent shall also be e-mailed.

***For strict compliance.***

REMAINING KINDER VOLUNTEER TEACHERS (DEPED SUBSIDIZED) AFTER SY 2013-2014

Region:

Division:

Name of Incumbent (1)	ELIGIBILITY (2)		STATUS (For PASSERS ONLY) (3)			SCHOOL ASSIGNMENT (4)			ENROLLMENT (Based on Early Registration Data, As of January 2014) (5)			Proposed number of sessions to be organized (6)	REMARKS (indicate the Rank in the RQA (Registry A, B, C or D) or NA if not listed in the RQA) (7)	
	Passer (TE/PBET/LET)	Non-Passer (Not Eligible)	To be absorbed to the National Plantilla this SY 2014-2015	Cannot be absorbed this coming SY	TOTAL Passers	SchID	School Name	District Name	Male	Female	Total			
A. TEACHERS ASSIGNED IN ONE (1) SCHOOL														
												0		
												0		
												0		
												0		
												0		
												0		
												0		
												0		
												0		
												0		
												0		
B. TEACHERS ASSIGNED IN TWO (2) DIFFERENT SCHOOLS														
												0		
												0		
												0		
												0		
												0		
												0		
												0		
												0		

INSTRUCTIONS:

- (1) Include ALL Remaining Kinder Volunteer Teachers (DepEd Subsidized) after SY 2013-2014 ; those that will be absorbed to the national plantilla this coming School Year; those teachers that are eligible but will not be absorbed as well as those that are not eligible, but the contract as volunteer teacher will be renewed this SY 2014-2015 .
- (2) Indicate "1" for the appropriate eligibility of the incumbent
- (3) Indicate "1" for the appropriate status of the incumbent. This column is for PASSERS ONLY, must tally with the Eligibility (2) sub-column Passer.
- (4) School where the Kinder Volunteer Teachers will be assigned this SY 2014-2015
- (5) Kindergarten Enrollment Data based on Early Registration as of January 2014
- (6) The current parameter of the Department should be adopted @ 25 or a maximum of 35 per session or maximum of 70 learners for 2 sessions.  
This parameter is applicable only to schools with an enrollment of more than 70.
- (7) Indicate the Rank in the Registry (A, B, C & D) if the Kinder Volunteer Teacher is listed in the Registry of Qualified Applicants (RQA) otherwise indicate "NA" if teacher is not listed.

Reminder: In letter A of the column List of Incumbent (1), the name of the teacher should only appear once while in letter B of the same column, the name should appear twice.

Prepared by:

\_\_\_\_\_

Certified True and Correct:

\_\_\_\_\_  
Schools Division Superintendent