



Republic of the Philippines  
**Department of Education**  
REGION VII – CENTRAL VISAYAS  
SCHOOLS DIVISION OF NEGROS ORIENTAL

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**Office of the Schools Division  
Superintendent**

8 SEP 2023

DIVISION MEMORANDUM

No. 634, s.2023

**IMPLEMENTATION OF RO7 PROJECT DULA**

To: Assistant Schools Division Superintendent  
Chief, CID and SGOD  
All Others Concerned

1. This Office, through the Curriculum Implementation Division, informs the field on the **“Implementation of Project DULA- Developing and Unleashing Learners Abilities through Play (eKBT-DULA)** as kindergarten teachers’ guide in the delivery of the lesson.
2. Attached is the Regional Memorandum # 0640 s. 2023 with enclosure numbers 1 and 2 for the guidelines, roles and responsibilities of the PSDSs, school heads, teachers and all concerned and for other details on its implementation.
3. For your information and guidance.

By Authority of the Schools Division Superintendent:

**NILITA L. RAGAY, EdD**  
OIC-Office of the Assistant Schools Division Superintendent  
**Office-In-Charge**

SPP/MKP-JMA/CID/NLR/kys  
September 8, 2023



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Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS

**Office of the Regional Director**

SEP 07 2023

REGIONAL MEMORANDUM

No. **0640**, s. 2023

**IMPLEMENTATION OF RO7 PROJECT DULA**

To: Schools Division Superintendents  
Assistant Schools Division Superintendents  
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division, steps up efforts to sustain the effective and efficient implementation and delivery of kindergarten curriculum through the implementation of **Project DULA- Developing and Unleashing Learners Abilities through Play**. This initiative features the enhanced Kindergarten Blocks of Time (eKBT-DULA), to be utilized in the delivery of instruction in all Kindergarten classes. This eKBT-DULA intends to guide the Kindergarten Teachers in the delivery of the lesson. Likewise, this aims to lessen the burden of kindergarten teachers specifically on the preparation of daily lesson plans and powerpoint presentation deck, and provide the K-teachers ample time to reproduce the bulk of needed instructional materials, and to focus more on doing their primary job which is to teach. Further, this guides the school heads in providing appropriate instructional supervision, and ensure that kindergarten learners will receive quality basic educational services.
2. The schools division offices, through the Division Training Team lead by the Division Supervisor in Kindergarten, are required to conduct division-wide orientation-training on the Project DULA and the Underpinnings of Literacy to ensure proper implementation, and to maximize the availability of resources.
3. The link to access the training resources as well as the soft copy of the RO7 eKBT-DULA is posted in Kindergarten Champions FB Page, hence all key implementers are requested to visit the page.
4. The conduct of intensive monitoring is highly encouraged per governance level, most especially in the schools so that kindergarten teachers will be provided with on time instructional guidance and assistance. School heads are also encouraged to allocate equitable amount from school MOOE to be used for the production of eKBT-DULA and other instructional materials.
5. Please see attached enclosures for the guidelines of eKBT-DULA implementation and for the quarterly report to be submitted a week after each quarter as part of monitoring its implementation and as basis for the provision of technical guidance and future enhancement of eKBT-DULA.



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6. Expenses incurred relative to the implementation and the conduct of monitoring and evaluation activities shall be charged against School/Division/Regional MOOE or local funds, subject to the usual accounting and auditing rules and regulations.

7. Immediate dissemination of, and compliance with this Memorandum are directed.



**SALUSTIANO T. JIMENEZ JD, EdD, CESO V**

Director IV  
Regional Director

STJ/FYA/CLMD/MJCD/GGB

Enclosure No. 1 to RM 0640 s. 2023

## **GUIDELINES IN THE UTILIZATION OF THE ENHANCED KINDERGARTEN BLOCKS-OF- TIME OF PROJECT DULA**

### **1. INTRODUCTION**

Regional Office VII steps up efforts to sustain the effective and efficient implementation and delivery of kindergarten curriculum through **Project DULA- Developing and Unleashing Learners Abilities through Play**, focused on enhancing the Contextualized Kindergarten Blocks of Time by aligning it with the revised Kindergarten Curriculum Guide, redefining activities to unleash learners' abilities, and employing assessment techniques that guide instructions as well as check and track learning progress.

The Enhanced Kindergarten Blocks of Time of the Project DULA (eKBT-DULA) is intended to guide the Kindergarten Teachers in the delivery of the lesson. The competency-based activities are carefully designed putting prime considerations on the child's well-being and developmental stages, age, socio-cultural identity, socio-emotional skills, gender equity and growth mindset and are anchored on the principles of collaboration. It's no secret that kids love to play, but there's much more to play than having fun because for kindergarteners, play is an excellent way to learn both in structured and unstructured environments. Hence, learners shall be actively engaged in play based activities where they are given opportunities to practice the roles and skill sets of their burgeoning literacy, inventiveness and interconnectedness. Likewise, these play based activities serve as avenue in developing the competencies expected of a kindergarten learner where Teacher Supervised Activities (TSAs) shall be done with full guidance and supervision of the teacher while Independent Activities (IAs) shall be accomplished by the learners individually or in groups with very minimal guidance. Transitions are likewise provided to help learners move from one activity to another with less chaos and more fun. They are in the form of songs, chants, rhymes, fingerplay and poem. All these come with the corresponding Filipino Sign Language interpretation, ukulele chords, and video presentation.

For Kindergarten Teacher, if the activities are not appropriate for the learners, they are expected to modify or enhance the suggested activities based on the capabilities, interests and learning styles of the learners. It is a must to prepare all the needed materials at least a day before instructional delivery. If the suggested materials in the activities herein are not available, it is advised to utilize whatever is available in the locality.

Furthermore, this eKBT-DULA is collaboratively designed, developed, and reviewed by selected kindergarten teachers, special education teachers, school heads, public schools

district supervisors, and education program supervisors of the 20 schools division offices of Region VII under the guidance of Regional Office VII Management.

## **2. SCOPE**

These guidelines on the implementation of RO7 Project DULA shall be observed in all public schools of the 20 Schools Division Offices starting school year 2023-2024.

## **3. DEFINITION OF TERMS**

**Blocks-of-Time.** This refers to the class program followed in the kindergarten class.

**Enhanced Kindergarten Blocks-of-Time.** The contextualized system of organizing the Kindergarten learning experiences. This lays down varied learning experiences which are developmentally and socio-culturally appropriate, and is anchored on the principles of collaboration and playbased-learning.

**Filipino Sign Language.** This is the medium used in interpreting the different transition activities and other activities in the blocks-of-time.

**Project DULA.** This is a banner project in Kindergarten initiated by the Regional Office. DULA is a Cebuano term which means "play", The acronym DULA stands for Developing and Unleashing Learners Abilities, hence Project DULA aims to develop and unleash Kindergarteners skills and abilities through play.

**Transition Activities.** These refer to the recorded video presentations of songs with ukulele accompaniment and interpreted through Filipino Sign Language (FSL) which allow the learners to move individually from one area to another when they complete an activity, and provide them opportunity to learn the Filipino Sign Language and have fun. Eventually, these learners are expected to communicate with the signing learners in school.

## **4. ROLES AND RESPONSIBILITIES**

### **4.1. Regional Level**

- 4.1.1. Perform oversight functions in the utilization of RO7 enhanced Kindergarten Blocks of Time of Project DULA in the 20 SDOs.
- 4.1.2. Conduct orientation-training on Project DULA and the Underpinnings of Literacy to the identified division pool of trainers.
- 4.1.3. Provide the division supervisors in Kindergarten with the link of the Project DULA Materials.
- 4.1.4. Post the link of the eKBT-DULA materials in the Kindergarten Champions FB Page.
- 4.1.5. Provide technical assistance to the Schools Division Offices to ensure the proper implementation of the project.

- 4.1.6. Conduct monitoring and evaluation on the implementation of Project DULA.
- 4.1.7. Consolidate, analyze and interpret the submitted report from the Schools Division Offices.
- 4.1.8. Recommend interventions to address identified needs.
- 4.1.9. Do other related works.

#### **4.2. Division Level (Division Supervisor in Kindergarten)**

- 4.2.1. Secure an e-copy of the eKBT-DULA and the different tools.
- 4.2.2. Orient the public schools district supervisors, school heads, and kindergarten teachers on Project DULA and the Underpinnings of Literacy.
- 4.2.3. Provide districts/schools with an e-copy of Project DULA materials.
- 4.2.4. Provide guidance and assistance in the production of eKBT-DULA materials.
- 4.2.5. Provide technical guidance to schools in the implementation of Project DULA.
- 4.2.6. Conduct monitoring and evaluation to ensure appropriate action has been taken and or technical assistance has been given on issues relative to the utilization of eKBT-DULA.
- 4.2.7. Consolidate reports from the districts.
- 4.2.8. Analyze and interpret consolidated reports.
- 4.2.9. Submit consolidated reports to the SDS and regional office through this link <https://tinyurl.com/eKBTDF> for appropriate action.
- 4.2.10. Design, recommend and or implement appropriate interventions based on identified needs.
- 4.2.11. Do other related works.

#### **4.3. District Level (Public Schools District Supervisor/Cluster Head)**

- 4.3.1. Secure an e-copy of the eKBT-DULA materials.
- 4.3.2. Share the e-copies of eKBT-DULA to all the school heads in the district.
- 4.3.3. Work hand in hand with the Division Supervisor in Kindergarten and school heads.
- 4.3.4. Provide technical assistance to schools in the implementation of Project DULA.
- 4.3.5. Accomplish RO7eKBT-DULA F2c.
- 4.3.6. Consolidate, analyze and interpret reports from the schools under his/her area of responsibility.
- 4.3.7. Submits reports to the Schools Division Office.
- 4.3.8. Design, recommend and or implement appropriate interventions based on identified needs.
- 4.3.9. Conduct monitoring and evaluation to ensure appropriate action has been taken and or technical assistance has been given on issues relative Project DULA implementation.
- 4.3.10. Do other related works.

#### **4.4. School level (School heads)**

- 4.4.1. Secure e-copies of eKBT-DULA.
- 4.4.2. Prepare plan for the implementation of Project DULA.
- 4.4.3. Allocate budget for the supplies and materials in the reproduction of materials.
- 4.4.4. Create a Technical Working Group to take care for the reproduction and distribution of eKBT-DULA of materials.
- 4.4.5. Conduct meeting with the Kindergarten teachers on the utilization of eKBT-DULA.
- 4.4.6. Check availability of printed and digitized copy of eKBT-DULA.
- 4.4.7. Conduct instructional supervision in the delivery of the lesson utilizing the eKBT-DULA.
- 4.4.8. Provide instructional assistance to teachers in designing appropriate intervention for identified learners' needs and the implementation of such.
- 4.4.9. Accomplish RO7eKBT-DULA F2b every quarter.
- 4.4.10. Consolidate, analyze and interpret reports.
- 4.4.11. Submit reports to the district.
- 4.4.12. Do other related works

#### **4.5. Kindergarten Teacher/Adviser**

- 4.5.1. Secure a copy of the eKBT-DULA (both printed and digitized format)
- 4.5.2. Review the eKBT-DULA to check if all learning experiences are appropriate for the learners.
- 4.5.3. Make adjustments to those activities which are not appropriate to the learners. Remember to reflect any adjustments in the enhancement form (eKBT-DULA f2a).
- 4.5.4. Plan out/Study how to carry out the different learning experiences in the blocks-of-time.
- 4.5.5. Prepare all the needed materials in the delivery of instruction in advance, at least a week before, including the assessment materials.
- 4.5.6. Practice playing the ukulele and Filipino Sign Language of the transition songs prior to introducing them to the learners.
- 4.5.7. Ensure fun and happy learning atmosphere in carrying out all the learning experiences.
- 4.5.8. Observe and take note of the learners' performance while doing their tasks.
- 4.5.9. Go over learners' outputs and identify those that need remediation/ intervention/accommodation.
- 4.5.10. Record learners' assessment results.
- 4.5.11. Track the progress of learners' performances.
- 4.5.12. Provide prompt feedback to parents on the child's performance.
- 4.5.13. Accomplish RO7eKBT-DULA F1 (Kindergarten Reflection Log) every Friday.
- 4.5.14. Submit copies of the accomplished enhancement form to School Head.
- 4.5.15. Provide data, results and analysis of the assessment as well as the planned intervention to the school head.

- 4.5.16. Design and implement the intervention plan reflecting specific developmentally appropriate activities based on the needs for each learner.

## **5. PHASES OF IMPLEMENTATION**

The utilization of the enhanced Kindergarten Blocks-of-Time of Project DULA shall commence effective SY 2023-2024. Key players per governance level shall ensure the following are done.

### **5.1. Pre-Implementation**

- 5.1.1. Orientation Training on Project DULA and the Underpinnings of Literacy
- 5.1.2. Provision of printed and e-copy of eKBT-DULA.
- 5.1.3. Reproduction of materials.

### **5.2. During Implementation**

- 5.2.1. Utilization of eKBT-DULA (printed and digitized format)
- 5.2.2. Tailor fit to learners' needs the learning experience as and when needed.
- 5.2.3. Since eKBT-DULA contains all the deliverables in a kindergarten class, K-teachers are required to study the printed packages and prepare all the materials in advance, at least a week before its delivery. K-teachers are also required to accomplish once a week RO7eKBT-DULA F1 or the Kindergarten Reflection Log. All the information asked must be filled in properly and must serve as a guide or basis in the preparation of appropriate intervention and or accommodation for learners needing it. Likewise, this form shall serve as reference for school heads and supervisors in the provision of instructional supervision and technical guidance.
- 5.2.4. Learning experiences, songs, rhymes, stories, games and the like are already indicated but these don't limit the K-teachers from introducing new ones which are developmentally appropriate and relevant to the learners' context. Whenever there are opportunities, K-teachers are encouraged to improve/localize the activities and materials. If so, they shall accomplish RO7 eKBT-DULA F2a (Enhancement Form).
- 5.2.5. Instructional supervisors are encouraged to conduct intensive monitoring on the utilization of eKBT-DULA, and provide the needed appropriate assistance or guidance. Observe the observer process (OTOP) shall be followed in the provision of instruction supervision but this doesn't necessarily mean that the school heads will wait for the division supervisors to do so. School heads should be providing instructional supervision as and when necessary. A report on the monitoring and evaluation conducted shall be submitted to this office once in a quarter by the division kindergarten supervisor using RO7-eKBT-DULA Form 3.
- 5.2.6. RO7-eKBT-DULA F2 (Enhancement Form) shall be accomplished after each quarter. The K-teacher will submit to the school head. The school



head will consolidate the data, and submit such to the district supervisors. The district supervisor will prepare the district consolidation and submit to the division. Finally, division kindergarten supervisors shall consolidate the district data and submit the division consolidation to the region through the link provided.

## **6. TOOLS AND TEMPLATES**

### **6.1. RO7eKBT-DULA F1- Kindergarten Reflection Log**

This shall be accomplished by the Kindergarten teachers once a week preferably every Friday. Data shall be used as basis for planning intervention or learning experiences modification. Further, this will provide information to school heads in giving assistance during the conduct of instructional supervision.

### **6.2. RO7eKBT-DULA F2a- Enhancement Form**

This shall be accomplished by the K-teachers should he/she make modification or enhancements on the learning experiences in the eKBT-DULA. This shall be submitted to the school head at the end of each quarter. Data shall be used for the review/enhancement of eKBT-DULA.

### **6.3. RO7eKBT-DULA F2b- Enhancement Form (School Consolidation)**

This shall be accomplished by the school head at end of each quarter. Data shall be generated from RO7-eKBT-DULA F2a submitted by the teacher. This shall be used for the review/enhancement of eKBT-DULA.

### **6.4. RO7eKBT-DULA F2c- Enhancement Form (District Consolidation)**

This shall be accomplished by the Public Schools District Supervisor/Cluster Head at end of each quarter. Data shall be generated from RO7-eKBT-DULA F2b submitted by the school head. This shall be used for the review/enhancement of eKBT-DULA.

### **6.5. RO7eKBT-DULA F2d- Enhancement Form (Division Consolidation)**

This shall be accomplished by the Division Supervisor in Kindergarten at end of each quarter. Data shall be generated from RO7-eKBT-DULA F2a submitted by the teacher. This shall be used for the review/enhancement of eKBT-DULA.

### **6.6. RO7eKBT-DULA F3- M and E Form**

This shall be accomplished by the Division Supervisor in Kindergarten at end of each quarter. Data shall be generated from RO7-eKBT-DULA F2a submitted by the teacher. This shall be used for the review/enhancement of eKBT-DULA.

## **7. MONITORING AND EVALUATION**

This Office, through CLMD shall closely monitor and ensure the strict implementation and adherence to these guidelines. It shall gather feedback and conduct a review to effectively deliver Kindergarten education services.

**R07-eKBT-DULA F2b – School Consolidation of Enhancement/Suggestion for eKBT improvement**

**Note:** This will be accomplished by the school head 2 days after each quarter to be submitted to the district/division.

Quarter: \_\_\_\_\_

<b>Week No. /Day No.</b>	<b>BLOCK</b> (Specify what block/s is/are enhanced?)	<b>Details of Enhancements Made/Suggestion</b> (Songs, stories, activities, games, with the corresponding materials and procedure must be written here)	<b>REMARKS</b> (Cite reasons for enhancements/changes)
Ex. Wk1_D2			

Prepared by: \_\_\_\_\_

Noted: \_\_\_\_\_

**RO7-eKBT-DULA F2c – District Consolidation of Enhancement/Suggestion for eKBT improvement**

**Note:** This will be accomplished by the PSDS every first Friday after each quarter to be submitted to the division.

Quarter: \_\_\_\_\_

Week No. /Day No.	BLOCK (Specify what block/s is/are enhanced?)	Details of Enhancements Made/Suggestion (Songs, stories, activities, games, with the corresponding materials and procedure must be written here)	REMARKS (Cite reasons for enhancements/changes)
Ex. Wk1_D2			

Prepared by: \_\_\_\_\_

Noted: \_\_\_\_\_

**RO7-eKBT-DULA F2d – Division Consolidation of Enhancement/Suggestions for eKBT improvement**

Note: This will be accomplished by the Kindergarten Supervisor a week after each quarter to be submitted to the region through this link: <http://tinyurl.com/eKBTEF>

Quarter: \_\_\_\_\_

<b>Week No. /Day No.</b>	<b>BLOCK</b> (Specify what block/s is/are enhanced?)	<b>Details of Enhancements Made/Suggestion</b> (Songs, stories, activities, games, with the corresponding materials and procedure must be written here)	<b>REMARKS</b> (Cite reasons for enhancements/changes)
Ex. Wk1_D2			

Prepared by: \_\_\_\_\_

Noted: \_\_\_\_\_

RO7-eKBT-DULA F3 -- M and E

Note: This will be accomplished by the Division EPS in Kindergarten to be submitted to the region through this link: <https://tinyurl.com/eKBTEF>

District/School	Focus of TA to be Provided to the PSDS/School Head	Accomplishment	Bottlenecks/CIGPs	TA Needed	REMARKS

Prepared by: \_\_\_\_\_

Division Kindergarten Supervisor

Noted: \_\_\_\_\_

CID Chief

Enclosure No. 1 – Kindergarten Reflection Log

**R07eKBT-DULA F1 - Kindergarten Reflection Log**

School				Name of Teacher:		No. of Learners:
Date	Week No.	Day	(/)	REFLECTION	Reflect on your teaching and assess yourself as a teacher. Think about your students' progress this week. What works? What else needs to be done to help the students learn? Identify what help your instructional supervisors can provide for you so when you meet them, you can ask them relevant questions.	
		1		A. No. of learners who earned 80% in the evaluation.		
		2		B. Learners who require additional activities for remediation.		
		3		C. Did the remedial lessons work? Learners who have caught up with the lesson.		
		4		D. Learners who need remediation		
		5		E. Learners who need accommodation.		
Checked by:				F. Which of my teaching strategies worked well? Why did these work?		
				G. What difficulties did I encounter which my principal or supervisor can help me solve?		
				H. What innovation or localized materials did I use/discover which I wish to share with other teachers?		

Enclosure No. 2 – Enhancement Forms

R07-eKBT-DULA F2a – Enhancement Form

Note: This will be accomplished by the teacher should changes be made to tailor fit the learning experiences to the learners' needs or if there are spotted opportunities to improve the eKBT. This shall be submitted a day after each quarter to the school head.

<b>BLOCK</b> (Specify what block/s is/are enhanced?)	<b>Details of Enhancements Made/Suggestions</b> (Songs, stories, activities, games, with the corresponding materials and procedure must be written here)	<b>REMARKS</b> (Cite reasons for enhancements/changes)

Prepared by: \_\_\_\_\_

Noted: \_\_\_\_\_