



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

No.: 309, s. 2026

**ADDITIONAL GUIDANCE ON THE PROVISION OF SUPPORT TO KEY STAGE 1
TEACHERS (KINDERGARTEN TO GRADE 3)**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads/OICs
All Others Concerned

1. Attached is **DM-OUHRODI-2026-2055**, entitled **Additional Guidance on the Provision of Support to Key Stage 1 Teachers (Kindergarten to Grade 3)**, dated June 10, 2026, issued by the Office of the Undersecretary for Human Resource and Organizational Development and Infrastructure, the contents of which are self-explanatory, for the information and guidance of all concerned.
2. In line with the Department's Five-Point Agenda and its commitment to improving foundational literacy and numeracy, all schools are hereby directed to strengthen support mechanisms for Key Stage 1 (KS1) teachers through needs-based professional development interventions, instructional supervision, and collaborative learning opportunities.
3. In particular, all School Heads, are instructed to:
 - a. Conduct a needs assessment of Kindergarten to Grade 3 teachers using available performance management and evaluation tools, including the Self-Assessment Tool (SAT) and Individual Development Plan (IDP), to identify learning and development needs and contextual priorities;
 - b. Provide appropriate interventions and technical assistance, prioritizing Career Stage I Beginning Teachers and teachers whose competencies are not yet fully aligned with prescribed standards;
 - c. Strengthen instructional supervision through regular coaching, mentoring, and instructional support sessions with KS1 teachers;
 - d. Maximize existing school-based professional development mechanisms, including Learning Action Cell (LAC) sessions, In-Service Training (INSET), and other collaborative learning activities; and
 - e. Submit to the Schools Division Office, through the Human Resource Development (HRD) Section, a report on the identified support needs of KS1 teachers **on or before July 15, 2026**, including but not limited to:
 - i. KS1 teachers profile (including specialization, relevant trainings, competencies, and teaching experience). For easy data capture, all KS1 teachers are directed to answer this link:
<https://tinyurl.com/2026KS1Profile-Teachers>



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- ii. Additional teachers with relevant specialization or qualifications; and
 - iii. Professional development support

4. The Curriculum Implementation Division (CID), School Governance and Operations Division (SGOD) shall collaborate in localizing and operationalizing professional development programs for KS1 teachers, ensuring alignment with NEAP policies and identified competency needs.

5. Public Schools District Supervisors (PSDSs) and Education Program Supervisors (EPSs) are likewise directed to provide technical assistance, monitor implementation, and support schools in addressing identified gaps and emerging needs of Key Stage 1 teachers.

6. Immediate dissemination of, and strict compliance with this Memorandum are desired.


VIOLETA M. GONZALES CESO VI
Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects

TEACHERS	POLICIES	SCHOOL	PROGRAM	ASSESSMENT
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IMR/Memo Provision of Support to Ky Stage 1 Teachers
309 July 8, 2026



Republika ng Pilipinas

Department of Education

OFFICE OF THE UNDERSECRETARY

HUMAN RESOURCE AND ORGANIZATIONAL DEVELOPMENT AND INFRASTRUCTURE

MEMORANDUM DM-OUHRODI-2026-2055

FOR : **REGIONAL DIRECTORS**
SCHOOLS DIVISION SUPERINTENDENTS
SCHOOL HEADS
ALL OTHERS CONCERNED

FROM : **Atty. FATIMA LIPP D. PANONTONGAN**
Undersecretary and Chief of Staff
Office of the Secretary



DR. CARMELA C. ORACION
Undersecretary for Learning Systems

WILFREDO E. CABRAL
*Undersecretary for Human Resource and
Organizational Development and Infrastructure*

SUBJECT : **ADDITIONAL GUIDANCE ON THE PROVISION OF SUPPORT TO
KEY STAGE 1 TEACHERS (KINDERGARTEN TO GRADE 3)**

DATE : June 10, 2026

The Department of Education (DepEd), under its Five-Point Agenda, reaffirms its commitment to ensuring the well-being of learners and the delivery of quality basic education. In line with this commitment, there is a recognized need to strengthen interventions in Key Stage 1 (Kindergarten to Grade 3) to address learning gaps, particularly in foundational areas such as literacy and numeracy, and to improve learner outcomes as learners progress through subsequent grade levels.

Recognizing that teachers play a critical role in the development of foundational literacy and numeracy skills, the Department likewise seeks to ensure that teachers assigned to Key Stage 1 (KS1) are provided with the necessary instructional, professional, and developmental support to effectively respond to the learning needs of early-grade learners.

Accordingly, this Memorandum provides guidance on the **support mechanisms** that shall be implemented by School Heads and concerned field offices to strengthen support for KS1 teachers and improve the delivery of early-grade instruction.

A. School Heads

1. Needs Assessment

- i. Based on eSF7/teachers' programs, identify the profile of teachers assigned to KS1, including their specialization, relevant training, competencies, and teaching experience, to serve as basis for the provision of appropriate support interventions;
- ii. Determine and provide appropriate support interventions for teachers assigned to KS1 to strengthen instructional delivery, giving priority to the following teachers:
 - a. Career Stage I (Beginning Teachers); and
 - b. Teachers whose qualifications do not fully align with the prescribed requirements.

School Heads and Master Teachers may utilize existing performance management and evaluation tools, including the Self-Assessment Tool (SAT) and the Individual Development Plan (IDP), to identify teachers' learning and development needs. Other needs assessment activities and tools may likewise be utilized, as necessary, to address emerging priorities and contextual requirements.

2. Instructional Supervision and Support

School Heads and Master Teachers shall provide structured mentoring, coaching, and instructional supervision to KS1 teachers in accordance with their Instructional Supervisory Plan.

3. Collaborative Professional Learning

Schools shall maximize existing school-based professional development (PD) mechanisms, including Learning Action Cell (LAC) sessions, In-Service Training (INSET), and other collaborative learning activities, to strengthen support for KS1 teachers.

4. Provide report to SDOs on the needed support to strengthen KS1

Submit to the Schools Division Office (SDO) the identified support to strengthen KS1 instruction, including but not limited to:

- i. Additional teachers with relevant specialization or qualifications; and
- ii. Professional development support

B. Schools Division Offices

1. Curriculum Implementation Division (CID)

Establish monitoring mechanisms to ensure that support is provided to KS1 teachers.

2. School Governance and Operations Division (SGOD)

- i. Localize and operationalize KS1-focused PD programs in alignment with NEAP and regional guidance.
- ii. Ensure that division-level training plans reflect identified KS1 competency needs, particularly in early literacy and numeracy.
- iii. Monitor participation, completion, and outcomes of KS1 PD interventions and provide necessary technical support to schools.

C. Regional Offices

- i. Contextualize and coordinate the implementation of NEAP-led PD programs for KS1 teachers within the region.
- ii. Provide technical assistance to SDOs in planning, monitoring, and evaluating KS1-focused interventions.
- iii. Consolidate reports submitted by the SDOs and report regional data on the implementation of KS1 support interventions to the Central Office to inform policy decisions and support continuous improvement.

Should there be further concerns/questions, please coordinate with the BHROD-SED via email at bhrod.scd@deped.gov.ph or through landline number: (02) 8633-5397.

For your appropriate action.