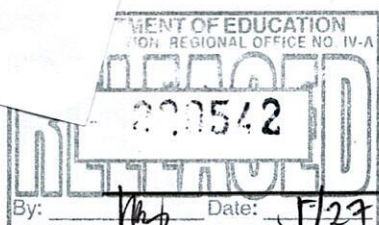




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



Regional Memorandum

12 May 2022

**FINALIZATION AND ADMINISTRATION OF YEAR-END
ASSESSMENT THROUGH E-LAMP**

To **Schools Division Superintendents**

1. The Department of Education (DepEd) Region IV-A CALABARZON, through the Curriculum and Learning Management Division (CLMD), shall hold the **Finalization and Administration of Year-End Assessment through E-Learning Assurance for Monitoring and Progress.**

Activity	Dates	Venue
Phase 1 - Finalization of Year-End Assessment Materials (e-LAMP)	June 6 – 10, 2022	To be announced though a separate memorandum
Phase 2 - Administration of Year-End Assessment	June 28-30, 2022	To be identified Schools/Testing Centers

2. The aims of this activity are (a) to finalize the test materials for the year-end assessment in an electronic format and (b) to administer the assessment among select learners in the 22 schools division offices.
3. The first meal to be served is AM Snacks, while PM Snacks on the last day in both phases of the activity.
4. Every School Division Office (SDO) shall identify the schools that will serve as testing command center. Please see Enclosure 1 **"Profile of Testing Command Center"** which shall be submitted until **June 7, 2022** to eugeneray.santos@deped.gov.ph with Subject Line **"SDO_LAMP Testing Command Center"**
 - a. one (1) Elementary School
 - b. one (1) Junior High School
 - c. one (1) Senior High School
5. Participating learners shall be under blended modality. Participation in this activity is purely **voluntary**. Every participant shall secure **"Learner's Parental Consent"** in Enclosure 2.
6. Division Testing Coordinators shall submit Enclosure 3 **"Master List of Participating Learners"** on until **June 10, 2022** to eugeneray.santos@deped.gov.ph with Subject Line **"SDO_LAMP Test Takers"**
7. In preparation for the conduct of the test, Division Testing Coordinators shall **convene virtually** on **June 14, 2022 at 9:00AM-12:00NN** for the procedures



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
Email Address: region4a@deped.gov.ph
Website: depedcalabarzon.ph

and guidelines on the administration of the assessment. Meeting link will be sent to the email address of the SDO one day before the meeting.

8. Please see the following enclosures relative to the conduct of this activity.
 - a. Enclosure 4 - *Regional Technical Working Group*
 - b. Enclosure 5 - *Terms of Reference*
 - c. Enclosure 6 - *Participants in the Finalization of Year-End Assessment Materials (e-LAMP)*
 - d. Enclosure 7 - *Workshop Matrix for the Finalization of Year-End Assessment Materials (e-LAMP)*
9. Expenses relative to the conduct of this activity shall be charged against Regional Fund, meanwhile, travel expenses of participants in the finalization workshop shall be charged against Division MOOE/local fund subject to usual accounting and auditing rules and regulations.
10. For questions and clarifications, you may contact **EUGENE RAY F. SANTOS** and **MARVELINO M. NIEM**, Education Program Supervisors in-charge of ey Results Area 4 - Management of Contextualized Assessment and **JOB S. ZAPE, JR.**, CLMD Chief Education Supervisor at (02) 647-7487 loc. 420.
11. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director 

clmd/erfs

Enclosure 1 - Profile of Testing Command Center

Department of Education
Region IV-A CALABARZON

**Administration of Year-End Assessment through E-Learning Assurance for
 Monitoring and Progress**
Profile of Testing Command Center

Schools Division Office: _____ District: _____

School : _____ School ID: _____

Address: _____

School Head: _____

Contact Number : _____ DepEd Email: _____

Specific Requirements:

- a. Number of Complete Functional Computer sets: _____
☐ Sufficient ☐ Not Sufficient
- b. Internet Connection Speed: _____
☐ Capable ☐ Not Capable
- c. Accessories: ☐ Web-Camera ☐ Headset
- d. Is the school a recipient of DepEd Computerization Program? ☐ YES ☐ NO
- e. Is the school serving as a COVID-19 patient quarantine facility? ☐ YES ☐ NO
- f. What is the COVID-19 Alert-Level System in the community where the school is located? _____

Prepared by:

Validated:

School Head_____
Chief, School Governance and Operations Division

Noted

Schools Division Superintendent

Enclosure 2 - Learner's Parental Consent

Department of Education
Region IV-A CALABARZON

**Administration of Year-End Assessment through E-Learning Assurance for
Monitoring and Progress**
Learner's Parental Consent

Date: _____

I/We hereby willingly and voluntarily give consent to the participation of my/our son/daughter _____ in the **Administration of Year-End Assessment through E-Learning Assurance for Monitoring and Progress** of the Curriculum and Learning Management Division (CLMD).

I/We have considered the benefits that my son or daughter will derive from his/her participation in this activity provided that due care, diligence, and necessary precautions will be observed to ensure his/her health and safety.

Further, I/we authorize the personnel of the CLMD of the Department of Education-Region 4A- CALABARZON to collect, process, retain, and dispose personal information of the above-mentioned learner/talent in accordance with the Data Privacy Act of 2012.

In case of emergency, I will be able to reach the adviser through his/her mobile number _____. Likewise, the adviser may reach me thru this number _____.

Signature of Father/Guardian Over Printed Name_____
Signature of Mother/Guardian Over Printed Name

Verified:

Adviser
(Signature Over Printed Name)_____
School Head
(Signature Over Printed Name)

Remarks:

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Note:

Submit the necessary documents (i.e., Affidavit/Sworn Statement of Actual Care and Custody) duly verified by the adviser and school head, in cases signature of parents are unavailable.

Enclosure 3 - Master List of Participating Learners

Department of Education
Region IV-A CALABARZON

Administration of Year-End Assessment through E-Learning Assurance for Monitoring and Progress
Master List of Participating Learners

☐ Elementary – Grade 6 ☐ Secondary – Grade 10 ☐ Secondary – Grade 12

School: _____ School Head: _____

Address: _____ Contact Number: _____

Grade Level: _____ Class Adviser: _____ Contact Number: _____

Learners' Name (Last Name, First Name, M.I.)	LRN	Contact Number	e-mail address	Parent's Name	Contact Number
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					

Prepared by: _____

Validated and Verified: _____

Approved and Noted _____

School Head _____

Chief, Curriculum and Implementation Division _____

Schools Division Superintendent _____

Enclosure 4 - Regional Technical Working Group

Consultants: **Francis Cesar B. Bringas**, Regional Director
Cherrylou D. Repia, OIC-Assistant Regional Director

Overall Chairperson: **Job S. Zape Jr.**, CLMD Chief Education Supervisor
Vice Chairpersons:

Eugene Ray F. Santos, Education Program Supervisor
Marvelino M. Niem, Education Program Supervisor

Members:

Virgilio O. Guevarra, Jr., Education Program Supervisor
Elaine T. Balaogan, Education Program Supervisor
Emelia P. Crescini, Education Program Supervisor
Dianne Catherine Teves-Antinio, Education Program Supervisor
Danilo H. Ilagan, Education Program Supervisor
Philips T. Monterola, Regional Coordinator
Gelsie M. Garrido, Regional Coordinator
Eldine Pallermo, Administrative Assistant 1

Secretariat:

Fe M. Ong-ongowan, Librarian
Lhovie A. Caulan, Teaching Aids Specialist

Prepared:

EUGENE RAY F. SANTOS
Education Program Supervisor

MARVELINO M. NIEM
Education Program Supervisor

Noted:

JOB S. ZAPE, JR.
Chief Education Program Supervisor

Enclosure 5 - Terms of Reference

a. The Technical Working Group and The Facilitators

- craft the proposal, memorandum, and RBA (for the focal person)
- coordinate with the workshop venue management and prepare the contract for the event, if and only if necessary
- attend and conduct meetings with the facilitator
- manage and supervise the preparation, implementation and evaluation of the activity
- join the team in the conduct of debriefing sessions

b. The Secretariat

- prepare the completion report
- request preparation of contract (if and only if necessary) and supplies
- prepare the virtual room listing
- coordinate with the focal persons (SDOs and schools) regarding the materials needed for the activity and the documents that needed to be accomplished daily;
- prepare the documents needed for liquidation;
- prepare and print certificates of recognition, participation, and appearance
- submit the needed requirements to respective functional divisions after the conduct of the activity.

c. The Chief and Education Program Supervisors

- prepare and submit the intended enclosures
- ensure accuracy of details and information of documents
- coordinate, orient and brief concerned schools and personnel of the participants, the learners, and their parents about the details of the activity
- secure that participants will be provided with the assistance they will need, especially in terms of gadgets and equipment to be used in the activity
- attend coordination/consultative meeting related to the activity
- disseminate accurate and up to date information about the conference
- report to the RTWG any concern that may arise before, during and after the conduct of the activity

d. The Division Testing Coordinators

- Lead the preparation of the SDO in the conduct of the activity
- Coordinate with participating schools
- Attend coordination meetings with punctuality
- Keep the necessary documents in-tact and available
- Submit necessary documents as may be needed in the conduct of the activity
- Disseminate information and orient the school heads and class advisers on the matter that relate to the activity
- Distribute the access link to participating learners
- Facilitate the activity before, during and after its conduct

e. The Division ICT Coordinators

- Lead the technical preparation of the ICT-related requirements/activities of the SDO and schools for the activity division and schools for the conduct of the activity
- Attend coordination/consultative meetings with punctuality

- Inspect equipment and devices in the Pilot Testing Center to ensure functionality
- Submit necessary documents as may be needed in the conduct of the activity
- Coordinate with the Division Testing Coordinator and CID/SGOD Chiefs on the matter that relate to the activity
- Assist the Regional Personnel before, during and after the implementation of the activity
- In-charge of access and link management

f. The School Heads and The Class Advisers

- Lead the school/class in the preparation for the conduct of the activity.
- prepare the facilities and equipment as specified in this issuance (for the School Heads of Command Testing Center)
- provide support to the participating learners
- communicate and explain accurate and up to date information about the conference to the learner and parents/guardians
- provide the learners with documentary requirements (ID, Enrolment Certificate, Parents' Consent)
- relay accurate and up to date information about the activity
- assist learners in the entire participation in the activity
- assist learners in the conduct of the activity (for the Class Advisers)
- Assist the Regional/Division Personnel in any matter concerning the learners' participation before, during and after the implementation of the activity.

g. The Participants (in the finalization workshop)

- Observe punctuality and efficiency at all times.
- Follow house rules and regulations of the venue.
- Attend and participate actively in all engagements and activities
- Secure and Submit vaccination card, health declaration forms and other documents necessary.
- Report any significant event related to the activity.
- Submit all the target outputs on time.

h. The Learners

- prepare necessary documents/requirement
- attend the activities with punctuality
- keep the important documents in tact
- follow the rules and regulations of the pilot testing religiously
- accomplish the tasks with honesty

Enclosure 6 – Participants in the Finalization of Year-End Assessment Materials (e-LAMP)

Roles/Functions	SDO	Name	School
Test Material Developer	Calamba City	Christopher B. Padilla	E. Barretto National High School
		Naiza A. Cadapan	Kapayapaan Integrated School
	Dasmariñas City	Arlene R. Calica	Francisco E. Barzaga Integrated High School
		Geraldine Capillas	Paliparan II Integrated High School
	General Trias City	Rosalie P. Lujero	Luis Y Ferrer Jr SHS
		Jan Marielle T. Iruguin	
	Tayabas City	Myra Flores	Buenaventura Alandy National High School
		Geraldine Constantino	Luis Palad Integrated School
	Antipolo City	Mark Anthony F. Jamisal	Antipolo City Senior High School
		Jeffmark Penaredondo	
	San Pedro City	Sherwin P. Medrano	San Pedro Relocation Center NHS, Main
		Demterio A. Macalalad	Sampaguita Village National High School
Filipino Material Proofreader (Grade 6)	Cavite City	Ma. Divina G. Avenir	Garita Elementary School
Filipino Material Proofreader (Grade 10)	Binan City	Rosalyn S. Cuenca	Southville 5a Integrated National High School
Filipino Material Proofreader (SHS)	General Trias City	Ruben S. Montoya	Luis Y. Ferrer Jr. Senior High School
English Material Proofreader (Grade 6)	Rizal	Jocelyn M. Mendoza	Morong National High School
English Material Proofreader (Grade 10)		Jennifer J. Corcino	
English Material Proofreader (SHS)		Anabelle E. Peralta	



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Enclosure 7 – Workshop Matrix for the Finalization of Year-End Assessment Materials (e-LAMP)

Time	Day 1 June 6, 2022	Day 2 June 7, 2022	Day 3 June 8, 2022	Day 4 June 9, 2022	Day 1 June 10, 2022
8:00-8:30	Opening Program		MOL		
8:30-9:30	Setting of Expectations and Directions	Workshop 2 Development/Conversion of Test Material into e-LAMP	Workshop 3 Audit and Trial of the developed/converted e-LAMP	Workshop 4 Setting-up and Test Run of Generation of Results	Workshop 5 Complete Test Run
9:30-10:00		Snacks			
10:00-12:00	Session 1 Enhancing the Developed LAMP for Year End Assessment through Proofreading and Editing	Cont. of Workshop 1 Cont. of Workshop 2	Cont. of Workshop 3	Cont. of Workshop 4	Adjustments and Modifications
12:00-1:00		Lunch Break			
1:00-3:00	Pre-Workshop Activities	Cont. of Workshop 1 Cont. of Workshop 2	Cont. of Workshop 3	Cont. of Workshop 4	Finalization
2:00-3:30		Snacks			
3:30-5:00	Workshop 1 Proofreading and Editing	Finalization	Finalization	Finalization	Closing Program
Facilitators	Eugene Ray F. Santos Marvelino M. Niem	Eugene Ray F. Santos Marvelino M. Niem	Eugene Ray F. Santos Marvelino M. Niem	KRA 4	KRA 4
Minute-Taker					
Output	Proofread Materials	Proofread Materials e-LAMP (Book 1)	e-LAMP (Book 2)	Sample Test Results	Finalized e-LAMP



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