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.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Dates</th>
<th>Venue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase 1 - Finalization of Year-End Assessment Materials (e-LAMP)</td>
<td>June 6 – 10, 2022</td>
<td>To be announced through a separate memorandum</td>
</tr>
<tr>
<td>Phase 2 - Administration of Year-End Assessment</td>
<td>June 28-30, 2022</td>
<td>To be identified Schools/Testing Centers</td>
</tr>
</tbody>
</table>

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”
   - one (1) Elementary School
   - one (1) Junior High School
   - 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
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
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: __________________________

School Head

Validated: __________________________

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

Remarks:

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.
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: ________________________________

<table>
<thead>
<tr>
<th>Learners’ Name</th>
<th>LRN</th>
<th>Contact Number</th>
<th>e-mail address</th>
<th>Parent’s Name</th>
<th>Contact Number</th>
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</thead>
<tbody>
<tr>
<td>(Last Name, First Name, M.I.)</td>
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<td>10.</td>
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</tbody>
</table>

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. Balaoan, Education Program Supervisor  
Emelia P. Crescini, Education Program Supervisor  
Dianne Catherine Teves-Antinio, Education Program Supervisor  
Danilo H. Ilagan, Education Program Supervisor  
Phillips T. Monterola, Regional Coordinator  
Gelisie M. Garrido, Regional Coordinator  
Eldine Pallermo, Administrative Assistant 1

**Secretariat:**  
Fe M. Ong-ongowan, Librarian  
Lhovie A. Cauilan, Teaching Aids Specialist

Prepared:

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**EUGENE RAY F. SANTOS**  
Education Program Supervisor

**MARVELINO M. NIEM**  
Education Program Supervisor

Noted:

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**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)

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Day 1</th>
<th>Day 2</th>
<th>Day 3</th>
<th>Day 4</th>
<th>Day 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00-8:30</td>
<td>Opening Program</td>
<td>MOL</td>
<td>Workshop 2</td>
<td>Workshop 3</td>
<td>Workshop 5</td>
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<tr>
<td></td>
<td>--</td>
<td>MOL</td>
<td>Development/Conversion of</td>
<td>Audit and Trial of the</td>
<td>Complete Test Run</td>
</tr>
<tr>
<td></td>
<td>--</td>
<td>MOL</td>
<td>Test Material into e-LAMP</td>
<td>developed/converted e-LAMP</td>
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<tr>
<td>8:30-9:30</td>
<td>Setting of Expectations and Directions</td>
<td>Workshop 2</td>
<td>Workshop 3</td>
<td>Setting-up and Test Run of</td>
<td>Workshop 5</td>
</tr>
<tr>
<td></td>
<td>--</td>
<td>MOL</td>
<td>--</td>
<td>Generation of Results</td>
<td>Complete Test Run</td>
</tr>
<tr>
<td>9:30-10:00</td>
<td>Session 1</td>
<td>Workshop 2</td>
<td>Workshop 3</td>
<td>Workshop 4</td>
<td>Workshop 5</td>
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<tr>
<td></td>
<td>Enhancing the Developed LAMP for Year End Assessment through Proofreading and Editing</td>
<td>Cont. of Workshop 1</td>
<td>Cont. of Workshop 3</td>
<td>Cont. of Workshop 4</td>
<td>Complete Test Run</td>
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<td></td>
<td>--</td>
<td>Cont. of Workshop 2</td>
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<td>--</td>
<td>Adjustments and Modifications</td>
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<tr>
<td>10:00-12:00</td>
<td>Lunch Break</td>
<td>Workshop 1</td>
<td>Workshop 3</td>
<td>Workshop 4</td>
<td>Workshop 5</td>
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<td>Pre-Workshop Activities</td>
<td>Workshop 1</td>
<td>Workshop 3</td>
<td>Workshop 4</td>
<td>Complete Test Run</td>
</tr>
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<td></td>
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<td>Workshop 1</td>
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<td>Adjustments and Modifications</td>
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<tr>
<td>12:00-1:00</td>
<td>Lunch Break</td>
<td>Finalization</td>
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<td>Finalization</td>
<td>Closing Program</td>
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<tr>
<td>1:00-3:00</td>
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<td>Finalization</td>
<td>Finalization</td>
<td>Finalization</td>
<td>Closing Program</td>
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<tr>
<td>2:00-3:30</td>
<td>Workshop 1</td>
<td>Finalization</td>
<td>Finalization</td>
<td>Finalization</td>
<td>Finalized e-LAMP</td>
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<tr>
<td></td>
<td>Proofreading and Editing</td>
<td>Finalization</td>
<td>Finalization</td>
<td>Finalization</td>
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<tr>
<td>3:30-5:00</td>
<td>Facilitators</td>
<td>KRA 4</td>
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<td>KRA 4</td>
<td>KRA 4</td>
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<tr>
<td>3:30-5:00</td>
<td>Minute-</td>
<td>Output</td>
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<td>Taker</td>
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<td>Finalized e-LAMP</td>
<td>Finalized e-LAMP</td>
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<td>e-LAMP (Book 1)</td>
<td>e-LAMP (Book 2)</td>
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</tbody>
</table>

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**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