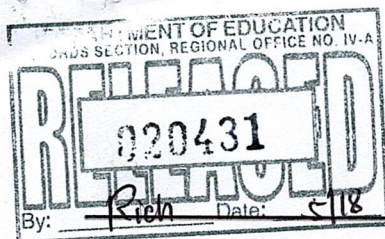




Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



28 April 2022

Regional Memorandum

**WORKSHOP ON THE DEVELOPMENT OF LEARNING
ASSURANCE FOR MONITORING AND PROGRESS
(LAMP) FOR YEAR-END ASSESSMENT -
PHASES 3 AND 4**

To **Schools Division Superintendents**

1. To continue the effort towards achieving focus on learning, ensuring quality of teaching and learning process and focus on learning outcome, DepEd CALABARZON thru the Curriculum and Learning Management Division (CLMD), shall conduct of **Workshop on the Development of Learning Assurance for Monitoring and Progress (LAMP) for Year-End Assessment - Phases 3 & 4** on **June 14 - 17, 2022** (Face-to-Face) and **June 21 - 24, 2022** (via online platform).
2. The workshop aims to quality assure and finalize the developed Learning Assurance for Monitoring and Progress (LAMP) for Year-End Assessment in core learning areas for Grade 6, Grade 10, and Grade 12 .
3. Participants in this activity are select Education Program Supervisors, School Heads, and Master Teachers. The official list will be announced through a separate memorandum.
4. Enclosure 1 presents the Terms of Reference for this activity. Meanwhile, please see Enclosure 2 for the Training Matrix and the Technical Working Group in Enclosure 3.
5. For questions and clarifications, please get in touch with **JOB S. ZAPE, JR.**, CLMD Chief, **EUGENE RAY F. SANTOS**, Education Program Supervisor and Focal Person of KRA 4 and **MARVELINO M. NIEM**, Education Program Supervisor at (02) 647-7487 loc. 420.
6. Immediate and widest dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
Regional Director

cc: clmd/mmn/ erfs



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Enclosure 1

Terms of Reference

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

The Training Management Chairperson and Vice-Chairpersons shall:

- Craft the proposal, memorandum and RBA;
- Coordinate with the training venue management and prepare the contract for the event;
- Coordinate with the Supplies Officer for the supplies needed;
- Conduct meetings with the facilitators;
- Lead the review and evaluation of the presentation to be used for the activity;
- Oversee the conduct of the activity; and
- Lead the team in the conduct of debriefing sessions.

The Members of the TWG shall:

- Prepare the completion report;
- Prepare the contract and supplies;
- Prepare the rooming list;
- Coordinate with the moderator regarding the materials needed for the workshop and the documents that need to be accomplished daily;
- Prepare the documents needed for liquidation;
- Prepare and print certificates of recognition, participation and appearance; and
- Submit the needed requirements to respective functional divisions after the conduct of the activity.

The Facilitators shall:

- Lead the MOL;
- Introduce the guests;
- Lead the FGD;
- Provide instructions and inputs during the workshop;
- Prepare materials needed for the workshop;
- Facilitate the collection and presentation of outputs;
- Give the synthesis;
- Check the attendance;
- Ensure maximum participation of the participants; and
- Address all concerns for the day like health, food restrictions, accommodation and others.

The Minute Taker and Data Gatherer shall:

- Document agreements, issues and concerns and important activities that happened during the workshop.

The Regional and Division Education Program Supervisors shall:

- Participate actively during the workshop;



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- Submit all the target outputs on time.

The Participants

- 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.



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Enclosure 2

**WORKSHOP ON THE DEVELOPMENT OF LEARNING ASSURANCE FOR MONITORING AND PROGRESS (LAMP)
FOR YEAR-END ASSESSMENT (Phase 3 and 4)**

Time	Day 1 June 14, 2022	Day 2 June 15, 2022	Day 3 June 16, 2022	Day 4 June 17, 2022
8:00-8:30	Opening Program	MOL (Batangas Cluster)	MOL (Laguna Cluster)	MOL (Cavite Cluster)
8:30-9:30	Setting of Expectations and Directions	Workshop 2 Proofreading and Editing of Quarter 3 and Quarter 4	Workshop 3 Writing and Validating the Answer Key for Quarter 1 and 2	Output Audit
9:30-10:00	Snacks			
10:00-12:00	Session 1 Enhancing the Developed LAMP for Year End Assessment through Proofreading and Editing	Presentation of Output and Giving Feedback for Session 1	Workshop 4 Writing and Validating the Answer Key for Quarter 3 and 4	Debriefing of Participants
12:00-1:00	LUNCH BREAK			
1:00-3:00	Pre-Workshop Activities	Finalization of Output for Session 1	Presentation of Output and Giving of Feedback for Session 2	Closing Program
2:00-3:30	Snacks			
3:30-5:00	Workshop 1 Proofreading and Editing of Quarter 1 and Quarter 2	Session 2 Preparing and Validating Answer Key for LAMP	Presentation of Output and Giving of Feedback for Session 2	Exit Conference
Facilitators	Eugene Ray F. Santos	Marvelino M. Niem	Virgilio O. Guevarra, Jr.	KRA 4
Minute-Taker	Dianne Kate A. Teves	Philips T. Monterola	Emelia P. Crescini	
Output	Proof read LAMP for Q1 and Q2	Proof read LAMP for Q3 and Q4	Valid Answer key for Q1 to Q4	Year End LAMP



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