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

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

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# Request Form for the Change in the Calendar of Activities

<table>
<thead>
<tr>
<th>To be filled out by the requestor</th>
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</thead>
<tbody>
<tr>
<td><strong>Functional Division/Section/Unit:</strong></td>
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<tr>
<td><strong>Date of Request:</strong></td>
</tr>
<tr>
<td><strong>Type of Request:</strong></td>
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<tr>
<td>☐ Major Title Revision</td>
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</tbody>
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## For Change of Date

| **Title of the Activity:** | Workshop on the Development of Learning Assurance for the Monitoring and Progress (LAMP) for the Year-End Assessment Phase 3 and 4 |
| **Original Date based on Calendar:** | Phase 3 (F2F) - March 22 - 25, 2022  
Phase 4 (Virtual/Online) - March 29 - April 1, 2022 |
| **New Schedule:** | Phase 3 (F2F) - June 14 - 17, 2022  
Phase 4 (Virtual/Online) - June 21-24, 2022 |
| **Target Participants:** | 12 CLMD Personnel and 60 Assessment Writers |
| **Brief explanation why the activity needs to be rescheduled:** | The movement of the date is caused by Health Break as per RM Nos. 32 and 63, s 2022 and its further interruptions on scheduled PPA’s |

## For Change of Title/Major Title Revision

| **Original Title of the Activity:** |
| **New Title of the Activity:** |
| **Reason/s** |

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**Note:** Proposed date/s and target participants are not in conflict with the existing activities based on the FY 2022 Calendar of Activities

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**Validated by:**

EUGENE RAY F. SANTOS  
Local Person  
Thursday, April 28, 2022

**Certified Correct:**

JOSE S. ZAFA, JR.  
CHIEF CLMD  
Thursday, April 28, 2022