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

DEPARTMENT OF EDUCATION
RECORDS SECTION, REGIONAL OFFICE NO. IV-A
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8 March 2023

Regional Memorandum
No. 110, s.2023

WORKSHOP ON FINALIZATION OF REGIONAL CONTEXTUALIZED ASSESSMENT TOOL FOR KS 1 THROUGH LAMP

To **Schools Division Superintendents**

1. As a complementary response for quality basic education considering the RAPID learning recovery framework, specifically on A or Assess learning levels regularly," the Department of Education (DepEd) CALABARZON through the Curriculum and Learning Management Division (CLMD) will hold the **Workshop on Finalization of Regional Contextualized Assessment Tool for KS 1 through LAMP** on **May 26-28, 2023** at a venue that will be announced through an advisory.
2. The ultimate goal of this activity is to design and develop contextualized assessment tools for learners in Key Stage 1 (Kindergarten to Grade 3) in core learning areas. Specifically, it aims to:
    a. Gain understanding on the core and core content of curriculum in Key Stage 1, its coverage and terminal goals;
    b. Identify the most appropriate contextualized assessment design and framework for Key Stage 1; and
    c. Develop assessment tools/items for the target learners.
3. The following enclosures present significant and specific information in the course of the conduct of the activity.
    a. Enclosure 1 – *Timeline of Activities and Indicative Program of Activities*
    b. Enclosure 2 – *List of Participants*
    c. Enclosure 3 – *Technical Working Group*
    d. Enclosure 4 – *Terms of Reference*
4. The said activity will start on Thursday and shall end on Sunday. Thus, avoids disruption of classes in adherence to the provisions of DepEd Order No. 34, s. 2022, titled School Calendar of Activities for School Year 2022-2023, DepEd DO 9, s. 2005 titled Instituting Measures to Increase Engaged Time-On-Tasks and Ensuring Compliance Therewith, and DepEd OASGFO Memorandum No. 2022-058 with the subject Request for the Participation of Learners and Teachers in Extra-Curricular Activities.

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5. In addition, recognizing the efforts of the teachers, they are eligible to avail of service credits commensurate to the number of hours/ days of the training as scheduled, pursuant to DepEd Order No. 5, s. 2003 titled Updated Guidelines on Grant of Vacation Service Credits to Teachers.

6. Food and accommodation of the participants shall be charged against Regional Fund. In addition, traveling and other incidental expenses of SDO participants shall be charged to Division MOOE/School Local Funds. Meanwhile, expenses of the regional personnel relative to the conduct of this activity shall be charged against regional fund. The same are subject to the usual government accounting and auditing rules and regulations.

7. First meal to be served is breakfast on May 26, 2023 while PM snacks will be served on May 2e9, 2023. Participants, upon completion of the workshops shall receive *Certificate of Participation*. Subsequently, *Certificate of Recognition* shall be issued upon submission of complete workshop templates and forms, final outputs, and activity evaluation form.

8. For questions and clarifications, you may contact **EUGENE RAY F. SANTOS,** Education Program Supervisor in-charge of Key Results Area (KRA) 4 – Management of Contextualized Assessment at (02) 647-7487 loc. 420.

9. Immediate dissemination of this Memorandum is desired.

ATTY. ALBERTO T. ESCOBARTE, CESO II
Regional Director

Cc: 02/07

a. Enclosure 1 – *Timeline of Activities and Indicative Program of Activities*

Date	Activities	Modality	Venue/Platform
April 12-14,2023	Orientation Proper	Virtual	Via Zoom

April 12, 2023		
Time	***Activities***	***Resource Person/Facilitator***
7:30-8:30	Registration	**EMELIA P. CRESCINI** *Education Program Supervisor*
8:30-9:00	Opening Program	CLMD Staff
9:00-9:30	**Health Break**	
9:30-9:45	**Assembly**	
9:45-11:45	**Plenary Session 1** **Topic: A Walk-through in the Expanded Curriculum Core and Core Content for K to 3**	**BRO. RICKY MOTRIL AGUIRRE** *In-House Academic and Curriculum Consultant* *Administrative, Research and Development Center* *Sisters of Mary Schools-Philippines*
11:45-12:00	Reminders	**EUGENE RAY F. SANTOS** *Education Program Supervisor*
12:00-1:00	**Lunch Break**	
1:00-1:15	Assembly and Management of Learning	Cavite Cluster
1:15-3:15	**Plenary Session 2** **Topic: Optimizing Learning Outcomes in K to 3: Reframing Assessment Tools Innovations on Reading and Numeracy**	**BRO. RICKY MOTRIL AGUIRRE** *In-House Academic and Curriculum Consultant* *Administrative, Research and Development Center* *Sisters of Mary Schools-Philippines*
3:15-3:45	**Healthy Break**	
3:45-5:00	**Focus Group Discussion**	
April 13, 2023		
8:00-8:15	Registration	**ELIANE T. BALAOGAN** *Education Program Supervisor*
8:15-9:30	Management of Learning	Laguna Cluster
9:30-11:30	**Plenary Session 3** **Topic: Reinventing Assessment for K to 3: Trends on the Design and Development of Assessment Framework for Early Childhood Education in the Post Pandemic Era** *Working Break*	**DR. MARILYN U. BALAGTAS** *Philippine Normal University Manila*
11:30-12:00	Reminders	**MARVELIO M. NIEM** *Education Program Supervisor*
12:00-1:00	**Lunch Break**	
1:00-1:15	Assembly and Management of Learning (Quezon Cluster)	Batangas Cluster
1:15-3:15	**Plenary Session 4** **Topic: Learning Assurance for Monitoring and Progress (LAMP)- (STAR)**	**DR. VIERNALYN M. NAMA** *Chief Education Supervisor* *CLMD*
3:15-3:45	Healthy Break	
3:45-5:00	**Focus Group Discussion**	
April 14, 2023		
8:00-8:15	Registration	**DIANNE CATHERINE T. ANTONIO** *Education Program Supervisor*
8:15-9:30	Management of Learning	Rizal Cluster
9:30-11:30	**Presentation of Workshop Templates** *Working Break*	**EUGENE RAY F. SANTOS** *Education Program Supervisor*
11:30-12:00	Reminders	**VIRGILIO O. GUEVARRA, JR.** *Education Program Supervisor*
12:00-1:00	**Lunch Break**	
1:00-1:15	Assembly and Management of Learning (Batangas Cluster)	Quezon Cluster
1:15-3:15	**Breakout Sessions**	
3:15-3:45	Healthy Break	
3:45-5:00	**Focus Group Discussion**	

April 17 to May, 19, 2023	Development of Tools and Test Items (Prework)	Virtual-Asynchronous	Via Official Group Chat
May 26-28, 2023	Finalization Workshop	Face-to-Face	To Be Announced

May 26, 2023 (Friday)		
Time	***Activities***	***Resource Person/Facilitator***
7:30-8:30	Registration	**LHOVIE C. DAMIAN** *Teaching Aid Specialist*
8:30-9:00	Introduction of Quality Assurance Procedures	**DIANNE CATHERINE T. ANTONIO** *Education Program Supervisor*
9:00-9:30	**Workshop Proper** Quality Assurance (Quarter 1)	**EUGENE RAY F. SANTOS** *Education Program Supervisor*
9:30-9:45		
9:45-11:45		
11:45-12:00	**Reminders**	
12:00-1:00	**Lunch Break**	
1:00-1:15	**Workshop Proper** Quality Assurance (Quarter 2)	**MARVELIN M. NIEM** *Education Program Supervisor*
1:15-3:15		
3:15-3:45	**Healthy Break**	
3:45-5:00	Presentation of Outputs and Giving of Feedback	**VIERNALYN M. NAMA** *Education Program Supervisor*
May 27, 2023 (Saturday)		
8:00-8:15	Registration	**ELAINE T. BALAOGAN** *Education Progam Supervisor*
8:15-9:30	Management of Learning	Rizal and Quezon Cluster
9:30-11:30	**Workshop Proper** Quality Assurance (Quarter 3)	**VIRGILIO O. GUEVARRA, JR.** *Education Program Supervisor*
11:30-12:00	**Reminders**	
12:00-1:00	**Lunch Break**	
1:00-1:15	Assembly and Management of Learning (Quezon Cluster)	Batangas Cluster
1:15-3:15	**Workshop Proper** Quality Assurance (Quarter 4)	**DIANNE CATHERINE T. ANTONIO** *Education Program Supervisor*
3:15-3:45	**Healthy Break**	
3:45-5:00	Presentation of Outputs and Giving of Feedback	**VIERNALYN M. NAMA** *Education Program Supervisor*
May 28, 2023 (Sunday)		
8:00-8:15	Registration	**REDGYNN A. BERNALES** *Administrative Assistant II*
8:15-9:30	Management of Learning	Cavite Cluster
9:30-11:30	**Workshop Proper** Finalization and Exit Documents *(Working Break)*	**EMELIA P. CRESCINI** *Education Program Supervisor*
11:30-12:00	**Reminders**	
12:00-1:00	**Lunch Break**	
1:00-:2:30	**Exit Conference**	Laguna Cluster
2:30-4:00	**Closing program**	Batangas Cluster
4:00-5:00	**Home Sweet Home**	

b. Enclosure 2 – *List of Participants*

No.	SDO	Name	Position	Learning Area	Function
1	Rizal	Ma. Cristina A. Cruz	Teacher II	English	Item Writer - Grade 1
2	Santa Rosa City	Edgar P. Brizuela	Master Teacher I		Item Writer - Grade 2
3	Rizal	Jennifer J. Corcino	Teacher II		Item Writer - Grade 3
4	Antipolo City	Rowell C. Serrano	Teacher III	Mathematics	Item Writer - Grade 1
5	Antipolo City	Jason L. Soriano	Teacher III		Item Writer - Grade 1
6	Rizal	Maricel C. Andrade	Master Teacher I		Item Writer - Grade 2
7	Santa Rosa City	Joralie J. Mendoza	Master Teacher II		Item Writer - Grade 2
8	Rizal	Frederick SJ. Roxas	Teacher II		Item Writer - Grade 3
9	Lucena City	Rey Mark R. Queano	PSDS		Item Writer - Grade 3
10	Sto. Tomas City	Jonathan V. Mayo	Teacher III	Science	Item Writer - Grade 3 - Quarter 1
11	Rizal	Venice SJ. Delos Santos	Master Teacher II		Item Writer - Grade 3 - Quarter 2
12	Rizal	Jerome F. Delos Santos	Teacher III		Item Writer - Grade 3 - Quarter 2
13	Santa Rosa City	Mike Angelo B. Estopace	Master Teacher I		Item Writer - Grade 3 - Quarter 3
14	Rizal	Caselyn T. Roxas	Master Teacher I		Item Writer - Grade 3 - Quarter 3
15	Cavite Province	Irene G. Dela Cruz	Principal III		Item Writer - Grade 3 - Quarter 4
16	Sto. Tomas City	Jordan M. Cardillo	Teacher III		Item Writer - Grade 3 - Quarter 4
17	Rizal	Jefferson M. Geronimo	Teacher II	Social Science	Item Writer - Grade 1
18	Rizal	Ray Ann Q. San Juan	Teacher I		Item Writer - Grade 2
19	Batangas City	Ricky M. Realingo	MASTER TEACHER II		Item Writer - Grade 3
20	Santa Rosa City	Philips T. Monterola	Assistant Principal II	EsP	Item Writer - Grade 1
21	Santa Rosa City	Ma. Prescila L. Diasanta	Master Teacher I		Item Writer - Grade 2
22	General Trias City	Rizal M. Vidallo	Education Program Supervisor		Item Writer - Grade 3
23	Cavite Province	Nerlito M. Del Mundo	Master Teacher II	Filipino	Item Writer - Grade 1
24	Dasmarinas City	Maria Reyell S. Zacal	Master Teacher I		Item Writer - Grade 2

25	Santa Rosa City	Jeannie O. Del Rosario	Master Teacher I		Item Writer - Grade 3
26	Lipa City	Myleen L. Lalamunan	Master Teacher II	ELLN	Kindergarten
27	Quezon	Juliana Honeylet L. Amper	Master Teacher I		
28	Lucena City	Merlyn P. Almeda	Master Teacher I		
29	Rizal	Roderick B. Blando	Master Teacher I	Grade 1	Lay-out Artist and Page Designer
30	Rizal	Anthony C. Manota	Master Teacher I	Grade 2	Lay-out Artist and Page Designer
31	Cavite Province	Lowiesito O. Erni	Master Teacher I	Grade 3	Lay-out Artist and Page Designer
32	General Trias City	Rosalie P. Lujero	Principal I	Kindergarten to G3	Electronic and Digital Designer and Developer
33	Cavite Province	Irene R. Sarmiento	Master Teacher I	ELLN	Lay-out Artist and Page Designer
34	Quezon	Bernadette A. Condes	Master Teacher II	Language Expert - Filipino	
35	Quezon	Reicon C. Condes	Master Teacher II	Language Expert - Science	
36	Santa Rosa City	Ellen C.Dollente	Master Teacher I	Language Expert - Mathematics	
37	Rizal	Anabelle E. Peralta	Master Teacher I	Language Expert - Araling Panlipunan	
38	Cavite Province	Wilbert A. Soriano	ASP II	Content and Language Expert - English	
39	Cavite Province	Edlyn B. Matreo	Master Teacher II	Content Expert - Science	
40	Cavite Province	Jennifer M. Rojo	Principal II	Content Expert - Science	
41	Santa Rosa City	Cherrilyn T. Nabor	Education Program Supervisor	Quality Assurance - Kindergarten - Literacy	
42	Lucena City	Rowela M. Caperina	Education Program Supervisor	Quality Assurance - Kindergarten - Literacy	
43	Quezon	Maria Dylin S. Garcia	Education Program Supervisor	Quality Assurance - Kindergarten - Numeracy	
44	Cavite Province	Anna Marie S. Aranzanzo	Education Program Supervisor	Quality Assurance - Kindergarten - Numeracy	
45	Calamba City	Enelyn T. Badillo	Education Program Supervisor	Quality Assurance - Grade 1	
46	Batangas City	Marieta N. Perez	Education Program Supervisor	Quality Assurance - Grade 1	
47	Dasmarinas City	Emily L. Belanio	Education Program Supervisor	Quality Assurance - Grade 2	

48	Antipolo City	Merlita O. Sayago	Education Program Supervisor	Quality Assurance - Grade 2
49	Bacoor City	Michael M. Acuna	Education Program Supervisor	Quality Assurance - Grade 3
50	Lipa City	Maria Fe Bautista	Education Program Supervisor	Quality Assurance - Grade 3

c. Enclosure 3 – *Technical Working Group*

Overall Chairperson: Viernalyn M Nama., CLMD Chief Education Supervisor.
Vice Chairpersons: Eugene Ray F. Santos, Education Program Supervisor
Members/Facilitators/Minute-takers:
Marvelino M. Niem, Education Program Supervisor
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
Romyr L. Lazo, Education Program Supervisor

Secretariat:
Lhovie C. Damian, Teaching Aids Specialist
Redgynn A. Bernales, Administrative Assistant

d. Enclosure 4 – *Terms of Reference*

The CLMD shall be responsible for the entire conduct of the activity from venue to the logistics needed:

The **Focal Persons** shall:

- craft the proposal, memorandum, and RBA;
- coordinate with the workshop venue management and prepare the contract for the event;
- coordinate with the Supplies Officer for the supplied needed;
- conduct meetings with the facilitator;
- lead the review and evaluation of the presentation to be used for the activity;
- oversee the conduct of the activity;
- provide workshop templates; and
- lead the team for the conduct of debriefing sessions.

The **Regional Secretariat** shall:

- prepare the completion report;
- request preparation of contract and supplies;
- prepare the room listing;
- coordinate with the moderator regarding the materials needed for the workshop and the documents that needed 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:

- introduce the guests;
- lead the FGD;
- provide instructions and inputs during the workshop;
- facilitate the collection and presentation of outputs;
- give the synthesis;
- ensure maximum participation of the participants; and
- address all concerns of the day (i.e., health, food restrictions, accommodation, etc.)

The **Resource Persons/Consultants** shall:

- discuss and provide inputs about the topic;
- clarify gray areas in the design and development of the assessment tool for the target learners;
- suggest workshop templates;
- provide instructions and inputs during the workshops;
- ensure maximum participation of the participants;
- address all concerns about the topics; and
- Provide feedback and recommendations for enhancement of outputs of the participants.

The **Minute Takers** shall:

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

The **Item Writers** shall:

- Craft complete set of test items in the assigned learning area(s) and quarter(s)

- Revised developed test items based on feedback from the (a) language and assessment experts (b) content experts and (c) quality assurance.
- Submit final test items once approved by (a), (b), and (c).

The **Lay-out Artists and Page Designers** shall:

- Create layout and page design following the existing standards for learning materials and assessment tools.
- Check entries in the assessment tool with respect to lay-out and design mechanics and specifications.
- Create the camera-ready/ready-to-print material ensuring that entries are error-free.

The **Assessment and Language Experts** shall:

- Review the test items as to the framework and guiding principles of the LAMP.
- Review the appropriateness of language and style used in the test items.
- Ensure that test items and the material as a whole is error-free in terms of language and mechanics.

The **Content Experts** shall:

- Ensure accuracy of content, information and details in the material.
- Secure adherence to copyright laws to avoid plagiarism.

The **Quality Assurance** shall:

- Review the material in terms of alignment to curriculum.
- Ensure that test items are geared towards the competencies being measured.
- Check suitability of content to the target learners.