

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



LRMD-URM-2023-124

31 August 2023

**Unnumbered Memorandum**

**WRITESHOP ON THE FINALIZATION OF IN-SCHOOL SKILLS  
ASSESSMENT (ISA) MANUAL AND TOOLS (FORMATIVE  
ASSESSMENT TOOL)**

To: **Schools Division Superintendents**  
(Dasmariñas City, Rizal Province, Quezon Province, and Cavite Province)

1. In reference to Memorandum DM-CT-2023-219 entitled "Participation of Selected Special Program in Technical and Vocational Education (SPTVE) Implementers in the Writeshop on the Finalization of In-School Skills Assessment (ISA) Manual and Tools (Formative Assessment Tool) on September 12-15, 2023, in Cebu City, this office is sending the following official participants:

Name	Position	SDO
Joel Salazar	EPS	Dasmariñas City
Jeffrey Erni	EPS	Rizal Province
Aris Barrago	Principal	Quezon Province
Michael Andrew Gamba	Assistant Principal	Cavite Province

2. This activity aims to finalize the developed and validated SPTVE assessment manual and tools and ensures their alignment with the K to 12 curriculum and current global and industry standards.
3. Participants are expected to bring their own laptop, extension cord, SPTVE Curriculum Guide / Most Essential Learning Competencies, and Travel Authority.
4. Accommodation, traveling, and other incidental expenses shall be charged to 2023 Basic Education Curriculum Funds and Local Funds (should there be

deficiencies in the downloaded funds), subject to the usual government accounting and auditing rules and regulations.

5. For inquiries and concerns, kindly contact the BLD-SID through the email address [bld.sid@deped.gov.ph](mailto:bld.sid@deped.gov.ph)
6. For information and guidance of all concerned.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
Regional Director 

cc: 02/ROC5






Republic of the Philippines  
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MEMORANDUM  
DM-CT-2023-219

TO : REGIONAL DIRECTORS

FROM :  **GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

SUBJECT : **PARTICIPATION OF SELECTED SPECIAL PROGRAM IN TECHNICAL AND VOCATIONAL EDUCATION (SPTVE) IMPLEMENTERS IN THE WRITESHOP ON THE FINALIZATION OF IN-SCHOOL SKILLS ASSESSMENT (ISA) MANUAL AND TOOLS (FORMATIVE ASSESSMENT TOOL)**

DATE : 28 July 2023

In support of the MATATAG agenda, particularly, “Give support to teachers to teach better” and in order to adequately provide relevant and appropriate technical assistance to assist teachers and instructional leaders in equipping basic education learners with technical, vocational, and entrepreneurial knowledge and skills, the Department of Education (DepEd), through the Bureau of Learning Delivery - Student Inclusion Division (BLD-SID), will conduct the **Writershop on the Finalization of In-School Skills Assessment (ISA) Manual and Tools for Special Program in Technical and Vocational Education (SPTVE)** on September 12-15, 2023, in Cebu City, Region VII. The specific venue shall be announced through a separate advisory.

This activity aims to finalize the developed and validated SPTVE assessment manual and tools and ensure their alignment with the K to 12 curriculum and current global and industry standards.

Target participants are pre-identified DepEd experts in Skills Assessment and Training Regulation from the field offices and schools (see Annex A). They are advised to pre-register online through the link <https://tinyurl.com/ISAFinalization-RegForm> not later than August 22, 2023.

Participants are expected to bring the following:

- Laptop
- Extension Cord
- SPTVE Curriculum Guide (CG)/Most Essential Learning Competencies (MELCS)
- Travel Authority

Participants are advised to take the most economical means of transportation. They are expected to be at the venue **a day before the activity**. The first meal to be served is



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**PM snack of Day 0** while the last meal will be **lunch of Day 4** (see Annex B).

Participants will receive a Certificate of Recognition and Appearance upon completion of the whole duration of the activity and submission of required outputs.

Accommodation, traveling, and other incidental expenses shall be charged to **2023 Basic Education Curriculum (BEC) Funds** and **Local Funds** (should there be deficiencies in the downloaded funds), subject to the usual government accounting and auditing rules and regulations.

For inquiries and concerns, kindly contact the BLD-SID through the email address [bld.sid@deped.gov.ph](mailto:bld.sid@deped.gov.ph), copy furnish **Ms. Marites P. Romen**, Supervising Education Program Specialist, through the email address [marites@deped.gov.ph](mailto:marites@deped.gov.ph).

For immediate dissemination and compliance.





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**Annex A: LIST OF PARTICIPANTS**

**Writeshop on the Finalization of In-School Skills Assessment (ISA) Manual and  
Tool for Special Program in Technical and Vocational Education (SPTVE)**  
September 12-15, 2023, Cebu City

No.	Name	Region	Division	School
1	Ericsson Baptista	I	Laoag City	INCAT
2	Romeo Uganiza		Laoag City	Gabu NHS
3	Alfred B. Gonzales		Dagupan City	
4	Annabel Guillermo	II	Isabela	San Guillermo NVHS
5	Jonalyn De Ocampo		Cagayan	Abulog SOF
6	William Calabazon			
7	Joel Vasallo	III	Bulacan	
8	Joy Anne Mendoza			Guiguinto NVHS
9	Rosana Sulit			San Rafael NTS
10	Sunny Ojeda		San Jose Del Monte City	
11	Joel Salazar	IV-A (CALABARZON)	Dasmariñas City	
12	Jeffrey Erni		Rizal	
13	Aris Barrago		Quezon	
14	Michael Andrew Gamba		Cavite	Amaya School of Home Industries
15	Aurora Cagua	IV-B (MIMAROPA)	CLMD	
16	Mariano Cueto		Calapan City	
17	Marvin Mendoza			Calapan SAT
18	Hazel Pitogo		Oriental Mindoro	Aurelio Arago Memorial NHS
19	Christy Alvarez	V	CLMD	
20	Allen Tapar		Camarines Sur	JFTMHS
21	Jonathan Marollano		Albay	TAIS
22	Nerio Loquias		Iriga City	RNTVN
23	April Calimoso Velez	VI	CLMD	
24	Gorgonio Batilaran Jr.		Roxas City	
25	Salvacion Enso		Sagay City	Sagay NHS
26	Naneth Ostraes		Iloilo	Cabanatuan NCHS
27	Jimmy Sanchez	VII	Mandaue City	





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28	Ivy Villareal		Cebu City	Ramon Duterte MNHS
29	Rose Marie Adolfo-Vailoces		Bais City	
30	Antonio Baguio Jr.		Negros Oriental	
31	Ernani Fernandez Jr.	VIII	CLMD	
32	Florena Dolorzo		Catbalogan City	
33	Nestor de Luna		Leyte	Isabel NCS
34	Dexter Engage		Biliran	Cabucgayan NSAT
35	Norvina Tubongbanua	IX	CLMD	
36	Ardcel Enriquez		Molave	Molave Voc. Tec. School
37	Nilda Galaura		Zamboanga del Norte	
38	William Agomana	X	CLMD	
39	Richard Talaid		Iligan City	
40	Juliet Christine Mutcia		Cagayan de Oro City	Cagayan de Oro NHS
41	Maristila Baco		Misamis Oriental	Opol National Sec. Tec. School
42	Pedelina Huevos	XI	CLMD	
43	Gemma Salonga		Digos City	
44	Alma Café-Ando		Davao Oriental	Corporacion NHS
45	Deover Pascua		Tagum City	Tagum NTS
46	Crisanto Bulando	XII	CLMD	
47	Dothie Joy Elid		North Cotabato	Malasila NVTHS
48	Margie Morales		Sarangani City	Leonard Young Sr. NHS
49	John Eric Bual	CARAGA	Butuan City	Butuan City SAT
50	Jeffrey Manug-Jusayan Bertulfo		Bislig City	Tabon M. Estrella NHS
51	Edwin Gibertas		Surigao City	Capalayan NHS
52	Voltair Asildo		Tandag City	
53	Jona Ambrona	CAR	CLMD	
54	Grimie Lou Cudiamat		Kalinga	Rizal NSAT
55	Georly Dalligos Tobias		Abra	Pilar Rural School
56	Grace Assayco		Tabuk City	Tabuk City NHS
57	James Roldan	NCR	CLMD	



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58	Antonio Lacayan		Paranaque City	
59	Grace Nieves		Navotas City	
60	Jeffrey De Guzman		Quezon City	
61	Virgilio Sotomayor		Marikina City	





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**Annex B: INDICATIVE PROGRAM OF ACTIVITIES**

**Writeshop on the Finalization of In-School Skills Assessment (ISA)**  
**Manual and Tools (formative Assessment) for SPTVE)**

September 12-15, 2023

Cebu City

Day/Time	Day 0 Sept. 11, 2023 (Monday)	Day 1 Sept. 12, 2023 (Tuesday)	Day 2 Sept. 13, 2023 (Wednesday)	Day 3 Sept. 14, 2023 (Thursday)	Day 4 Sept. 15, 2023 (Friday)
7:45 am – 8:00 am	T R A V E L	OPENING PROGRAM	MOL	MOL	MOL
8:00 am-10:00 am			Break out Session	Break out Session	Break out Session
			Workshop Proper	Presentation and Critiquing of Output	Presentation and Critiquing of Output
10:00 am-11:00 am		Submission of Output			
11:00 am-12:00 nn			Walkthrough on the Validated ISA Formative Assessment Tool (Ms. Marites P. Romen)		
12:00 nn-1:00 pm	T I M E	Lunch Break			
1:00 – 2:00 pm		Presentation of Findings from the Reviewed Materials (Dr. Denn Marc Alayon)	Break out Session	Break out Session	Break out Session
2:00 pm-3:00 pm			Workshop Proper	Revision of Presented draft finalized output incorporating all the inputs	(Closing Program)
		Home  Sweet  Home			
3:00 pm - 4:30 pm					Groupings and Setting of Standards For the Finalization of Draft Formative Assessment Tool (Ms. Marites Romen)
4:30 pm – 5:00 pm					
5:00 pm - 5:30 pm		Clearing House			
6:00 pm - 8:00 pm	DINNER				
Officer of the Day	Mr. Jom Marren Espinoza	Ms. Ria Cereno	Dr. Denn Marc P. Alayon	Ms. Marites P. Romen	Dr. Mitzie Grace Gavillanes
Output	Signed	Essential Queries on	Initial Draft of	Initial Finalized	Finalized Draft of





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	registration form and attendance	the Finalization of Manual and Tools for Skills Assessment	Manual and Tools for Skills Assessment (Formative Assessment Tool)	Manual and Tools for Skills Assessment (Formative Assessment Tool)	Manual and Tools for Skills Assessment (Formative Assessment Tool)
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