



Republic of the Philippines
Department of Education
Region VI – Western Visayas
Schools Division of Capiz

DIVISION MEMORANDUM
NO. **521** S. 2025

13 OCT 2025

**WORKSHOP ON THE MANAGEMENT OF ASSESSMENT TOOLS FOR
KINDERGARTEN KEY IMPLEMENTERS**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CES)/OIC-CES
Education Program Supervisors
Public Schools District Supervisors
School Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. Attached is the Regional Memo. 976 titled, **WORKSHOP ON THE MANAGEMENT OF ASSESSMENT TOOLS FOR KINDERGARTEN KEY IMPLEMENTERS**, dated October 7, 2025, regarding the conduct of the Workshop on the Management of Assessment Tools for Kindergarten Key Implementers to be conducted on October 20-24, 2025, at Iloilo Grand Hotel, Iloilo City.
2. The List of participants can be found in Enclosure 1 of this Memorandum.
3. The board and lodging of the participants shall be charged to the 2025 BEC fund, while travel expenses and per diem shall be charged to the downloaded 2025 BEC fund, with the purpose of Implementation of Orientation of School Heads and Kindergarten Coordinators on the Utilization of assessment Tools and Teaching Learning Materials, subject to the usual accounting and auditing rules and regulations. Any excess from the downloaded funds may be utilized for other Kindergarten education implementation expenses.
4. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equitable opportunity.
5. Immediate dissemination of and compliance with this memorandum are desired

ROEL F. BERMEJO
Schools Division Superintendent

Encl: as stated.
Reference: as stated
Assessment
Kindergarten Education
Workshops
Curriculum



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Schools Division of Capiz

Enclosure 1 to Division Memorandum No. 521, s. 2025

LIST OF PARTICIPANTS

October 20-24, 2025

No.	Name (Last, First, Middle Initial)	Position	District
1	Nerecena, Myra, F.	Principal 2	Dumalag
2	Paligumba, Aileen, H.	Head Teacher 1	Cuartero
3	Deocampo, Reymond L.	Head Teacher 1	Maayon
4	Galupar, Connie, P	Principal 2	Tapaz East
5	Catalan, Jennifer, D	Principal 1	Pres. Roxas
6	Arona, Magdalena Glenda	Principal 1	Pilar



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OCT 07 2025

REGIONAL MEMORANDUM
No. 970, s. 2025

**WORKSHOP ON THE MANAGEMENT OF ASSESSMENT TOOLS FOR
KINDERGARTEN KEY IMPLEMENTERS**

To: Schools Division Superintendents
All Others Concerned

1. This Office, through the Curriculum and Learning Management Division (CLMD), shall conduct the Workshop on the Management of Assessment Tools for Kindergarten Key Implementers to be conducted on October 20-24, 2025 at Iloilo Grand Hotel, Iloilo City.
2. The workshop aims to enhance the knowledge and skills of Kindergarten Key Implementers on the developmentally appropriate assessment and evaluation tools.
3. The expected number of participants to this activity is indicated below, while the Matrix of Activities is attached to this Memorandum.

Governance Level	Regional Kinder Focal Person	CLMD Chief	QAD M&E	TWG	Total
RO	2	1	1	1	5
SDOs	SDO Kinder Focal Person	Elementary School Heads	-	TWG	
Aklan	1	5	-	-	6
Antique	1	5	-	-	6
Capiz	1	5	-	-	6
Guimaras	1	5	-	-	6
Iloilo	1	5	-	-	6
Iloilo City	1	5	-	2	8
Passi City	1	5	-	-	6
Roxas City	1	5	-	-	6
Sub-Total	9	41	1	4	55

4. The board and lodging of the participants shall be charged to the 2025 BEC Fund, while travel expenses and per diem shall be charged to the downloaded 2025 BEC fund, with the purpose of *Implementation of Orientation of School Heads and Kindergarten Coordinators on the Utilization of Assessment Tools and Teaching and*



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Learning Materials, subject to the usual accounting and auditing rules and regulations. Any excess from the downloaded funds may be utilized for other Kindergarten education implementation expenses.

5. The **first meal** is Lunch, which shall be served on October 20, 2025 and the **last meal** is PM Snack on October 24, 2025.
6. The resource speakers shall attend the walkthrough workshop on October 14, 2025 at 9:00 a.m. via MS Teams.
7. It is understood that in the conduct of this activity, there shall be no discrimination on account of age, school, gender, civil status, disability, religion, or other similar factors/personal circumstances that run counter to the principles of equitable opportunity.
8. Immediate dissemination of and compliance with this Memorandum are desired.

CRISTITO A. ECO, CESO III
Assistant Regional Director
Officer-in-Charge
Office of the Regional Director

Encl.: None
Reference: As stated
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
CURRICULUM
KINDERGARTEN EDUCATION
WORKSHOPS

JOB/CLMD-RM-Workshop on the Management of...
258/October 3, 2025



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Certificate No. PHP QMS
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Enclosure No. 1 to the Regional No. _____, s. 2025

**WORKSHOP ON THE MANAGEMENT OF ASSESSMENT TOOLS FOR
KINDERGARTEN KEY IMPLEMENTERS**

Iloilo Grand Hotel, Iloilo City
October 20-24, 2025

Matrix of Activities

Time	Activity	Person Involved
Day 0: Monday (October 20, 2025)		
10:00 – 3:00	Arrival of Participants/Registration	Robert Francis Deles and SDO Iloilo City
3:01 – 4:00	Part I: Opening Program	
	Acknowledgment of the Participants	Dr. Melody Lacuesta Education Program Supervisor, SDO Iloilo City
	Philippine National Anthem	AV Presentation
	Prayer	AV Presentation
	Regional Hymn	AV Presentation
	Quality DepEd Policy Statement	AV Presentation
	Words of Welcome	Donald T. Genine Concurrent Chief, CLMD
	Statement of Purpose and Presentation of the Matrix of the Activities	Dr. Jonathan O. Borbon Education Program Supervisor
	Message	Cristito A. Eco, CESO III Regional Director
	Master of Ceremonies	SDO Iloilo City
4:00 – 5:00	Debriefing	PMT and TWG
Day 1: Tuesday (October 21, 2025)		
8:00-8:30	MOL	SDO Aklan
8:31 – 10:30	Session 1: Presentation of the National Assessment Online Survey and Validation results <ul style="list-style-type: none"> Overview, objectives, processes, findings, and recommendations 	Dr. Suzette Talaman Kindergarten EPS SDO Guimaras
10:31 – 10:45	Health Break	
10:46 – 12:00	Session 2: Overview on the Content Assessment Package <ul style="list-style-type: none"> Introduction, content of the assessment package: Part 1-3 Types of Assessment (Recording) Templates 	Dr. Suzette Talaman Kindergarten EPS SDO Guimaras



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Time	Activity	Person Involved
	<ul style="list-style-type: none"> Importance of Assessment to Inform Teaching Practices 	
12:01 – 1:00	LUNCH BREAK	
1:01 – 5:00	Session 3: Presentation of Part 1-Phil. ECD Checklist <ul style="list-style-type: none"> Overview, additional key features per domain Sample planning interventions Guided practice using summary templates Feedback giving by SDO	Dr. Ma. Adrilyn Lacurom Kindergarten EPS, SDO Antique Dr. Connie S. Agana Kindergarten EPS, SDO Roxas City
5:01 – 5:30	Debriefing	PMT/TWG
Day 2: Wednesday (October 22, 2025)		
8:00 – 8:30	MOL	SDO Antique
8:31 – 12:00	Session 4: Presentation of Part 2-Classroom assessment focusing on literacy and numeracy <ul style="list-style-type: none"> Overview and guided practice on assessing and scoring (using recording templates) <ol style="list-style-type: none"> Alphabet knowledge Phonological awareness Seriation 	Dr. Alma Janagap PSDS, SDO Iloilo
9:30 – 9:45	Health Break	
12:01 – 1:00	LUNCH BREAK	
1:01 – 4:00	Session 4: Presentation of Part 2-Classroom assessment focusing on literacy and numeracy <ul style="list-style-type: none"> Overview and guided practice on assessing and scoring (using recording templates) <ol style="list-style-type: none"> Conservation Number and numeration Feedback giving	Dr. Alma Janagap PSDS, SDO Iloilo
4:01 – 4:30	Debriefing	PMT/TWG
Day 3: Thursday (October 23, 2025)		
8:00 – 8:30	MOL	SDO Capiz
8:31 – 12:00	Session 4: Presentation of Part 2-Classroom assessment focusing on literacy and numeracy <ul style="list-style-type: none"> Guided Practice on Mathematics Assessment (Thinking Skills) Identification (Attributes) Matching, sorting, grouping 	Dr. Jesely Villorente Head Teacher, SDO Aklan



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Time	Activity	Person Involved
	<ul style="list-style-type: none"> Portfolio and anecdotal records evaluation 	
9:31 – 9:45	Health Break	
12:01 – 1:00	LUNCH BREAK	
1:01 – 4:00	Session 5: Presentation of Part 3-Kindergarten Progress Report <ul style="list-style-type: none"> Importance and its designed process links to redesigned competencies Discussions on the structure, rating, and indicators Feedback giving	Dr. Melody Lacuesta Kindergarten EPS, SDO Iloilo City
4:01-4:30	Debriefing	PMT/TWG
Day 4: Friday (October 24, 2025)		
8:00 – 8:30	MOL	SDO Guimaras
8:31 – 9:30	Session 5: Presentation of Part 3-Kindergarten Progress Report <ul style="list-style-type: none"> Using the rating scale and indicators Progress report template Making qualitative/descriptive remarks 	Dr. Melody Lacuesta Kindergarten EPS, SDO Iloilo City
9:31 – 9:45	Health Break	
9:46 – 10:45	Session 6: Managing and organizing assessment and evaluation data (using different recording templates/digital tools)	Dr. Joliven S. Maratas Kindergarten EPS, SDO Passi City
10:46 – 11:45	Session 7: Action plan development	Ms. Shannon Khey Amoyan Filipino EPS
12:01 – 1:00	LUNCH BREAK	
1:01 – 2:00	Reporting of output	Participants
2:01-3:00	Closing program	SDO Iloilo
3:01-onward	Home sweet home	