



Republic of the Philippines
Department of Education
REGION IX, ZAMBOANGA PENINSULA
SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

No. 006 series 2026

January 5, 2026

**DIVISION ORIENTATION AND TRAINING -WORKSHOP ON THE UTILIZATION
OF KINDERGARTEN ASSESSMENT TOOLS AND TEACHING LEARNING
MATERIALS**

To : Assistant Schools Division Superintendent
Functional Division Chiefs, CID & SGOD
Education Program Supervisors/Specialists
Public Schools District Supervisors
Elementary Public and Private School Heads
Kindergarten Teachers
This Division

1. Pursuant with the implementation of DepEd Order No. 47 series 2016 re: “Omnibus Policy on Kindergarten Education” and the continuous effort of this Office to enhance the quality of early childhood education, this office through the Curriculum Implementation Division will conduct the Division Orientation and Training-Workshop on the utilization of kindergarten assessment tools and teaching and learning materials on January 21-23, 2026. at Bajamunde Farms Pension , Sunset Boulevard, Dapitan City.

2.The activity aims to :

2.1.Orient participants on the appropriate use of Kindergarten Assessment Tools, including the Early Childhood Care and Development Checklist (ECCD), Classroom Observation Tools, Developmental Progress and other division - developed monitoring tools;

2.2.Train participants on the effective integration of Teaching and Learning Materials such as Play-based Modules, Storybooks, Activity Sheets, Manipulatives, and Learning Centers in daily instruction;

a. Enhance teachers’ understanding of assessment-driven instruction to ensure developmentally appropriate, inclusive and culturally responsive learning experiences for diverse learners;

2.3. come up with a resource materials containing ALIVE literature in various forms which will serve as learning resource for elementary learners.

2.4. ensure alignment of classroom practices with national policies and regional quality assurance standards.

3.The participants to this activity are Education Program Supervisors, Kindergarten District Coordinators , kindergarten teachers, speakers, and Program Management Team (PMTs).



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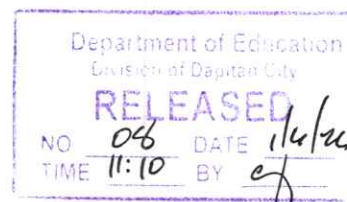




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4. All participants are requested to bring their laptops , extension cords , samples of literacy and numeracy materials such as cardboards , colored folders, scissors, crayons and other available materials to supplement the materials during workshops.
5. Enclosures to this memorandum provide details as follows:
 - A. Enclosure No. 01 : List of Participants
 - B. Enclosure No. 02 : Training Matrix/Schedules of Activities
 - C. Enclosure No. 03 : List of Executives and Technical Working Group
 - D. Enclosure No. 04 : Opening Program
6. To ensure the continuity of school operation/kindergarten classes during the conduct of aforementioned training-workshop, Public Schools district Supervisors/Principal In-Charge of the District (PSDSs/PICDs) are requested to advise all elementary school heads/Kindergarten-participants to provide/distribute Self-learning Materials (SLMs) /LMs/Worksheets that outlines their classes during their absence.
7. Travel expenses and other incidental expenses incurred by the participants during the conduct of the activity shall be charged against LOCAL FUNDS / SCHOOL/DIVISION MOOE subject to auditing and accounting rules and regulations.
8. For more information and clarification , all concerned may contact Chief of Curriculum Implementation Division Dr. Vicente Jose V. Suarez II or EPS Luna Luz B. Racho at her Mobile Number: 0946-3333-397.
9. For your information, guidance and compliance of all concerned..


JAY S. MONTEALTO , CESO VI
Schools Division Superintendent



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Enclosure No. 01 of DM No. ____ s. 2026

LIST OF PARTICIPANTS

No.	Name	School
DAPITAN CENTRAL SCHOOLS DISTRICT		
1	Rogie H. Villa	Talisay Elementary School
2	Fe S. Quimiguing	Dapitan City Experimental School
3	Almira O. Solatorio	Dapitan City Experimental ES
4	Marilou B. Mongcupa	Polo Elementary School
5	Melvie Mae E. Busico	Dapitan City Central School
6	Ivy Josefa V. Ferolino	Dapitan City Central School
7	Jedda Mae S. Tabliga	Dapitan City Central School
8	Glenda T. Recamara	Dapitan City SpEd Center
9	Marifel Faith J. Zason	Dapitan City Central School
10	Mary Cris Aubrey V. Gahuman	Lawaan Elementary School
11	Hazel Q. Hamoy	Sinonoc Elementary School
12	Cheryl May M. Elumba	Dapitan City Central School
SULANGON SCHOOLS DISTRICT		
13	Melonie B. Calimpon	Sulangon Central School
14	Jay -Ann A. Ogarte	Owaon Elementary School
15	Divina E. Quito	Antipolo Elementary School
16	Elsa G. Madarieta	Larayan ES
17	Marie Xelty L. Enjambre	Aliguay Integrated School
18	Rueda H. Fuentes	San Pedro Integrated School
19	Blanca Mae M. Ballares	Liyang Elementary School
20	Rica O. Prologo	Sicayab Elementary School
21	Josephine S. Denura	San Vicente Elementary School
BARCELONA SCHOOLS DISTRICT		
22	Marchery A. Trogello	Barcelona Elementary School
23	Lyra E. Elumbaring	Ilaya Elementary School
24	Rona A. Acabal	Ilaya Elementary School
25	Joan R. Mabini	Ba-ao Elementary School
26	Dulce Y. Cabual	Tamion Elementary School
27	Alma Riza B. Jaralve	Ma. Uray Elementary School
28	Ma. Gina M. Cordua	Diwaan Elementary School
29	Wilmar J. Catipay	Hilltop Elementary School
30	Kendra Maxine C. Juliano	Burgos Elementary School
31	Cherry Meeh D. Baid	Oyan Elementary School
32	Cherrymie E. Sagaral	Yabu Elementary School



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No.	Name	School
BAYLIMANGO SCHOOLS DISTRICT		
31	Agnes M. Balucan	Canlucani Elementary School
32	Tessie S. Balladares	Banbanan Elementary School
33	Beverly B. Andag	Carang Elementary School
34	Cristy A. Camerino	Daro Elementary School
35	Charie M. Daulong	Sto. Nino Elementary School
36	Ermelinda J. Mercado	Taguilon Elementary School
37	Marichan B. Pajartin	Taguilon Elementary School
38	Jugie C. Cabellida	Bacong Elementary School
39	Marissa G. Acbayan	Selinog Integrated School
40	Evangelyn C. Tumapon	Napo Elementary School
41	Sheena Grace C. Jumawan	Oro Elementary School
42	Nida A. Sangual	Kauswagan Integrated School
43	Charlyn C. Balucan	Tag-ulo Elementary School
44	Joan S. Cinco	Guimputlan Integrated School
45	Maricel P. Tuala	Baylimango Central School
POTUNGAN SCHOOLS DISTRICT		
46	Fey Ann G. Diao	Opao Elementary School
47	Jocelyn A. Bait-it	Dampalan Elementary School
48	Susan S. Vertucio	Aseniero Elementary School
49	Ellen R. Murro	Masidlakon Elementary School
50	Mary Ann G. Hermosilla	Potunagn Central School
51	Michelle de los Santos	San Francisco Elementary School
52	Wilmar N. Gajetela	Sigayan Elementary School
53	Chessel D. Hermosilla	Potungan Central School
PRIVATE SCHOOLS		
54	Ma. Theresa T. Sudiactal	Saint James Learning and Development, Inc.
55	Kathleen Kaye Q. Bacubac	RMIDCI
SPEAKERS/PMTs/TWGs		
57	Vicente Jose V. Suarez II, EMD.	Chief-CID
58	Luna Luz B. Racho	EPS, Kindergarten
59	Alleth D. Galicia	Resource Speaker, Ma. Cristina ES
60	Riza B. Galanido	Resource Speaker, Sto. Nino ES
61	Love J. Abelo	Resource Speaker, Larayan ES
62	Macaria A. Manuta	Resource Speaker, Sigayan ES
63	Gilyn E. Gallemit	Resource Speaker, Diwaan ES
64	Esmeralda A. Bagaipo	EPS, Mathematics
65	Marlyn E. Esmade	EPS, Values, PMT
66	Bobbie E. Gurabot	EPS, Science, PMT
67	Analisa Bagarinao	EPS, English, PMT
68	Helen T. Calaguian	EPS, Araling Panlipunan, PMT
69	Ruby Paguntalan	PMT, PDO-LRMS
70	Peter A. Alavanza	PMT, Division Librarian



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Enclosure No. 02 of DM No. ___ series 2026

TRAINING MATRIX
January 21-23 2026

DAY 1-January 21, 2026		
TIME	SESSION /TOPIC	RESPONSIBLE PERSON
7:30 - 8:00 AM	Arrival /Attendance	RUBY V. PAGUNTALAN PDO- LRMS
8:00 - 8:30	Opening Program	Love J. Abelo Principal 1, Larayan ES
8:30-9:00	PRETEST Assessment /PRE-EVALUATION QUAME	ESP Gilyn E. Gallemit Tamion ES SEPs Nueva A. Andag SGOD-M & E
9:00 - 10:00	Session 1: Presentation of the National Assessment Online Survey and Validation Results -Overview, Objectives, Processes, Findings and Recommendations	EPS Luna Luz B. Racho Kindergarten Focal Person
10:00 -10:15	Health Break	
10:15 - 9:00	Session 2: Overview on the Content of Assessment Package - Introduction, Content of the Assessment package: Part 1-3 -Types of Assessment (recording)templates -Importance of Assessment to inform Teaching Practices	ESP Love J. Abelo Larayan ES
11:00 -12:00	Session 3: Presentation of part 1- Phil. ECCD Checklist - Overview, additional key features per domain - Sample planning interventions	ESP Gilyn E. Gallemit Tamion ES
12:00 - 1:00	Lunch Break	
1:00 - 1:15	Energizer /Ice Breaker	Baylimango District Participants



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TIME	SESSION / TOPIC	RESPONSIBLE PERSON
1:00 - 2:30	Session 4: Presentation of Part II- Classroom Assessment Focusing on Literacy and Numeracy <ul style="list-style-type: none"> - Overview and guided practice on Assessing & scoring (using recording templates) - Alphabet knowledge - Phonological Awareness - Seriation - Conservation - Number and Numeration - Guided Practice - Identification (Attributes) - Matching, Sorting, Grouping Portfolio and Anecdotal Records Evaluation 	Alleth D. Galicia Master Teacher-1 Ma. Cristina ES
2:30- 3:00	Session 5A: Presentation of Part III- Kindergarten Progress report <ul style="list-style-type: none"> - Importance of its designed process links - Discussions on the Structure, Rating and Indicators 	HT Macaria A. Manuta Sigayan ES
3:00 -3:15	Health Break	
3:15 - 4:15	Session 5B: Guided Practice on the Progress Report <ul style="list-style-type: none"> - Using the Rating Scale and Indicators - Progress Report - Making Qualitative /Descriptive Remarks 	HT Riza B. Galanido Sto. Nino ES
4:15 - 4:30	Reflection on Learnings- Accomplishment of evaluation form QUAME	SEPs Nueva A. Andag SGOD-M & E SEPs Michelle V. torres SGOD -HRD ESP Gilyn E. Gallemit



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DAY 2- January 22, 2026		
TIME	SESSION /TOPIC	RESPONSIBLE PERSON
7:30 - 8:15	Arrival/Attendance	Ruby V. Paguntalan PDO-II, LRMS Peter A. Alavanza Division Librarian
8:15- 8:30	Management of Learning (MOL)	Potungan Schools District
8:30 - 9:30	Session 6: Managing and Organizing Assessment and Evaluation Data (using different recording templates/ digital tools)	ESP Love J. Abelo Larayan ES
9:30 - 10:15	Session 7A : Review on the Developmentally Appropriate Practices in the Teaching Process	EPS Luna Luz B. Racho Kindergarten Focal Person
10:15-10:30	Health Break	
10:30 - 12:00	Session 7 B: Principles of Designing Literacy Materials (emergent literacy, oral language, print awareness, phonological skills).	HT Riza B. Galanido Sto. Niño ES
12:00 -1:00	Lunch Break	
1:00 - 1:15	Energizer/Ide Breaker	Barcelona Schools District
1:15 -4:00	Session 8: Designing Numeracy/Mathematics Kits (number sense, shapes, patterns, problem-solving through play). Development of ECCD and Literacy and Numeracy Material	Aleth D. Galicia Master Teacher-1 Ma. Cristina ES
4:30 - 5:00	Reflection on learnings- Accomplishment of evaluation form QUAME	SEPs Nueva A. Andag ESP Gilyn E. Gallemit



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DAY 3- January 23, 2026		
TIME	SESSION / TOPIC	RESPONSIBLE PERSON
7:30 - 8:15	Arrival/Attendance	Ruby V. Paguntalan PDO-II, LRMS Peter A. Alavanza Division Librarian
8:15- 8:30	Management of Learning (MOL)	Dapitan Schools District
8:30 - 11:00	Session 8:Continuation Designing Numeracy/Mathematics Kits (number sense, shapes, patterns, problem-solving through play). Development of ECCD and Literacy and Numeracy Material	All speakers lead their respected district.
11:00 -12:00	Session 9: Presentation of Outputs “OUTPUT SHOWCASE “	Aleth D. Galicia and all other Speakers
12:00 -1:00	Lunch Break	
1:00-1:15	Unfreezing Activity	Selected District
1:15 - 3:00	Session 9: Presentation of Outputs “OUTPUT SHOWCASE “	Aleth D. Galicia and all other Speakers
3:00 - 3:30	Post test Assessment / Post Evaluation	Gilyn E. Gallemit SEPs Nueva A. Andag
3:30-4:30	Closing Program and Awarding of Best Presentation of Outputs	Sulangon Schools District
	HOME SWEET HOME	



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LIST OF EXECUTIVES AND TECHNICAL WORKING GROUP

COMMITTEES	IN-CHARGE	ROLES/RESPONSIBILITIES
Over-all Consultants	SDS Jay S. Montealto ASDS Aurelio B. Santisas Chief Vicente Jose V. Suarez II Chief Sherlito E. Sagapsapan	Oversees the implementation of the entire program.
Secretariat /Documentation	Ruby V. Paguntalan PDO-II , LRMS Peter A. Alavanza Division Librarian	Take charge of the registration and daily attendance . Documents the proceedings of the training Take photos on the duration of the training-workshop
Technical /ICT	Lourence Reyes/John Jarapan Division ICT	Handle and ensure audio-visual and equipment (projector) are available in the venue and take charge presentations
Monitoring and Evaluation/QAME	Dr. Nueva A. Andag Dr. Michelle V. Torres	Take charge of the M & E . Provide suggestions and inputs needed based on the evaluation results. Lead in the conduct of debriefing and meetings .
Pretest and Post Test Assessment	Gilyn E. Gallemit Macaria Manuta Ruby V. Paguntalan	Prepares the assessment tool and the google link.
Logistics	Riza B. Galanido Supply Officer	Prepares the venue , equipment and sound system . Ensures availability of supplies and training kits.
Finance	Olga P. Miranda Division Accountant	Manages the budget and funds .
Program/Certificates	Vicente Ramon V. Suarez II Love J. Abelo	Prepares program, Certificates of Participation, Recognition and Appreciation.
Safety and Health Protocols/Welfare Officer	Nurse on Duty	Ensures the provision for safety , health and wellness of the participants.
Subject experts	All subject supervisors Involved in this training	Lead in the development of ECD materials.



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Enclosure No. 04 of DM No. ____ series 2026

OPENING PROGRAM

8:00 AM

Bajamunde Farms Pension
Sunset Boulevard, Dapitan City

- | | |
|----------------------------------|--|
| I. NATIONAL ANTHEM | Multi -media Presentation |
| II. PRAYER | Multi-media Presentation |
| III. Regional Hymn | Multi-media Presentation |
| IV. WORDS OF WELCOME | VICENTE JOSE V. SUAREZ II, EMD.
Chief Education Supervisor-CID |
| V. PRESENTATIONS OF PARTICIPANTS | MARLYN E. ESMADÉ
Education Program Supervisor-Values/EsP |
| VI. MESSAGE | JAY S. MONTEALTO, CESO V
Schools Division Superintendent |
| VII. Statement of Purpose | LUNA LUZ B. RACHO, EdD.
EPS - Kindergarten |
| VIII. Lecture Proper | |

See Training Matrix

Emcee:

MS. LOVE J. ABELO
ESP -1, Larayan ES



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