



2511-2118

Republic of the Philippines
Department of Education
REGION I
SCHOOLS DIVISION OF VIGAN CITY

Division Memorandum
No. 930, s. 2025

**PARTICIPANTS IN THE REGIONAL ORIENTATION AND TRAINING-WORKSHOP
ON THE UTILIZATION OF KINDERGARTEN ASSESSMENT TOOLS AND
TEACHING AND LEARNING MATERIALS ON DAP-ELLN INSTRUCTIONAL
DESIGNS AND ASSESSMENT STRATEGIES**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors - CID and SGOD
Public Elementary School Heads
All Others Concerned

- In support of the Accelerating Universal Quality Kindergarten Learning Opportunities for All Programs, the Department of Education Regional Office I, through the Curriculum Implementation Division shall conduct the Regional Orientation and Training-Workshop on the Utilization of Kindergarten Assessment Tools and Teaching and Learning Materials on DAP-ELLN Instructional Designs and Assessment Strategies on December 1-5, 2025 at the Empress Island Hotel, Lucap, Alaminos City, Pangasinan.
- The activity aims to build the capacity of kindergarten teachers and school heads and to effectively utilize the assessment tools and teaching-learning materials aligned with the Kindergarten curriculum standards.
- The participants from this division are as follows:

| NAME | POSITION | SCHOOL/OFFICE |
|-----------------------|-------------------------------|---------------|
| Ria Aileen Quito | Teacher III | GESIIMS |
| Annie Lee Neri | Teacher III | BPES |
| Kathleen Joy Virtudes | Teacher III | SPBES |
| Jenny Pasion | Teacher III | BMSW |
| Sharon Campos | Teacher III | NES |
| Bonifacio Valderosa | Teacher III | RES |
| Lany Corpuz | School Principal I | RPES |
| Leticia Pugarad | School Principal I | TES |
| Nelson A. Robinol | EPS in-Charge of Kindergarten | SDO |

- Participants are requested to accomplish the pre-registration form through this link: <https://forms.gle/sdx6RMadjWN96Mss7> on or before November 28, 2025.
- Attached is the training matrix for reference.
- Board and lodging and other incidental expenses of the participants shall be charged against the 2025 BEC Funds downloaded to SDO Alaminos City. The Regional Office shall download the travel expenses of the participants, subject to the usual accounting, budgeting and auditing rules and regulations.



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Telephone No: (077) 722-20-23 / (077) 632-05-33
Email Address: vigan.city@deped.gov.ph
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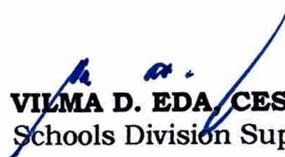
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7. Administrative remedies shall be instituted to ensure that classes of teachers concerned shall not be disrupted.
8. Service Credits for teaching personnel and Compensatory Time Off (CTO) for non-teaching personnel will be granted in lieu of the workshop/trainings days that will fall on holidays or weekends in accordance with the provisions of CSC and DepEd Joint Circular No. 2, s. 2004, and CSC DBM Circular No. 2, s. 2015 entitled "Policies and Guidelines on Overtime Services
9. The first meal shall be PM snacks on the first day, while the last meal will be lunch on the last day of the activity.
10. Immediate dissemination of this memorandum is desired.


VILMA D. EDA, CESO V
Schools Division Superintendent

Encl. None
References: RM 1608, s2025
To be indicated in the Perpetual Index
Under the following subjects:

ASSESSMENT

KINDERGARTEN

ORIENTATION

CID/ft/DMKinderAssessmentTools
November 27,2025



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REGIONAL MEMORANDUM

No. 1668 s. 2025

REGIONAL ORIENTATION AND TRAINING WORKSHOP ON THE UTILIZATION OF KINDERGARTEN ASSESSMENT TOOLS AND TEACHING AND LEARNING MATERIALS ON DAP- ELLN INSTRUCTIONAL DESIGNS AND ASSESSMENT STRATEGIES

To: Schools Division Superintendents

1. In support of the Accelerating Universal Quality Kindergarten Learning Opportunities for All Programs, the Department of Education Regional Office 1, through the Curriculum and Learning Management Division shall conduct the Regional Orientation and Training Workshop on the Utilization of Kindergarten Assessment Tools and Teaching and Learning Materials on DAP ELLN Instructional Designs and Assessment Strategies on December 1-5, 2025, at the Empress Island Hotel, Lucap, Alaminos City, Pangasinan.

2. The activity aims to build the capacity of kindergarten teachers and school heads and to effectively utilize the assessment tools and teaching-learning materials aligned with the Kindergarten curriculum standards.

3. Below is a detailed breakdown of the participants and PMT /RTWG members:

| DIVISION | EPS in-charge in Kindergarten | School Head | Teacher | Total |
|-----------------------|-------------------------------|-------------|-----------|------------|
| 1. Alaminos City | 1 | 3 | 9 | 13 |
| 2. Batac City | 1 | 2 | 9 | 9 |
| 3. Candon City | 1 | 2 | 6 | 9 |
| 4. Dagupan City | 1 | 2 | 6 | 9 |
| 5. Ilocos Norte | 1 | 2 | 8 | 11 |
| 6. Ilocos Sur | 1 | 2 | 8 | 11 |
| 7. La Union | 1 | 2 | 8 | 11 |
| 8. Laoag City | 1 | 2 | 6 | 9 |
| 9. Pangasinan I | 1 | 2 | 8 | 11 |
| 10. Pangasinan II | 1 | 2 | 8 | 11 |
| 11. San Carlos City | 1 | 2 | 6 | 9 |
| 12. San Fernando City | 1 | 2 | 6 | 9 |
| 13. Urduyeta City | 1 | 2 | 6 | 9 |
| 14. Vigan City | 1 | 2 | 6 | 9 |
| Regional PMT | 6 | 0 | 0 | 6 |
| Division TWGs | 4 | 0 | 0 | 4 |
| Total | 24 | 29 | 97 | 150 |

4. Participants are requested to accomplish the pre-registration form through this link on or before November 27, 2025: <https://forms.gle/dsx6RMadjWN96Mss7>.



5. Attached is the **Training Matrix** for reference.
6. Board and lodging and other incidental expenses of the participants shall be charged against the **2025 BEC Funds** downloaded to SDO Alaminos City. The Regional Office shall ~~download~~ the travel expenses of the participants, subject to the usual accounting, ~~budgeting, and auditing~~ rules and regulations.
7. Service Credits for teaching personnel and Compensatory Time Off (TO) for non-teaching personnel will be granted in lieu of the workshop/training days that will fall on holidays or weekends in accordance with the provisions of CSC and DepEd Joint Circular No. 2, 2004, and CSC DBM Circular No. 2 s. 2015 entitled, Policies and Guidelines on Overtime Services and Overtime Pay for Government Employees, respectively.
8. The first meal shall be ~~PM snacks~~ on the first day, while the last meal will be lunch on the last day of the activity.
9. Should there be any concerns or queries, please contact the CLMD at telephone number ~~(072) 682-2324~~, local 120, or email: ~~clmd@deped.gov.ph~~.



TOLENTINO G. AQUINO
Director IV

Encl: Training Matrix
Reference: DM-CT-2025 provided
To be included in the Perpetual Index
Under the following subjects:

KINDERGARTEN

ORIENTATION

CLMD/eac/RM_Regional Orientation & Training Workshop on the Utilization of Kindergarten Assessment Tools and Teaching & Learning Materials on DAP-ELN Instructional Designs & Assessment Strategies
November 24, 2025



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DepEd ROI

CLMD252230



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|----------------|------------|------|--------|
| Doc. Ref. Code | RM-ORD | Rev | 00 |
| Effectivity | 11.18.2024 | Page | 2 of 2 |





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Activity Matrix

Regional Orientation Workshop on the Utilization of the Assessment Tools and Teaching and Learning Materials on DAP-ELLN Instructional Design and Assessment Strategies

December 1-5, 2025

Empress Island Hotel, Lucap Road, Alaminos City, Pangasinan

| Day 1 - December 1, 2025 | | |
|---------------------------------|---|---|
| Time | Topic | Learning Facilitator |
| 12:00 NN - 2:00 PM | Registration | |
| 2:00 PM - 3:15 PM | Opening Program | PMT and RTWG |
| 3:15 PM - 5:00 PM | Session 1: Overview of the Content of Assessment Package: Tracking Our Progress: Kindergarten | Nelson Robinol EPS- SDO Vigan City |
| 5:00 PM - 5:30 PM | Debriefing | PMT and RTWG |
| Day 2- December 2, 2025 | | |
| 8:00 AM - 8:30 AM | Management of Learning | SDOs of Alaminos City and Batac City |
| 8:30 AM - 9:45 AM | Session 2. Presentation of the National Assessment Online Survey and Validation Results Overview, Objectives, Processes, Findings, and Recommendations | Arabella May Soniega EPS- Pangasinan !! |
| 9:45 AM - 10:00 AM | Health Break | |
| 10:00 AM - 12:00 NN | Session 3. Developmental Screening and Assessment within the Classroom Using the Tracking Our Progress: Kindergarten (TOP K) Part 1: ECD Summary Form | Lalaine Rosario – EPS- SDO Pangasinan 1 |
| 12:00 NN - 1:00 PM | Lunch Break | |
| 1:00 PM - 1:30 PM | Management of Learning | SDOs of Candon City and Dagupan City, |
| 1:30 PM - 2:30 PM | CONTINUATION of Session 3. Developmental Screening and Assessment within the Classroom Using the Tracking Our Progress: Kindergarten (TOP K) | Lalaine Rosario – EPS- SDO Pangasinan 1 |



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| 2:30 PM- 2:45 PM | Health Break | |
| 2:45 PM- 5:00 PM | Session 4: Tracking Our Progress: Kindergarten Part II: Informal Classroom Assessment Tools (Literacy) | Gladys Bauzon-EPS SDO Urdaneta City |
| 5:00 PM- 5:30 PM | Debriefing | PMT and RTWG |
| Day 3 December 3, 2025 | | |
| 8:00 AM- 8:30 AM | Management of Learning | SDOs of Ilocos Norte and Ilocos Sur |
| 8:30 AM - 9:45 AM | Session 6. Informal Classroom Assessment Tools (Numeracy) | Marilou Omotoy -EPS Batac City |
| 9:45 AM- 10:00 AM | Health Break | |
| 10:00 AM- 12:00 NN | Session 7: Developing Thinking Skills: Foundations of Literacy and Numeracy Learning Through DAP Play-Based Strategies | Evangeline A. Cabacungan EPS-RO1 CLMD |
| 12:00 NN- 1:00 PM | Lunch Break | |
| 1:00 AM - 1:30 AM | Management of Learning | <i>SDOs of La Union and Laoag City</i> |
| 1:30 PM 3:30 PM | Session 8: Part III: TOP K Kindergarten Progress Report • Importance and its designed process links to Redesigned Competencies Structure, Rating, and Indicators | Marjorie Padre Principal SDO Ilocos Sur |
| 3:30 PM 3:45 PM | Health Break | |
| 1:30 AM - 5:00 AM | Session 9. Demonstration Teaching - Blocks of Time | Sarah Mendez -Kinder Teacher SDO Alaminos City |
| 5:00 PM- 5:30 PM | Debriefing | PMT and RTWG |
| Day 4 | December 4, 2025 | |
| 8:00 AM - 8:30 AM | Management of Learning | SDO Pangasinan I |
| 8:30 AM - 10:00 AM | Session 10: Salient Features of RA 11106 | Remilin Abrogena EPS, SDO Ilocos Norte |
| 10:00 AM - 12:00 NN | Session 11: Parameters of Filipino Sign Language of Commonly Used Words in Daily Communication | |



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| 8:00 AM – 8:30 AM | Management of Learning | SDO Pangasinan 1 |
| 8:30 AM – 10:00 AM | Session 10: Salient Features of RA 11106 | Remilin Abrogena EPS, SDO Ilocos Norte |
| 10:00 AM – 12:00 NN | Session 11: Parameters of Filipino Sign Language of Commonly Used Words in Daily Communication | |
| 12:00 NN – 1:00 PM | Lunch Break | |
| 1:15 PM – 1:30 PM | Management of Learning | San Carlos City and San Fernando City |
| 1:30 PM – 3:15 PM | Session 12: Socio Emotional Learning | Lerio Patayan- EPS , SDO San Carlos City |
| 3:15 PM – 3:30 PM | Health Break | |
| 3:30 PM – 5:00 PM | Session 13: Action Planning | Maria Teresita Gapaten EPS Ilocos Sur |
| 5:00 PM – 5:30 PM | Debriefing | PMT and RTWG |
| Day 5 – December 5, 2025 | | |
| 8:00 AM- 8: 30 AM | Management of Learning | Urdaneta City and Vigan City |
| 8:30 AM – 10:00 AM | Session 14: Ways Forward | Evangeline A. Cabacungan RO1-CLMD |
| 10:00 AM- 10:15 AM | Health Break | |
| 10:15 AM- 12:00 NN | Closing Program | SDO Pangasinan 2 |