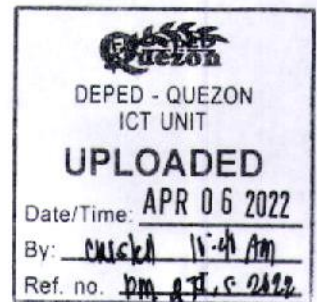




Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE



04 April 2022

**DIVISION MEMORANDUM**  
DM No. 275, s. 2022

**DIVISION TRAINING-WRITESHOP ON CLASSROOM ASSESSMENT TOOL FOR  
MULTIGRADE INSTRUCTION**

**To:** Assistant Schools Division Superintendent  
Public Schools District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. This Division through DepEd-Quezon and the Curriculum and Implementation Division-instructional Management Section under Project SHINE (Strengthening Holistic Interventions to Nurture Teachers Empowerment) will conduct **DIVISION TRAINING-WRITESHOP ON CLASSROOM ASSESSMENT TOOL FOR MULTIGRADE INSTRUCTION** on April 20 -22, 2022 at Sevilla's Resort and Hotel, Lucena City.
2. The training-writeshop aims to:
  - a. Capacitate the participants in the development of classroom assessment tools for multigrade instruction in relation to PIVOT 4A BOW, MELCs and LE (IDEA Exemplar).
  - b. Metacognize on existing and possibilities of critical teaching-learning situations and challenges in the new normal.
  - c. Develop learning activities as part of the classroom assessment tools for the for the 1<sup>st</sup> and 2<sup>nd</sup> Quarters of English, Science, and Mathematics.
3. Participants to this training are the select Schoolheads in-charge and MG Teachers. They are expected to report to the venue after lunch on April 20, 2022 (Day O) for the Opening Program and Learning Session 1. The first meal will be served on April 20, 2022 (Dinner) while the last meal will be a snack on the afternoon of April 22, 2022.

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4. Attached herewith is the list of participants, matrix and names of Technical Working Group (TWG) members for your perusal.
5. To ensure the implementation of health safety protocol amidst this COVID-19 pandemic, the conduct of this activity shall comply with the existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies. The participants are requested to bring their own face mask and other paraphernalia in observing IATF safety protocols.
6. The participants are advised to bring their laptop, pocket Wi-Fi, and other reference materials needed in the preparation of Learning Activity Sheets (LAS) and Assessment Tools to be used in the writeshop.
7. Food and accommodation of the participants shall be charged to Division HRTD fund while travel expenses relative to this workshop are chargeable to respective school's MOOE/Local Fund subject to usual accounting and auditing procedures.
8. Immediate dissemination of this Memorandum is desired.

**ELIAS A. ALICAYA JR., EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

cid-ims-wfg/rqn/04/04/2022

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Enclosure 1 to Division Memorandum No. 276, s. 2022

DIVISION TRAINING-WRITESHOP ON CLASSROOM ASSESSMENT TOOL FOR  
MULTIGRADE INSTRUCTION  
April 20 - 22, 2022

**LIST OF PARTICIPANTS**

Name	District
1. Gil A. Alayan	Pitogo
2. Raymark D. Rongalerios	Pitogo
3. Laurisse May V. Orinday	Pitogo
4. Krizzia Mae Manzano	Pitogo
5. Jojuana Narzoles	Macalelon
6. Jennyline C. Florido	Calauag East
7. Anacleta Obdianela	San Antonio
8. Christian Ace Labides	Gumaca East
9. Bryan R. Pareja	Gumaca East
10. Christian Junio	General Nakar 1
11. Wilber Aguay	General Nakar 1
12. Jomel I. Calusin	General Nakar 2
13. Mary Grace Villamiel	Atimonan 1
14. Roxannie Banal	Atimonan 1
15. Jobert M. Beltran	Quezon
16. Emyr Joy O. Limbo	Quezon
17. Joswell F. Cabadsan	General Luna
18. Mary Chelle C. Cabbab	General Luna
19. Mark James C. Barbin	Tagkawayan 1
20. Mel Antonette P. Sarmiento	Tagkawayan 1
21. Christian Rhoy E. Dayo	Sampaloc
22. Bernadette D. Capisonda	Sampaloc
23. Kim A. Magpantay	Padre Burgos
24. Jean Pauline R. Satera	Padre Burgos
25. Marlene M. Liga	Lopez East
26. Abegail P. Pacaco	Lopez East
27. Wendelyn M. Funtilar	Lopez East
28. James Montemor	San Andres
29. May Ann Catipon	Lopez West
30. Irish Mae Villaflores	Lopez West
31. Clarke Michael H. Robles	San Francisco 1
32. Lyn Winkle C. Bandilla	Mauban South

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33. Sherwin D. Calzo	Mauban South
34. Aivy Aljhean P. Umali	Calauag West
35. Jhosary V. Luna	Calauag West
36. Angelica L. Astrera	Infanta
37. Mark Kelvin Buendicho	Infanta
38. Karen Baguio	Tagkawayan 2
39. Everly Mae P. De Mesa	Tagkawayan 2
40. Jayson A. Magnaye	Buenavista 1
41. Sheena Karla M. Ballarbare	Real
42. Jon Bryan U. Urgelles	Mauban North
43. Angelica H. Garcia	Agdangan
44. Mira Grace M. Dejuras	Agdangan
45. Mark Gerald Uriarte	Unisan
46. Rica T. Gonzaga	Unisan
47. Rozaldy Abellanida	Catanauan II
48. Janos Belen	Patnanungan
49. Jay-em Aguilar	Patnanungan
50. Yvette A. Villaluz	Atimonan 2

**TRAINING SPEAKERS/FACILITATORS/TWG**

1. WALTER F. GALAROSA - Education Program Supervisor - SDO
2. JAIME F. ZARA, JR - Public Schools District Supervisor- Perez
3. ESTRELLA D. ERGINA - Master Teacher 2 - Tagkawayan 2
4. JOE ANGELO BASCO - PDO 2 - SDO
5. WELLA MALLORY ARMENTA - Master Teacher 1 - Pitogo
6. NASSER NISOLA - Teacher 1 - Pitogo
7. RONIEL C. FLORANTE - T3/TIC - Real
8. ELMAR P. GUIRUELA - T3/TIC - Lopez West
9. JERIC PRUDENTE - TIC - General Nakar 1
10. LEO I. ETORNE - T3/TIC - Unisan

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Enclosure 2 to Division Memorandum No. 178, s. 2022

**DIVISION TRAINING-WRITESHOP ON CLASSROOM ASSESSMENT TOOL FOR  
 MULTIGRADE INSTRUCTION**  
 April 20 - 22, 2022

**TRAINING MATRIX**

Time	Day 0 (April 20, 2022)	Day 1 (April 21, 2022)	Day 2 (April 22, 2022)
7:00 – 8:00		BREAKFAST / MOL	BREAKFAST / MOL
		<b>Session 2</b> Topic: DESIGNING CLASSROOM ASSESSMENT  Speaker: ESTRELLA D. ERGINA MTZ – Tagkawayan CS	<b>WRITESHOP PROPER</b> Breakout Session by Grade Level/Learning Area
9:00 – 9:15		BREAK	BREAK
9:15 – 10:15		<b>Session 3</b> Topic: STANDARD FORMAT IN WRITING LEARNING ACTIVITY SHEETS (LAS)  Speaker: JOE ANGELO BASCO PDO2 – SDO Quezon	<b>PRESENTATION OF OUTPUTS</b>  by Grade Level/Learning Area
10:15 – 12:15		<b>WRITESHOP PROPER</b> Breakout Session by Grade Level/Learning Area	<b>PRESENTATION OF OUTPUTS</b> by Grade Level/Learning Area
12:15 – 1:00	ARRIVAL OF PARTICIPANTS	LUNCH BREAK	LUNCH BREAK
1:00 – 3:00	<b>OPENING PROGRAM</b>  ORIENTATION and TRAINING RATIONALE  WALTER F. GALAROSA, PhD EPS – AP and MG	<b>WRITESHOP PROPER</b> Breakout Session by Grade Level/Learning Area	<b>PRESENTATION OF OUTPUTS</b> by Grade Level/Learning Area
3:00 – 3:15		BREAK	<b>CLOSING PROGRAM</b>
3:15 – 5:00	<b>Session 1</b>  Topic: REVISITING CURRICULUM GUIDE (CG)/MOST ESSENTIAL LEARNING COMPETENCIES (MELC)  Speaker: JAIME F. ZARA, JR PSDS – Perez District	<b>WRITESHOP PROPER</b> Breakout Session by Grade Level/Learning Area	DEPARTURE

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