



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



20 May 2022

DIVISION MEMORANDUM
DM No. 409, s. 2022

**WORKSHOP ON THE DEVELOPMENT OF LEARNING ASSURANCE FOR MONITORING
AND PROGRESS (LAMP) FOR YEAR-END ASSESSMENT – PHASES 3 AND 4**

To: Assistant Schools Division Superintendents,
Division Chiefs,
Public Schools District Supervisors,
Elementary and Secondary School Heads, and
All Others Concerned

1. The Schools Division of Quezon, through the Curriculum Implementation Division, informs the field offices of the conduct of the Workshop on the Development of Learning Assurance for Monitoring and Progress (LAMP) for Year-End Assessment – Phases 3 and 4 on June 14 – 17, 2022 and June 21 – 24, 2022 respectively;
3. See the attached Regional Memorandum for details.
4. 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

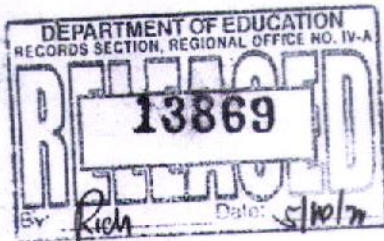
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"Creating Possibilities, Inspiring Innovations"

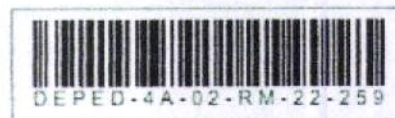
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Republic of the Philippines
Department of Education
REGION IV-A CALABARZON



28 April 2022

Regional Memorandum

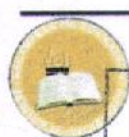
WORKSHOP ON THE DEVELOPMENT OF LEARNING ASSURANCE FOR MONITORING AND PROGRESS (LAMP) FOR YEAR-END ASSESSMENT - PHASES 3 AND 4

To **Schools Division Superintendents**

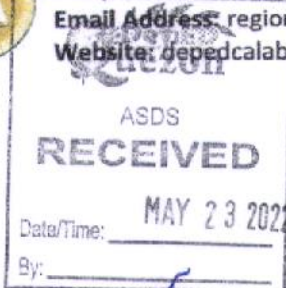
1. To continue the effort towards achieving focus on learning, ensuring quality of teaching and learning process and focus on learning outcome, DepEd CALABARZON thru the Curriculum and Learning Management Division (CLMD), shall conduct of **Workshop on the Development of Learning Assurance for Monitoring and Progress (LAMP) for Year-End Assessment - Phases 3 & 4 on June 14 - 17, 2022 (Face-to-Face) and June 21 - 24, 2022 (via online platform).**
2. The workshop aims to quality assure and finalize the developed Learning Assurance for Monitoring and Progress (LAMP) for Year-End Assessment in core learning areas for Grade 6, Grade 10, and Grade 12 .
3. Participants in this activity are select Education Program Supervisors, School Heads, and Master Teachers. The official list will be announced through a separate memorandum.
4. Enclosure 1 presents the Terms of Reference for this activity. Meanwhile, please see Enclosure 2 for the Training Matrix and the Technical Working Group in Enclosure 3.
5. For questions and clarifications, please get in touch with **JOB S. ZAPE, JR.**, CLMD Chief, **EUGENE RAY F. SANTOS**, Education Program Supervisor and Focal Person of KRA 4 and **MARVELINO M. NIEM**, Education Program Supervisor at (02) 647-7487 loc. 420.
6. Immediate and widest dissemination of this Memorandum is desired.

l. l. g.
FRANCIS CESAR B. BRINGAS
Regional Director

cc: clmd/mmn/ erfs



Address: Gate 2, Karangalan Village, Cainta, Rizal
Telephone Nos.: 02-8682-5773/8684-4914/8647-7487
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Enclosure 1

Terms of Reference

The Training Management Team shall be responsible for the entire training from the venue to the logistics needed.

The Training Management Chairperson and Vice-Chairpersons shall:

- o Craft the proposal, memorandum and RBA;
- o Coordinate with the training venue management and prepare the contract for the event;
- o Coordinate with the Supplies Officer for the supplies needed;
- o Conduct meetings with the facilitators;
- o Lead the review and evaluation of the presentation to be used for the activity;
- o Oversee the conduct of the activity; and
- o Lead the team in the conduct of debriefing sessions.

The Members of the TWG shall:

- o Prepare the completion report;
- o Prepare the contract and supplies;
- o Prepare the rooming list;
- o Coordinate with the moderator regarding the materials needed for the workshop and the documents that need to be accomplished daily;
- o Prepare the documents needed for liquidation;
- o Prepare and print certificates of recognition, participation and appearance; and
- o Submit the needed requirements to respective functional divisions after the conduct of the activity.

The Facilitators shall:

- o Lead the MOL;
- o Introduce the guests;
- o Lead the FGD;
- o Provide instructions and inputs during the workshop;
- o Prepare materials needed for the workshop;
- o Facilitate the collection and presentation of outputs;
- o Give the synthesis;
- o Check the attendance;
- o Ensure maximum participation of the participants; and
- o Address all concerns for the day like health, food restrictions, accommodation and others.

The Minute Taker and Data Gatherer shall:

- o Document agreements, issues and concerns and important activities that happened during the workshop.

The Regional and Division Education Program Supervisors shall:

- o Participate actively during the workshop;



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- Submit all the target outputs on time.

The Participants

- Observe punctuality and efficiency at all times.
- Follow house rules and regulations of the venue.
- Attend and participate actively in all engagements and activities
- Secure and Submit vaccination card, health declaration forms and other documents necessary.
- Report any significant event related to the activity.
- Submit all the target outputs on time.



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Enclosure 2

**WORKSHOP ON THE DEVELOPMENT OF LEARNING ASSURANCE FOR MONITORING AND PROGRESS (LAMP)
 FOR YEAR-END ASSESSMENT (Phase 3 and 4)**

Time	Day 1 June 14, 2022	Day 2 June 15, 2022	Day 3 June 16, 2022	Day 4 June 17, 2022
8:00-8:30	Opening Program	MOL (Batangas Cluster)	MOL (Laguna Cluster)	MOL (Cavite Cluster)
8:30-9:30	Setting of Expectations and Directions	Workshop 2 Proofreading and Editing of Quarter 3 and Quarter 4	Workshop 3 Writing and Validating the Answer Key for Quarter 1 and 2	Output Audit
9:30-10:00	Snacks			
10:00-12:00	Session 1 Enhancing the Developed LAMP for Year End Assessment through Proofreading and Editing	Presentation of Output and Giving Feedback for Session 1	Workshop 4 Writing and Validating the Answer Key for Quarter 3 and 4	Debriefing of Participants
12:00-1:00	LUNCH BREAK			
1:00-3:00	Pre-Workshop Activities	Finalization of Output for Session 1	Presentation of Output and Giving of Feedback for Session2	Closing Program
2:00-3:30	Snacks			
3:30-5:00	Workshop 1 Proofreading and Editing of Quarter 1 and Quarter 2	Session 2 Preparing and Validating Answer Key for LAMP	Presentation of Output and Giving of Feedback for Session 2	Exit Conference
Facilitators	Eugene Ray F. Santos	Marvelino M. Niem	Virgilio O. Guevarra, Jr.	KRA 4
Minute-Taker	Dianne Kate A. Teves	Phillips T. Monterola	Emelia P. Crescini	
Output	Proof read LAMP for Q1 and Q2	Proof read LAMP for Q3 and Q4	Valid Answer key for Q1 to Q4	Year End LAMP



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Request Form for the Change in the Calendar of Activities

<i>To be filled out by the requester</i>	
Functional Division/Section/Unit:	CLMD
Date of Request:	Thursday, April 28, 2022
Type of Request:	<input checked="" type="checkbox"/> Change of Date <input type="checkbox"/> Major Title Revision
For Change of Date	
Title of the Activity:	Workshop on the Development of Learning Assurance for the Monitoring and Progress (LAMP) for the Year-End Assessment Phase 3 and 4
Original Date based on Calendar	Phase 3 (F2F) - March 22 - 25, 2022 Phase 4 (Virtual/Online) - March 29 - April 1, 2022
New Schedule:	Phase 3 (F2F) - June 14 - 17, 2022 Phase 4 (Virtual/Online) - June 21-24, 2022
Target Participants:	12 CLMD Personnel and 60 Assessment Writers
Brief explanation why the activity needs to be rescheduled:	The movement of the date is caused by Health Break as per RM Nos. 32 and 63, s 2022 and its further interruptions on scheduled PPA's
For Change of Title/Major Title Revision	
Original Title of the Activity:	
New Title of the Activity:	
Reason/s	
Note: Proposed date/s and target participants are not in conflict with the existing activities based on the FY 2022 Calendar of Activities	

Validated by:


EUGENE RAY F. SANTOS
 Focal Person
 Thursday, April 28, 2022

Certified Correct:


JOB S. ZAPE, JR.
 CHIEF CLMD
 Thursday, April 28, 2022



Address: Gate 2, Karangalan Village, Cainta, Rizal
 Telephone Nos.: 02-8682-5773/8684-4914/8647-7487



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 Effectivity: 09/2021 Page: 1 of 2

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