



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF IMUS CITY

30 JAN 2026

DIVISION MEMORANDUM

No. 064, s. 2026

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

To: OIC-Assistant Schools Division Superintendent
OIC-CID Chief Education Supervisor
OIC-SGOD Chief Education Supervisor
School Heads/OICs (Public Elementary and Secondary Schools)
All Others Concerned

1. The Schools Division Office of Imus City through its Curriculum Implementation Division (CID) is set to conduct the Training-Workshop on the Management of Assessment Tools for Kindergarten Key Implementers on February 12-13, 2026, in a venue to be disseminated in a separate Memorandum.
2. This training aims to:
 - discuss the ECCD Checklist and classroom assessment for kindergarten literacy and numeracy;
 - present the kindergarten progress report and the overview of the content of kindergarten assessment, and;
 - guide participants the proper methods of administering the ECCD checklist.
3. There will be three (3) kindergarten teacher-participants per cluster in this training. Attached herewith is the official list of participants.
4. There will be no registration fees to be collected. Funds for this purpose shall be charged against the FY 2025 BEC Continuing Fund to support the implementation of the kindergarten program, subject to usual accounting and auditing rules and regulations.
5. All learning facilitators and technical working group members shall convene to finalize the learning resource packages on January 30 and February 6-7, 2026 (3:00 PM), at the Curriculum Implementation Division Office, Schools Division Office of Imus City.



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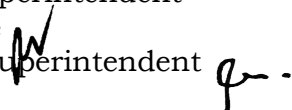


6. School heads are reminded to ensure compliance with the no-disruption-of-classes policy (DepEd Order No. 9, s. 2005) by arranging substitute teachers for any classes affected by teacher participation.
7. School heads are directed to conduct cluster-based training-workshops for all kindergarten teachers one week after the division training sessions to prepare them for the EoSY ECCD checklist administration, scheduled from late February to March 2026.
8. Attached herewith are the training guidelines, program management team, matrix and list of participants.
9. For compliance and immediate dissemination.



Digitally signed by
Mendoza Homer
Napenas
Date: 2026.01.30
13:41:10 +08:00

HOMER N. MENDOZA

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent 

Encl.: As stated
Reference: None

To be indicated in the Perpetual Index
under the following subjects:
KINDERGARTEN EDUCATION

cid/recg/01/28/26



Enclosure No. 1 to Division Memorandum No.064_s. 2026

Training Guidelines

Meals

The first meal to be served is AM snack on Day 1 and the last meal is PM snack of the last scheduled day. Kindly advise the management team of any food restriction.

Attire

All participants are expected to wear smart-casual attire for the whole duration of the training. Whereas the learning facilitators/resource people are expected to wear formal business attire.

Health Protocol

All participants must be fully vaccinated and shall observe the minimum health standards. Also, they must bring their maintenance medicine (if any). Those who are showing any symptom/s related to COVID-19 or whooping cough are not allowed to participate in the said event. They must inform the medical officer regarding this matter.

Training Evaluation

Daily evaluation and end of program evaluation of the training is needed to further improve the conduct of training program. In this regard, the participants are expected to evaluate daily and to accomplish end of the program evaluation.

Departure of the Participants

No one is allowed to go home ahead of schedule. Everyone is expected to depart after the closing ceremony. Kindly check your personal belongings before leaving the venue. Do not forget to return the room key to the secretariat.

Activities

Lecture discussion, workshop and simulation on kindergarten assessment shall be conducted. Thus, all participants are encouraged to participate actively.

Other Information

Participants shall bring laptops, extension cords and other portable devices for workshop. However, the management team will provide them with all the materials to be used in the training in soft copy. Participants are also advised to be careful with their belongings and take the necessary precautions to ensure their personal safety. The organizer will not be liable for any loss or damage of property.

Enclosure No. 2 to Division Memorandum No. 064.s. 2026

Program Management Team

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|---|
| <p>HOMER N. MENDOZA OIC-Schools Division Superintendent</p> <p>GLENDAS. CATADMAN OIC-Assistant Schools Division Superintendent</p> <p>MARCIANO V. VALLES OIC-CID Chief Education Supervisor</p> <p>IVAN HONORPETTE A. MIJARES OIC-SGOD Chief Education Supervisor</p> |
|---|

| Management Staff | Members |
|---|--|
| Training Manager | Riza C. Garcia |
| Finance Officer | Jona B. Ramos |
| Logistics Officers (Registration, Attendance, Program and Invitation) | Anna Clarissa B. Codamos Meriam E. Suarez Rosemarie A. Tuason |
| M & E Officers | Rhizalyn S. Taguinod Jenessa Joy G. Molina |
| Documenters | Maricar A. Elpedes Cherry Ann V. Llanes |
| Welfare Officer | Luisa D. Villanueva |
| Learning Facilitators | Riza C. Garcia Anna Clarrisa B. Codamos Meriam E. Suarez Rosemarie A. Tuason Rhizalyn S. Taguinod Jenessa Joy G. Molina Maricar A. Elpedes Cherry Ann V. Llanes Luisa D. Villanueva Jasmin C. Ayhon |
| Master of Ceremonies | Jasmin C. Ayhon |

Enclosure No. 3 to Division Memorandum No064s. 2026

List of Participants and In-Charge Per Cluster

| No. | Name | School |
|----------------------|--------------------------|------------------------|
| East Cluster | | |
| 1 | Maricar A. Elpedes | Palico ES |
| 2 | Jasmin C. Ayhon | Anastacio Advincula IS |
| 3 | Loremy P. Maayo | Tanzang Luma |
| 4 | Maricel N. Escobilla | Buhay na Tubig ES |
| 5 | Lenny R. Domantay | Imus Pilot ES |
| North Cluster | | |
| 6 | Meriam E. Suarez | Alapan I ES |
| 7 | Rosemarie A. Tuason | Cayetano Topacio ES |
| 8 | Felicidad P. Tan | Tinabunan ES |
| 9 | Lanie O. Hernandez | Carsadang Bago ES |
| 10 | Jemelyn R. Delos Reyes | Gov. D.M. Camerino IS |
| West Cluster | | |
| 11 | Luisa D. Villanueva | Bukandala ES |
| 12 | Anna Clarrisa B. Codamos | Anabu I ES |
| 13 | Rhizalyn S. Taguinod | Malagasang I ES |
| 14 | Jessica Jane N. Morales | Bayan Luma II ES |
| 15 | Gerlyn Q. Raymundo | Bayan Luma I ES |
| 16 | Irene D. Santiago | Alapan 2 ES |
| South Cluster | | |
| 17 | Cherry Ann V. Llanes | PSES-Golden City |
| 18 | Jenessa Joy G. Molina | Anabu 2 ES |
| 19 | Necita S. Floren | Malagasang II ES |
| 20 | Rhea N. Singian | Malagasang III ES |
| 21 | Reinalyn B. Gayamo | Pasong Buaya I ES |

Enclosure No. 4 to Division Memorandum No064.s. 2026

Training Matrix

| Date and Time | Duration | Session | Output | Resource Person |
|-------------------------------|------------------|---|--------------------------------------|---|
| Day 1 February 12, 2026 | 7:00 – 7:30 | Arrival and Registration | Accomplished Registration Form | PMT |
| | 7:30 – 8:30 | Opening Program | Invitation Program | Master of Ceremonies |
| | 8:30 – 10:30 | Overview of the ECCD Checklist | | Riza C. Garcia |
| | 10:30 - 10:50 | AM Snack | | |
| | 10:50 – 12:00 | Ad-on Highlights of the ECD Checklist | | Luisa D. Villanueva |
| | 12:00 – 1:00 | Lunch Break | | |
| | 1:00 -2:30 | How Children Learn Math | | Meriam E. Suarez |
| | 2:30 -2:50 | PM Snack | | |
| | 2:50 -3:20 | The Process of Curriculum Development | | Anna Clarrisa B. Codamos |
| | 3:20- 4:00 | Assessment on Literacy | | Anna Clarissa B. Codamos |
| | 4:00 – 5:00 | Assessment on Mathematics | | Rosemarie A. Tuason |
| | 5:00 – 5:15 | M&E of Day 1 sessions | | Jenessa Joy G. Molina Rhizalyn S. Taguinod |

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|-------------------------------|-----------------|--|--|---|
| | | | | |
| Day 2 February 13, 2026 | 7:30 – 8:00 | Management of Learning | | PMT |
| | 8:00 – 9:00 | Kinder Progress Report | | Maricar A. Elpedes |
| | 9:00- 10:00 | Demonstration on the conduct of the ECCD checklist <ul style="list-style-type: none"> • Gross Motor • Fine Motor | | Cherry Ann V. Llanes Jasmin Ayhon |
| | 10:00- 10:15 | AM Snack | | |
| | 10:15- 12:00 | Cont. of demonstration on the conduct of the ECCD checklist <ul style="list-style-type: none"> • Receptive • Expressive | | Cherry Ann V. Llanes Jasmin Ayhon |
| | 12:00- 1:00 | Lunch Break | | |
| | 1:00- 2:00 | Demonstration on the conduct of the ECCD Checklist <ul style="list-style-type: none"> • Self-Help • Cognitive • Socio- Emotional | | Jenessa Joy G. Molina Rhizalyn S. Taguinod |
| | 2:00 – 3:00 | Ways Forward | | Riza C. Garcia |
| | 3:00-3:15 | PM Snack | | |
| | 3:15-3:30 | Closing Program | | |