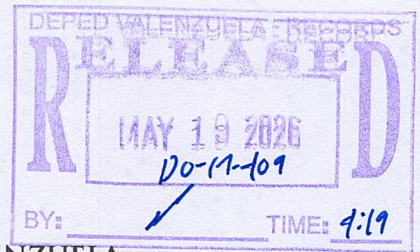




Republic of the Philippines  
**Department of Education**

NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF CITY OF VALENZUELA



**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

No. 0413 s. 2026

**CAPABILITY BUILDING ON ASSESSING AND TRACKING  
KINDERGARTEN LEARNERS' PROGRESS**

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

1. The Schools Division Office of Valenzuela through the Curriculum Implementation Division (CID) and in support of the School Governance and Operations Division Human Resource Development (SGOD-HRD), in line with the commitment to strengthen the implementation of the Kindergarten Program and ensuring continuous improvement, will conduct the above-captioned activity on **May 25-27, 2026** at **Lime Resort Manila, Atang Dela Rama Street, Seascape Village, CCP Complex, Pasay City**.

2. The activity aims to:

- provide sample structured outline that aligns classroom learning delivery with the Kindergarten curriculum standards;
- demonstrate proper utilization of teaching kits and management of performance-based assessments in enhancing the literacy and numeracy skills of the Kindergarten learners; and
- apply play-based integrative learning approaches in crafting sample supplemental assessment materials in teaching to measure skill acquisition and progress.

3. Attached are the following annexes, for reference.

- Annex A: Matrix of Activities
- Annex B: List of Participants
- Annex C: Management Team

4. The participants are entitled to Service Credits or Compensatory Time-Off as per DepEd Order No. 13, s. 2024 and CSC-DBM Joint Circular No. 2, s. 2004 in case the activity falls on a holiday.



5. Board and lodging of the participants will be charged to 2026 HRTD Fund while travel and other incidental expenses may be charged against local funds, subject to the usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

**NOEL D. BAGANO**  
Schools Division Superintendent

Encl.: As stated  
Reference: Regional Memorandum No. 047, s. 2026  
To be indicated in the Perpetual Index  
under the following subjects:

ASSESSMENT  
KINDERGARTEN  
TRAINING

FRM/DM- CAPABILITY BUILDING ON ASSESSING AND TRACKING KINDERGARTEN LEARNERS' PROGRESS  
May 18, 2026



Annex A:

**CAPABILITY BUILDING ON ASSESSING AND TRACKING KINDERGARTEN  
LEARNERS' PROGRESS  
TRAINING MATRIX  
May 25-27, 2026**

| TIME        | DAY 1<br>May 25, 2026                                                                                                                                                         | DAY 2<br>May 26, 2026                                                                                                                   | DAY 3<br>May 27, 2026                                                                                                          |
|-------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| 7:30-8:00   | Registration                                                                                                                                                                  | Registration                                                                                                                            | Registration                                                                                                                   |
| 8:00-8:15   | Opening Program - Direction Setting                                                                                                                                           | Preliminary Activities                                                                                                                  | Preliminary Activities                                                                                                         |
| 8:15-10:00  | Session 1: Overview of the Kindergarten Three-term Learning Delivery Guides and Its Relevance in Tracking Learners' Progress<br>Resource Person: <b>Florita R. Matic, EPS</b> | Session 3: Classroom Assessment Focusing on Literacy<br>Resource Person: <b>Winchel Dwyne S. Ortega, MT I</b>                           | Session 5: Managing and Organizing Assessment Data<br>Resource Person: <b>Rosalinda G. Quilates, Principal III</b>             |
| 10:00-10:15 | Health Break                                                                                                                                                                  | Health Break                                                                                                                            | Health Break                                                                                                                   |
| 10:15-11:00 | <i>Continuation of Session 1</i>                                                                                                                                              | Guided Practice on Literacy Assessment<br>Moderators: <b>Rowena E. Cristobal, Principal I and Marilyn C. Resurreccion, Principal II</b> | Guided Practice on the Progress Report<br>- Using the Rating Scale and Indicators<br>- Making Qualitative/ Descriptive Remarks |
| 11:00-12:00 |                                                                                                                                                                               |                                                                                                                                         | <i>Continuation of the Writeshop</i>                                                                                           |
| 12:00-1:00  | Lunch Break                                                                                                                                                                   | Lunch Break                                                                                                                             | Lunch Break                                                                                                                    |
| 1:00-2:00   | Session 2: Philippine ECD Checklist and Planning for Intervention                                                                                                             | Session 4: Classroom Assessment Focusing on Numeracy<br>Resource Person:                                                                | <i>Continuation of the Writeshop</i>                                                                                           |



|                    |                                                                                                                                                                                      |                                                                                                                                                                                         |                                                |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|
| 2:00-3:00          | (Part 1:<br>Tracking our<br>Progress:<br>Kindergarten)<br>Resource<br>Persons: <b>Rizza<br/>D. Escobido,<br/>Principal IV<br/>and Eunice<br/>Sherina F.<br/>Panelo, SPET<br/>III</b> | <b>Ciara Dia F. Agundiz,<br/>Teacher I</b>                                                                                                                                              |                                                |
| 3:00-3:15          | Health Break                                                                                                                                                                         | Health Break                                                                                                                                                                            | Health Break                                   |
| 3:15-4:15          | <i>Continuation of<br/>Session 2</i>                                                                                                                                                 | Guided Practice on<br>Numeracy Assessment<br>Moderators:<br><b>Walter H. Fabro,<br/>PSDS,<br/>Nerissa A. Espinosa,<br/>Principal IV and Mari<br/>Jayne M. Mendaro,<br/>Principal IV</b> | Presentation of Outputs<br>and Closing Program |
| 4:15-5:00          | Simulation<br>Exercise<br>Moderators:<br><b>Edna A.<br/>Llanera, PSDS<br/>and Josie D.<br/>Fernando,<br/>Principal IV</b>                                                            | Writeshop: Crafting of<br>sample Supplemental<br>Assessment Materials<br>in teaching Literacy<br>and Numeracy                                                                           |                                                |
| MOL<br>Facilitator | Central<br>District                                                                                                                                                                  | North District                                                                                                                                                                          | East and South Districts                       |
| 6:00-7:30          | Dinner                                                                                                                                                                               | Dinner                                                                                                                                                                                  |                                                |



## Annex B

**LIST OF PARTICIPANTS**

| <b>DISTRICT</b> | <b>SCHOOL</b>                 | <b>KINDERGARTEN TEACHER</b>      | <b>POSITION</b> |
|-----------------|-------------------------------|----------------------------------|-----------------|
| CENTRAL         | Canumay West ES               | Diana G. Nismal                  | Teacher III     |
|                 |                               | Aljory P. Sarmiento              | Teacher II      |
|                 |                               | Jobelle C. Marcelo               | Teacher II      |
|                 | Dalandanan ES                 | Rossana Marie B. Samson          | Teacher III     |
|                 |                               | Mary Rose P. Mejera              | Teacher II      |
|                 | Lingunan ES                   | Mary Grace D. Aliangan           | Teacher III     |
|                 |                               | Jesusa R. Raguro                 | Teacher II      |
|                 |                               | Meriam L. Simbajon               | Teacher I       |
|                 | Malinta ES                    | Christine Ann C. Dionisio        | Teacher III     |
|                 |                               | Marjorie Maya A. Lopez           | Teacher III     |
|                 |                               | Cynthia V. Valenzuela            | Teacher III     |
|                 |                               | Lovely S. Dacillo                | Teacher II      |
|                 | Pinalagad ES                  | Andrea Natalie Reign O. Conarco  | Teacher I       |
|                 |                               | Mary Elizabeth Maca              | Teacher 1       |
|                 | Roberta De Jesus ES           | Maribel P. Guillermo             | Teacher 1       |
|                 |                               | Lorenz Anne J. Caalim            | Teacher III     |
|                 |                               | Mary Jane T. Ruado               | Teacher II      |
|                 |                               | Quenelle A. Retardo              | Teacher 1       |
|                 | Apolonio Casimiro Faustino ES | Elaine I. Manumbale              | Teacher 1       |
|                 |                               | Jean F. Gavino                   | Teacher 1       |
|                 | Canumay East ES               | Jhonaliza T. Fernandez           | Teacher I       |
|                 |                               | Geraldine N. Tagupa              | Teacher II      |
|                 | Disiplina Village ES          | Ma. Mopper Magnolia S. De Guzman | Teacher I       |
|                 |                               | Anna Marie L. Gonzaga            | Teacher I       |
|                 | Lawang Bato ES                | Eliza M. Dema-ala                | Teacher III     |
|                 |                               | Ma. Camille I. Alarcon           | Teacher III     |
|                 | Punturin ES                   | Renelyn L. Domigpe               | Teacher II      |
|                 |                               | Diane C. Padrocha                | Teacher II      |
| EAST            | Antonio M. Serapio ES         | Diana C. David                   | Teacher III     |
|                 |                               | Angelika S. Padrinao             | Teacher III     |
|                 | Gen. T. de Leon ES            | Karen M. Carmona                 | Teacher III     |
|                 |                               | Anarose W. Cabuslay              | Teacher I       |



|       |                       |                                |             |
|-------|-----------------------|--------------------------------|-------------|
|       | Parada ES             | Diana Marie O. Dollentas       | Teacher I   |
|       |                       | Maricel C. Medina              | Teacher II  |
|       | Santiago De Guzman ES | Samantha Grace L. Divinagracia | Teacher 1   |
|       |                       | Irene Joy SJ Talabon           | Teacher 1   |
|       | Silvestre Lazaro ES   | Rowena Joy D. Cuarez           | Teacher III |
|       |                       | Arlene C. Panganiban           | Teacher I   |
|       |                       | Janine A. Florendo             | Teacher III |
|       |                       | Marilyn F. Familara            | Teacher I   |
|       | Andres Mariano ES     | Angelie M. Alde                | Teacher II  |
|       |                       | Mary Ann F. Fiedacan           | Teacher II  |
|       | Apolonia F. Rafael ES | Vivien May L. Juan             | Teacher III |
|       |                       | Vannie Rose S. Calugay         | Teacher I   |
|       | Maysan ES             | Catherine S. Arela             | Teacher II  |
|       |                       | Tracy Ann G. Jamito            | Teacher II  |
|       | Paso de Blas ES       | Elyza Yvhonne San Gabriel      | Teacher II  |
|       |                       | Erika G. Mamada                | Teacher II  |
|       |                       | Frixie Jane Quilala Manalo     | Teacher III |
|       | Santos Encarnacion ES | Jho-An R. Buhat                | Teacher II  |
|       | Sitio Sto. Rosario ES | Maria Elma L. Oganiza          | Teacher II  |
|       |                       | Cristina V. Lubigan            | Teacher II  |
|       | Pedro Santiago ES     | Luis Cristina T. Herrera       | Teacher I   |
|       |                       | Jenny Rose Sullano             | Teacher I   |
| NORTH | A. Deato ES           | Riza T. Dela Cruz              | Teacher III |
|       |                       | Cindy D. Atanacio              | Teacher I   |
|       |                       | Lyrra Jenny Lou D. Repizo      | Teacher II  |
|       | A. Fernando ES        | Eureka S. Castillo             | Teacher I   |
|       |                       | Micaella S. Delino             | Teacher II  |
|       | Coloong ES            | Carmela Amor L. Pingco         | Teacher III |
|       |                       | Mylene Grace J. Gomez          | Teacher III |
|       |                       | Ma Charo P. Carlos             | Teacher II  |
|       | Isla ES               | Marjorie P. Ola ( LFES)        | Teacher II  |
|       |                       | Ericka P. Francisco            | Teacher II  |
|       |                       | Jekka E. Rigor                 | Teacher III |
|       |                       | Rowena R. Pangilinan           | Teacher III |
|       | Luis Francisco ES     | Mary Joan M. Escala            | Teacher II  |
|       |                       | Marygrace M. Nacino            | Teacher II  |
|       |                       | Shiela A. Pastores             | Teacher I   |
|       | Paltok ES             | Dianita Z. Corpin              | Teacher II  |
|       |                       | Shella Ymasa                   | Teacher III |



|                        |                       |                             |             |
|------------------------|-----------------------|-----------------------------|-------------|
|                        |                       | Roxanne F. Gargar           | Teacher III |
|                        | Pasolo ES             | Gladys F. Carmona           | Teacher II  |
|                        |                       | Lilibeth C. Calisin         | Teacher III |
|                        | Pio Valenzuela ES     | Amy Riza S. Talaoc          | Teacher I   |
|                        |                       | Jhoanna Marie R. Navarro    | Teacher I   |
|                        | P.R. San Diego ES     | Ma. Angelica M. Casimiro    | Teacher I   |
|                        |                       | Ma. Christina B. De La Cruz | Teacher II  |
|                        | Rincon ES             | Emiliza D. Amponin          | Teacher I   |
|                        |                       | Criselda B. Ale             | Teacher II  |
|                        |                       | Janielyn DC De Ocampo       | Teacher III |
|                        | Tagalag ES            | Virginia G. Jimenez         | Teacher II  |
|                        | Wawangpulo ES         | Quennie Noreen Carmelo      | Teacher II  |
| Beatriz Ann D. Medrano |                       | Teacher II                  |             |
| Gigi F. Serrano        |                       | Teacher II                  |             |
| SOUTH                  | Bitik ES              | Ana Rose T. Buenaventura    | Teacher III |
|                        |                       | Stefhany A. Arias           | Teacher I   |
|                        | Caruhatan East ES     | Raquel V. Padlan            | Teacher III |
|                        |                       | Elieza Marie N. Dizon       | Teacher I   |
|                        | Caruhatan West ES     | Jissa E. Jaugin             | Teacher I   |
|                        |                       | Josephine P. Casipit        | Teacher I   |
|                        |                       | Grace G. Peralta            | Teacher I   |
|                        | Constantino ES        | Jusana V. Calma             | Teacher 1   |
|                        |                       | Vilma R. Ecaldre            | Teacher III |
|                        | Ignacio Doon Sr. ES   | Sharmene Q. Casis           | Teacher III |
|                        |                       | Samirah S. Aguilar          | Teacher I   |
|                        | Marulas ES            | Joselyn L. Galvan           | Teacher III |
|                        |                       | Marites L. Santos           | Teacher I   |
|                        |                       | Katherine C. Deldio         | Teacher II  |
|                        | San Miguel Heights ES | Erna N. Redoble             | Teacher III |
|                        |                       | Mariel G. Dicen             | Teacher I   |
| Genny D. Soriano       |                       | Teacher II                  |             |
| Serrano ES             | Mechelle A. Panelo    | Teacher I                   |             |
|                        | Joyce S. Pesimo       | Teacher I                   |             |



## Annex C

**MANAGEMENT TEAM**

| <b>RESOURCE PERSONS</b> |                      |                                |                  |                                                                                                                                         |
|-------------------------|----------------------|--------------------------------|------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| <b>DISTRICT</b>         | <b>SCHOOL</b>        | <b>NAME OF RESOURCE PERSON</b> | <b>POSITION</b>  | <b>TOPICS</b>                                                                                                                           |
| SDO                     | CID                  | Florita R. Matic               | EPS              | Session 1: Overview of the 3-Term Kindergarten Learning Delivery Guide and Its Implications in Tracking Kindergarten Learners' Progress |
| East                    | Parada ES            | Rizza D. Escobido              | Principal IV     | Session 2: Administering ECD Checklist and Planning for Appropriate Interventions (Part 1)                                              |
| South                   | SPED, Maysan ES      | Eunice Sherina F. Panelo       | SPET III         | Session 2: Administering ECD Checklist and Planning for Appropriate Interventions (Part 2)                                              |
| Central                 | Canumay East ES      | Winchel Dwyne S. Ortega        | Master Teacher 1 | Session 3: Classroom Assessment Focusing on Literacy                                                                                    |
|                         | Disiplina Village ES | Ciara Dia F. Agundiz           | Teacher 1        | Session 4: Classroom Assessment Focusing on Numeracy                                                                                    |
|                         | Punturin ES          | Rosalinda G. Quilates          | Principal III    | Session 5: Managing and Organizing Assessment Data                                                                                      |



| <b>LEARNING MANAGEMENT TEAM (LMT) and PROGRAM MANAGEMENT TEAM (PMT)</b> |                        |                             |                                    |                                                                 |
|-------------------------------------------------------------------------|------------------------|-----------------------------|------------------------------------|-----------------------------------------------------------------|
| <b>DISTRICT</b>                                                         | <b>SCHOOL/OFFICE</b>   | <b>NAME OF PARTICIPANTS</b> | <b>POSITION</b>                    | <b>TASK</b>                                                     |
| Central                                                                 | CID                    | Walter H. Fabro             | Public Schools District Supervisor | Session 4 Moderators in Guided Practice on Numeracy Assessment  |
|                                                                         | Roberta De Jesus ES    | Nerissa A. Espinosa         | Principal IV                       |                                                                 |
|                                                                         | Disiplina Village ES   | Mari Jayne M. Mendaro       | Principal IV                       |                                                                 |
| North                                                                   | Wawangpulo ES          | Marilyn C. Resurreccion     | Principal II                       | Session 3 Moderators in Guided Practice on Literacy Assessment  |
| South                                                                   | Ignacio Doon Sr. ES    | Rowena E. Cristobal         | Principal 1                        |                                                                 |
| East                                                                    | CID                    | Soliman E. Rejuso           | Public Schools District Supervisor | Session 5 Moderators on Managing and Organizing Assessment Data |
|                                                                         | A. Deato ES            | Analiza N. Domingo          | Principal I                        |                                                                 |
| North                                                                   | CID                    | Edna A. Llanera             | Public Schools District Supervisor | Session 2 Moderators in ECD Checklist Simulation Exercise       |
| South                                                                   | Marulas Central School | Josie D. Fernando           | Principal IV                       |                                                                 |
| SDO                                                                     | OSDS                   | Noel D. Bagano              | SDS                                | Leadership Support                                              |
| SDO                                                                     | OSDS                   | Ernest Joseph C. Cabrera    | ASDS                               | Leadership Support                                              |
| SDO                                                                     | CID                    | Filmore R. Caballero        | CID Chief                          | Instructional Support                                           |
| SDO                                                                     | CID                    | Maricel P. Javier           | Administrative Aide III            | Administrative Support                                          |
| SGOD                                                                    | Medical Unit           | Adelaine Javate             | Dentist 2                          | Medical Support /Health Care                                    |
|                                                                         | IT/QAME                | Genesis Flores              | IT                                 | Technical Troubleshooting                                       |





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