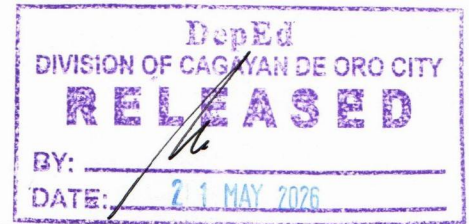




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

20 May 2026

DIVISION MEMORANDUM
No. 486 s.2026

**DIVISION TRAINING FOR KINDERGARTEN TEACHERS ON THE APPLICATION OF
ASSESSMENT TOOLS CUM ORIENTATION OF THE GUIDELINES ON THE
IMPLEMENTATION OF THE 3-TERM SCHOOL CALENDAR**

TO: Asst. Schools Division Superintendent
Chiefs, CID and SGOD
Concerned Curriculum Implementation Division Personnel
Concerned School Governance and Operation Division Personnel
Concerned Elementary Public School Heads
Concerned Master Teachers
Concerned Kindergarten Teachers
This Division

1. In line with the Department of Education's commitment to support the implementation of Republic Act (RA) 10157, titled Kindergarten Education Act of 2012, this office announces the conduct of ***Division Training for Kindergarten Teachers on the Application of Assessment Tools cum Orientation of the Guidelines on the Implementation of the 3-Term School Calendar*** on May 26-28, 2026 at the Conference Hall of Cagayan de Oro City National High School, Senior High School Campus (CDOCNHS-SHS).

2. The training aims to (a) Explain the principles, purposes, and framework of Kindergarten assessment; (b) Demonstrate competency in administering the different assessment tools; (c) Apply appropriate recording, scoring, and interpretation procedures; and (d) Develop skills in analyzing assessment results to inform instruction and intervention.

3. Enclosure are the list of identified kindergarten teacher-participants and the training matrix.

4. Teachers, Master Teachers, School Heads and Division Personnel who will participate in this training shall be entitled to service credits and Compensatory Time-Off (CTO), subject to the existing rules and regulations, particularly if the training falls on a weekend or holidays.

5. In adherence to Equal Opportunity Principle (EOP), inclusive and fair treatment is afforded to all personnel regardless of disability, sexual orientation, gender, age, religion and ethnicity.



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6. This Office directs immediate and wide dissemination of this Memorandum.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl.: Annex A. Official List of Kindergarten Teachers, Annex B. Training Matrix

Reference: N o n e

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

ASSESSMENT CURRICULUM KINDERGARTEN TRAINING

DM-120-CID-DIS-(MPR)-division training for kindergarten teachers on the application of assessment tools cum orientation of the guidelines on the implementation of the 3-term school calendar
May 20, 2026



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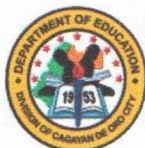
Enclosure 1: Official List of Kindergarten Teachers to Attend the Division Training for Kindergarten Teachers on the Application of Assessment Tools cum Orientation of the Guidelines on the Implementation of the 3-Term School Calendar

NAME OF KINDERGARTEN TEACHERS	SCHOOL
1. GENE HANS P. AGCOPRA	CITY CENTRAL SCHOOL
2. ZENAIDA D. SARRAGA	CITY CENTRAL SCHOOL
JOAN D. FERNANDEZ	CORRALES ELEM. SCHOOL
4. CHERRY MAE ABAD	SHVES-ANNEX PIKIFI
5. BLYTHE P. BALISTOY	WEST CITY CENTRAL SCHOOL
6. GREIZEL ANN J. GAID	SACRED HEART VILLAGE ES
7. ALFIE M. MAGLUNOB	MACANHAN ELEM, SCHOOL
8. JEANY FEL M. YBAÑEZ	BALULANG ELEM. SCHOOL
9. MA. ROSARIO JAMERO	FR. WILLIAM MASTERSON ES
10. MARRY JOI R. PANDO	UPPER CARMEN ES
11. ROSE SHANLEY D. ALCOVER	BAKINGON ES
12. CHARISSE BACULIO	BULAO ES
13. JONALYN L. FELISILDA	PAMALIHI ES
14. ERICA CALLO	PAGATPAT ES
15. JOULE MAE FUERTES	SAN SIMON ES
16. PERLY P. AUMAN	GL REYES ANHAWON
17. CATHLYN INSO	CANITOAN ELEM. SCHOOL
18. RUBY P. CURIB	BULUA CENTRAL SCHOOL
19. AGNES A. ONG	CAMP EVANGELISTA ELEM. SCHOOL
20. JASMINE B. NACUA	IPONAN ELEM. SCHOOL
21. JAYVEE JABAGAT	PN ROA ELEM. SCHOOL
22	FIL-CHI FRIENDSHIP ELEM. SCHOOL
23. MARIBETH MONTEJO	MALASAG ES
24. GLAISA P. NAGUIO	APO MALAKI IS
25. ALYANA A. BAHAN	CUGMAN ES
26. MARICEL B. NACIONAL	CUGMAN EXTN.
27. JESSA MAE CELOCIA	MIGTUGSOK MOBILE SCH
28. MARIETTA JOY U. LANGCASAN	FS CATANICO ES
29. VICAH JANE H. ABI-ABI	GUSA ES
30. RENALYN S. GRUILLA	EAST CITY CENTRAL SCHOOL
31. SHIELYN ANN PAGUTAYAO	PINAGSAGSAGAN MOBILE
32. LOVELY Q. LICERA	BUGSOK MOBILE SCHOOL
33. JULIE ANN Z. MOLO	BUGO CS
34. WENDYLYN B. SAYSON	LINANGOHAN ES
35. GEMMA MERCADO	TABLON ES
36. MONICA VELUZ	PUERTO ES
37. SHIELA MACALOS	SUNTINGON ES ANNEX



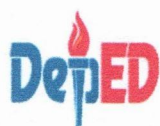
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38. NIKKA SAMBAAN	SUNTINGON ES MAIN
39. RAIZA VIÑAS	BALUBAL ES
40. ALLEN C. DUMAY	AGUSAN
41. PHERLHU CHRISTIANNE B. BISUÑA	KIAM-IS ES
42. LUZ MACABODBOD	PAGALUNGAN ES
43. JESSA JOY G. MACANA	PIGSAG-AN ES
44. MARIENYLL Y. MANATAF	TAGPANGI ES
45. MA., PAZ C. TABLON	TAGLIMAO ES
46. AIMEE NANGCAS	TUBURAN ES
47. SANIT R. SOMOZO	BATINAY ES
48. GINALYN T. MANDAPITAN	TUMPAGON ES
49. RITA A. MERZADAL	LUMBIA CS
NAME OF KINDERGARTEN TEACHERS	SCHOOL
50. JANICE L. NAMOCATCAT	BALUARTE ES
51. RITCHELL A. VALLERA	DANSOLIHON ES
52. AIREEN B. SABUERO	MIDKIWAN ES
53. CANDIE MAE L. MACAPILIT	DUNGGOAN ES
54. VINCENT NACAYTUNA	KIBANOG MOBILE SCHOOL
55. CLAUDINE MINISTER	BESIGAN ES
56. MENNIE LIMBANG	MAMBUAYA ES
57. BON ARJO S. PALAO	MAGAYAD ES
58. NOR AINIE M. NORODIN	MANGALAY ES
59. REYDEL JAIREH MOTLOG	UPPER TIGNAPOLOAN
60. IRISH L. VARGAS	MAN-AI ES
61. ANGELA JOY SERAFINO	BAYANGA ES
62. DOLOROSA A. SANTA-AN	TIGNAPOLOAN ES
63. MARYFLOR C. TAGARA	CADAYONAN IS
64. MELYN FILIPINO	BALONGKOT IS
65. CHRISTINE JANE G. SABAL	IBA IS
66. SARAH M. GUNO	INDAHAG ES
67. NOVEIMER POSAS	INDAHAG ES-HABITAT
68. JESSON RYAN C. AVENIDO	SOUTH CITY CENTRAL SCHOOL
69. MICHELLE JOAN MAE B. MACAPILIT	CAMAMAN-AN ES
70. CHONA TIOSEN	MACASANDIG ES
71. MA. ALLENA S. SA-A	MACAPAYA EXT
72. MARIA THERESA ALSON	KAMAKAWAN ES
73. BEA CLAUDINE E. UAYAN	TAGUANAO ES
74. MARIA LEA DE GUZMAN	KAUSWAGAN CENTRAL SCHOOL
75. LUCHIE DACUP	BONBON ES
76. CLAIRE MARY ANN D. AÑASCO	BAYABAS ES
76. DOLLY JANE GACUS	BONGBONGON ES
77. MARIE LU CHRISTINE ANDOY	CITY ENGINEERS ES
78. DESIREE B. MAGSAYO	NORTH CCS



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79. JO ANNE SALAR	CONSOLACION ES
80. JE-ANN G. MORAN	ST. JOHN ES
81. REDIZA G. DELA CRUZ	MACABALAN ES
82. MARIE ANGELINE G. GALEINTE	PALALAN IS
83. RACHEL JOY ALBA	NORTH CCS / RESOURCE SPEAKER
84. GLADYS SERINO	CITY CS / RESOURCE SPEAKER
85. CHRISTINE DABATIAN	BALULANG ES / RESOURCE SPEAKER
86. DIONETA BAHIAN	WEST CITY CS / RESOURCE SPEAKER
87. JENITH Q. BALSICAS	CID DIVISION OFFICE / RESOURCES SPEAKER
88. ANNABELLE LARIBA	CID DIVISION OFFICE / RESOURCES SPEAKER
89. MILAGROS RECAMADAS	CID DIVISION OFFICE / RESOURCES SPEAKER
90. AMOR RADAZA	SGOD/MONITORING AND EVALUATION



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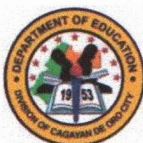


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**Division Training for Kindergarten Teachers on the Application of Assessment Tools cum
 Orientation of the Guidelines on the Implementation of the 3-Term School Calendar**

Venue: Division Conference Hall
May 26-28, 2026

Session No.	Day & Time	Topic	Session Objectives	Resource Speaker / Subject Matter Expert
Day 1 – May 12, 2026				
	7:30-8:00	Arrival and Registration		
	8:00-9:30	Preliminary Activities		
	9:30-9:45	Health Break		
1	9:45-10:45	Session 1: Policies on the following DepEd Orders: • DO 47, s. 2016 • DO 10, 2024 • Overview of the TOP: KI	1. To discuss philosophy, principles, and DepEd policies 2. To present the different tools and their purposes	Milagros P. Recamadas
2a	10:45-12:00	Session 2a: Presentation of Part I Phil ECD Checklist • History • Functions of the Checklist • Content and Structure • Testing Considerations Domain 1: Supporting Curriculum Management and Implementation	1. To introduce the purpose and significance of the Phil-ECD Checklist as a tool for monitoring early childhood development. 2. To present the structure, domains, and key components included in Part 1 of the checklist. 3. To explain the administration procedures and scoring guidelines for accurate use of Part 1. 4. To demonstrate how the results of Part 1 can be interpreted to assess children's developmental milestones. 5. To highlight the role of Part 1 in informing teachers, parents, and stakeholders on appropriate	Milagros P. Recamadas



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			interventions and support for learners.	
	12:00-1:00	Lunch Break		
	1:00-1:15	Management of Learning		
2b	1:15-5:00	Session 2b: Presentation of Part I Phil ECD Checklist - Administration Time - Completing Forms - Computation of Age - When, What and How to Administer - Teaching and Giving Feedback - Assessment Procedure - Scoring Domain 1: Supporting Curriculum Management and Implementation	1. To explain the administration procedures and scoring guidelines for accurate use of Part 1. 2. To provide opportunities for participants to clarify issues and raise feedback regarding the application of Part 1 in actual settings.	Christine C. Dabatian
Day 2 – May 13, 2026				
	8:00-8:15	Management of Learning		
3	8:15-9:45	Session 3: How to use results of ECD Checklist for Curriculum Planning? Planning for appropriate interventions? Domain 1: Supporting Curriculum Management and Implementation	1. To demonstrate how the results of Part 1 can be interpreted to assess children's developmental milestones. 2. To highlight the role of Part 1 in informing teachers, parents, and stakeholders on appropriate interventions and support for learners.	Rachel Joy M. Alba
	9:45-10:00	Health Break		
4	10:00-12:00	Session 4: Presentation of Part II Classroom Assessment focusing on Literacy and Numeracy A. Literacy	1. To present the scope and purpose of Part II of the Classroom Assessment, with emphasis on literacy and numeracy skills.	Gladys W. Serino



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		1. Expanded Assessment Checklist for Literacy 2. Phonological Awareness B. Numeracy 1. Thinking Skills Assessment • Identification • Matching • Sorting • Grouping • Seriation • Conservation • Number and Numeration	2. To orient participants on the assessment tools, tasks, and procedures used in evaluating literacy and numeracy competencies. 3. To explain the scoring, recording, and interpretation of results for literacy and numeracy assessments. 4. To demonstrate how the assessment outcomes can be used to identify learners' strengths, needs, and areas requiring intervention.	
	12:00-1:00	Lunch Break		
	1:00-1:15	Management of Learning		
5a	1:15-2:15	Session 5a. Formative Assessment • Observing and recording • Anecdotal Records Domain 1: supporting Curriculum Management and Implementation	1. To present the purpose and significance of the anecdotal record as a tool for reporting learners' holistic development. 2. To explain the procedures in documenting, recording, and reporting learners' classroom and school performance. 3. To highlight how the anecdotal record communicates learners' strengths, needs, and developmental milestones to parents and stakeholders. 4. To ensure consistency, accuracy, and	Dioneta S. Bahian



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			transparency in reporting learners' performance	
5b	2:15-3:15	Session 5b. Understanding Every Child: Addressing Learning Delays Through Early Assessment	1. Plan simple, developmentally appropriate support activities for learners with delays in literacy, numeracy, socio-emotional, and motor domains. 2. Identify when and how to refer learners for additional support in collaboration with parents, school heads, and relevant specialists. 3. Demonstrate inclusive and responsive teaching practices that support all learners while respecting individual differences.	Andrew Alda
	3:15-3:30	Health Break		
6	3:30-5:00	Session 6. The Kindergarten Progress Report • As built-in Evaluation • As Formal Periodic Evaluation The Design Process Rating the Competencies The Rating scale of Learning Competencies with Indicators	1. To provide participants with hands-on experience in filling out and interpreting Kindergarten Progress Reports. 2. To demonstrate the correct application of assessment results in preparing accurate and meaningful progress reports. 3. To guide teachers in aligning observed learner performance with the developmental domains reflected in the report.	Dioneta S. Bahian



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			4. To strengthen teachers' skills in writing clear, constructive, and parent-friendly feedback on children's progress. 5. To ensure consistency and standardization in the preparation and presentation of progress reports across classrooms.	
Day 3 – May 14, 2026				
	8:00-8:15	Management of Learning		
7	8:15-9:45	Session 7. DepEd Order No. 009, s 2026 – Guidelines on the Implementation of the 3-Term School Calendar in Basic Education Guide for scheduling Opening, Instructional and End of term Blocks Domain 1: supporting Curriculum Management and Implementation	1. To present the importance of systematic management and organization of activities for SY 2026-2027 anchored to DO 9, s.2026 in support to teaching and learning. 2. To orient participants on the different Calendar Legislated Activities and Celebrations.	Jenith Q. Balsicas
	9:45-10:00	Health Break		
8	10:00-12:00	Session 8. Kindergarten Competencies – Budget of Work per Term and Its Alignment to the National Kindergarten Curriculum Guide (NKCG)	1. To provide a clear guidance on the alignment of 3 Term BOW with the NKCG.	Milagros P. Recamadas
	12:00-1:00	Lunch Break		
	1:00-1:15	Management of Learning		
	1:15-3:00	Crafting of the following: A - LAC Session on Kindergarten Assessment Tools and	1. To prepare a LAC Session Training Design on Kindergarten Assessment Tools and DO 9, s.2026 focused	Christine C. Dabatian Dioneta S. Bahian Gladys W. Serino



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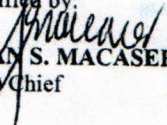
		DO 9, s.2026 focused on Kindergarten Activities B – Alignment of the Kindergarten Literacy and Numeracy Kits and Other Instructional Materials with the Competencies per Calendar Term.	on Kindergarten Activities. 2. To align the Kindergarten Literacy and Numeracy Kits and Other Instructional Materials with the Competencies per Calendar Term.	Rachel Joy M. Alba
	3:00-3:15	Health Break		
	3:15-5:00	Closing Program	1. To acknowledge the teachers' active participation and their contribution during the period of training.	

Prepared by:

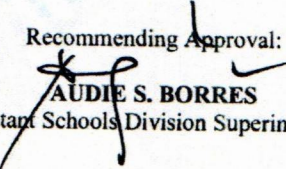

MILAGROS F. RECAMADAS
PSDS – Kindergarten Coordinator


DERROL M. S. AVES
Senior Education Program Specialist-HRTD

Verified by:


JEAN S. MACASERO
CID/Chief

Recommending Approval:


AUDIE S. BORRES
Assistant Schools Division Superintendent

Approved by:


ROY ANGELO E. GAZO, CESO V
Schools Division Superintendent



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