



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
 Region III  
**DIVISION OF CITY SCHOOLS**  
 City of San Jose del Monte



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November 19, 2012


**DIVISION MEMORANDUM**

No. 223 s. 2012

**DIVISION WORKSHOP ON THE FINALIZATION AND PREPARATION  
 OF MATERIALS FOR THE YEAR-END ASSESSMENT  
 FOR KINDERGARTEN CLASSES**

To: District Supervisors  
 Elementary Principals/School Heads

1. In support to the ongoing policy directions on the universalization of kindergarten education for all children, the Division Finalization and Preparation of Materials for the Year-End Assessment for Kindergarten Classes shall be conducted on December 27 & 28, 2012 at Division Library Hub, SJDMW CS, San Jose del Monte, Bulacan.
2. The objectives of this seminar-workshop are the following:
  - a. to finalize Year-End Assessment by Domain;
  - b. to prepare materials needed in the conduct of the Year-End Assessment; and
  - c. to prepare standard format of reporting of the result of the Year-End Assessment.
3. The participants to this training are the Kindergarten Regular Permanent (FRP) teachers and all DepEd Kindergarten Volunteer (KV) teachers.
4. Expenses for meals is charged to downloaded funds and subject to usual auditing practices.
5. Enclosed is the training matrix for the said workshop.
6. Immediate dissemination of this memorandum is earnestly desired.

  
**DR AMANCIO S. VILLAMEJOR, JR., CESO, IV**  
 Schools Division Superintendent

**TRAINING MATRIX**

<b>TIME</b>	<b>DAY 1</b>	<b>DAYS 2</b>
<b>7:30 AM – 8:30 AM</b>	<b>Registration &amp; MOP</b>	<b>MOP</b>
<b>8:30 AM – 9:00 AM</b>	Feedbacking on the Administration of Sample Year-End Assessment per Domain	Preparation of Materials Needed for the Finalized Items
<b>9:00 AM – 9:15 AM</b>	<b>Health Break</b>	
<b>9:15 AM – 12:00 NOON</b>	Presentation of Result of Year-End Assessment Using the Tentative Format & Finalization of Format for the Result	Continuation of the Preparation of Materials Needed for the Finalized Items
<b>12:00 NOON – 1:00 PM</b>	<b>Lunch Break</b>	
<b>1:00 PM – 3:00 PM</b>	Finalization of Year-End Assessment per Domain (Gross & Fine Motor Skills & Numeracy)	Presentation of Final Output
<b>3:00 PM – 3:15 PM</b>	<b>Health Break</b>	
<b>3:15 PM – 5:00 PM</b>	Continuation of Finalization of Year- End Assessment per Domain (Sensory-Perception, Language & EsP )	<b>CLOSING PROGRAM</b>