



Republic of the Philippines
Department of Education
Region VI – Western Visayas
DIVISION OF AKLAN
Kalibo, Aklan



September 18, 2019

DIVISION MEMORANDUM

No. 312, s. 2019

DIVISION TRAINING OF SCHOOL HEADS AND TEACHERS ON MULTI-FACTORED ASSESSMENT TOOL (MFAT)

To: **Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Senior/Education Program Specialist
Heads of Public Elementary and Integrated Schools**

1. In order to strengthen the implementation of the K to 12 Basic Education Program, this Division through the Curriculum Implementation Division will conduct a **Division Training of School Heads and Teachers on Multi-Factored Assessment Tool (MFAT)** on October 10-12, 2019. The venue will be announced later.
2. The activity aims to achieve the following objectives:
 - a. Walkthrough the MFAT forms and acquire knowledge in the administration of this tool;
 - b. Experience the actual process of preparation of assessment materials following the specification provided;
 - c. Simulate the test administration by demonstrating the use of materials per assessment activity and conduct the return demonstration;
 - d. Identify the different difficulties of learners with special educational needs; and
 - e. Present an Action Plan for the conduct of the said training in the district level.
3. There will be five **(5) participants** from each district: the **Public Schools District Supervisor; (1) elementary school head; (1) District Kindergarten Coordinator; and (2) Grade One teachers**. They will compose the District Training Team in their respective districts. In the case of the PSDS's who handle more than one district, they shall send a representative to complete the given slot.
4. The Division Training Team and TWG as well as the participants shall be given service credits/compensatory day-off for the services rendered during weekends per Dep Ed Order 53 s. 2003, Updated Guidelines on the Grant of Service Credits.
5. The expenses incurred for the conduct of this activity shall be charged to HRTD Fund while transportation expenses of the participants and trainers are chargeable against local funds subject to the usual accounting and auditing rules and regulations.

"May katawhayan ag kalipayan sa among mga escuelahan."

6. In preparation for the activity, there will be a **Pre-Training Conference and Walkthrough of Trainers** on **September 28** and **October 5**, 8:00 o'clock in the morning to 5:00 o'clock in the afternoon at the **Arthur S. Juada Hall**, Division Office, Kalibo, Aklan.
7. The List of Participants, Trainers and Training Matrix are found in Enclosures No. 1 and 2, respectively.
8. Immediate and widest dissemination of this Memorandum is earnestly desired.


SALVADOR O. OCHAVO Jr., Ed.D. CESO V
Schools Division Superintendent *sdv*

Reference: Regional Memorandum No. 070, s. 2019

Enclosure/s: As stated

Allotment: 1 – (R.O. s. 1994)

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

ASSESSMENT

SPECIAL PROGRAMS

TRAININGS

TEACHERS

KDL/cdb

“May katawhayan ag kalipayan sa among mga escuelahan.”

List of Participants

Education Program Supervisor	1
Division SPED Coordinator	1
Division TWG	6
Trainers	12
Participants per district (5 per district)	95
Total Number of Participants	115

Division Technical Working Group and Trainers

Training Director	Salvador O. Ochavo, Jr., EdD., CESO V
Assistant Training Director	Jose Niro R. Nillasca
Training Manager	Dobie P. Parohinog, PhD CID Chief
Training Coordinator	Kyzil D. Lipar, PhD EPS – English In-Charge of SPED and Kindergarten
Division TWG	Wilma Werigene M. Villa, PhD Principal III - KISEC Mary Joy B. Suganob, SPET II, (KISEC) Ma. Teresa S. Enerio, SPET I (Ibajay CS) Armi Joy A. Gonzales, MT I (KISEC)
Trainers	Allan T. Relloto, P II (KPES) Josephine Q. Panadero, PII (Altavas ES) Sally V. Agapito, P II (NUmancia IS) Mark C. Daroy, PI, (Vivo IS) Jency M. Villanueva, TI (KISEC) Leila R. Remaldora, TI (Banga ES) Mary Ann Jornadal, TI (KPES) Ramona Villanueva, TI (Ibajay CS) Nenia A. Calma, TII (KISEC) Aileen R. Bautista, MT I (Banga ES) Gilda Carpio, TIII (Ibajay CS) Queenie A. Ginoy, TI (KPES)
Support Staff	Cindy D. Bautista

“May katawhayan ag kalipayan sa among mga escuelahan.”


DIVISION TRAINING ON THE UTILIZATION OF MULTI FACTORED ASSESSMENT TOOL
October 10-12, 2019

Time	Day 1	Day 2	Day 3
7:00 – 8:00	Arrival of Participants and Registration	MOL	MOL
8:00 – 9:00	Opening Program Orientation Dr. Wilma Werigene M. Villa-SP III - KISEC	Understanding the LSENS Mr. Allan S. Relloto- P II-KPES	Difficulty in Displaying Interpersonal Behavior Mr. Mark Daroy-P1-Bibo ES Difficulty in Mobility Ms. Jency M. Villanuevat I - KISEC
9:00 – 10:00	Overview and Video Presentation on the Multi Factored Assessment Tool Administration	Difficulty in Remembering and Concentrating Ms. Lella Remadora-T 1 – Banga ES Difficulty in Communicating Ms. Gilda Carpio-T III- Ibajay ES	Best Practices in Inclusive Setting Mrs. Mary Joy Suganob-SPET II - KISEC Difficulty in Performing Adaptive Skills Ms. Queenie Ginoy- TI-KPES
10:00 – 11:00	Mrs. Sally Agapito P II – Numancia IS	Difficulty in Hearing Ms. Mary Ann O. Jornadal-T I-KPES Difficulty in Applying knowledge Ms. Ramona Villanueva-T 1 – Ibajay ES	Return Demo on the Administration of MFAT
11:00 – 12:00	Simulation of MFAT Administration Mrs. Aileen Bautista MT 1 -Banga ES	Lunch Break	
12:00 -1:00			
1:00 -2:00			
2:00 – 3:00	Walkthrough on the Handbook of LSENS Mrs. Josephine Panadero P II-Altavas ES	Difficulty in Seeing Ms. Nenia A. Calma- T III- KISEC Open House of Ideas	Open House of Ideas Closing Program
3:00 – 4:00			
4:00 – 5:00			
Facilitators	Mary Joy B. Suganob SPET II - KISEC	Armi Joy A. Gonzales MT II-KISEC	Ma. Teresa S. Enerio SPET 1-Ibajay Central School


Prepared by:


WILMA WERIGENE M. VILLA, EDD
SP III

Noted:


KYZIL D. LIPAR, PhD
SPED Focal Person

Approved:


DR. SALVADOR O. OCHAVO JR., CESO V
Schools Division Superintendent