



Republic of the Philippines  
**Department of Education**  
CARAGA REGION  
**SCHOOLS DIVISION OF SIARGAO**



Division Memorandum

No. 12-394 s, 2025

TO: Assistant Schools Division Superintendent  
Chiefs, CID & SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Kindergarten Teachers  
This Division

UTILIZATION AND MANAGEMENT OF KINDERGARTEN ASSESSMENT TOOLS,  
PROGRAM IMPLEMENTATION REVIEW AND TEAM BUILDING

1. In line with the Department of Education's continuous efforts to strengthen foundational learning under the MATATAG Curriculum, SDO Siargao will conduct the **Utilization and Management of Kindergarten Assessment Tools, Program Implementation Review, and Team Building** on December 4-5, 2025, at Kawa Beach Resort, Malinao, Gen. Luna, Surigao del Norte.
2. This initiative seeks to ensure accurate, consistent, and developmentally appropriate implementation of assessment practices in kindergarten, and to gather insights for improving program delivery across schools.
3. Specifically, this activity aims to:
  - a. deepen understanding of DepEd guidelines on kindergarten assessment and its developmental domains.
  - b. capacitate teachers on the proper use, recording, and interpretation of standardized Kindergarten Assessment Tools (checklist, anecdotal records, learner portfolios, developmental rubrics, and progress trackers.
  - c. develop teacher's competencies in managing learner data to support instructional decisions and early interventions.
  - d. conduct a comprehensive review of the status of Kindergarten Program Implementation at the school and district levels.
  - e. identify gaps, challenges, and best practices to guide policy recommendations and improvement plans.
  - f. Formulate action points and agreements for strengthening foundational learning delivery in kindergarten.
4. All kindergarten teachers and K focal persons are required to attend, and their participation is expected and shall not hinder essential schools operation, hence, they shall provide activities for K learners to do at home with the guidance of their parents and significant others. Participants shall produce the following: (a) completed and updated Kindergarten Assessment Tools and Progress Records; (b) school-level Kindergarten Assessment Management Plan; (c) kindergarten Program Implementation Review report per district/school; (d) Action Plan for strengthening Kindergarten program delivery; (e) Job-Embedded Learning (JEL) Plan.



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5. Expenses related to meals and materials shall be charged to Program Support Fund – FY 2025 GAAAO NBC 595; SARO RO-13-25-01614; venue, transportation, and other incidental costs shall be charged to **School MOOE/local funds**, or other authorized sources subject to usual government accounting and auditing rules and regulations.
6. Enclosed are the following:
  - a. Enclosure No. 1: Kindergarten PIR Template by District
  - b. Enclosure No. 2: Job-Embedded Learning (JEL) Plan Template
7. For more information and clarification, please contact **Luz Sandra R. Fernandez**, Kindergarten Focal.
8. Immediate dissemination of and compliance with this Memorandum is desired.

  
**MANUEL O. CABERTE**  
Schools Division Superintendent 

Encls.: As stated

Reference: None

To be indicated in the **PERPETUAL INDEX** under the following subjects:  
KINDERGARTEN EDUCATION      PROGRAM      REVIEW

CID/lserf  
12/01/25



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Enclosure No. 01 to Division Memorandum No. \_\_\_\_\_ s. 2025

**KINDERGARTEN PROGRAM IMPLEMENTATION REVIEW TEMPLATE BY DISTRICT  
FOR QUARTERS 1 & 2 OF SY 2025-2026)**

*(To be accomplished by the District Kindergarten Focal Person  
after harvesting data from other K teachers in the district)*

<b>K Program Component</b>	<b>Strengths</b> <i>(consider the best practices of your district per component)</i>	<b>Challenges/ Issues/ Gaps/ Problems (CIGPs)</b> <i>(list down the district CIGPs)</i>	<b>Evidence or MOVs</b> <i>(pictorials or documents that support your strengths)</i>	<b>Recommendations</b> <i>(Based on the CIGPs, what can you Recommend)</i>
A. Curriculum Implementation				
B. Assessment & Progress (Phil. ECD/BMPT) Progress Monitoring				
C. Learning Environment & Resources				
D. Teacher Competence				
E. Stakeholder Engagement				
F. Program Management & Support				

*Note: You can transfer this to PowerPoint presentation*





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Enclosure No. 02 to Division Memorandum No. \_\_\_\_\_ s. 2025

**JOB-EMBEDDED LEARNING/ TEACHING PLAN  
FOR QUARTERS 3 & 4 OF SY 2025-2026**

<b>Identified CIGPs (as reflected in the table in Enclosure No. 01)</b>	<b>Action to be Taken</b>	<b>Person Responsible</b>	<b>Timeline</b>	<b>Resources Needed</b>	<b>Success Indicator</b>
A. Curriculum Implementation					
B. Assessment & Progress (Phil. ECD) Progress Monitoring					
C. Learning Environment & Resources					
D. Teacher Competence					
E. Stakeholder Engagement					
F. Program Management & Support					

*Note: You can transfer this to PowerPoint presentation*