



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



Division Memorandum
No. **09-271** s., 2026

TO: Assistant Schools Division Superintendent
CID Chief, SGOD Chief & Section Heads
Education Program Supervisors
Public Schools District Supervisors
Elementary School Heads
All Kindergarten Teachers
This Division

**DIVISION TRAINING ON THE IMPLEMENTATION OF TRACKING OUR PROGRESS:
KINDERGARTEN (ToP:K) AND UTILIZATION OF DIGITALIZED
KINDERGARTEN PROGRESS REPORT (e-KPR)**

1. In line with the Department of Education's commitment to strengthen early childhood education through effective assessment and monitoring of learners' progress report, this Office announces the conduct of the **Training on the Utilization of Tracking Our Progress: Kindergarten (TOP:K): A Comprehensive Assessment Guide for Teachers and the Digitalized Kindergarten Progress Report (e-KPR)** on **October 1-2, 2026** at the **Siargao Convention Center, Dapa, Surigao del Norte**.
2. The training aims to:
 - a. enhance participants' understanding of the Tracking Our Progress: Kindergarten (TOP:K) assessment guide;
 - b. strengthen teachers' competencies in assessing kindergarten learners' developmental milestones and learning progress;
 - c. orient participants on the proper utilization and interpretation of TOP:K assessment tools;
 - d. capacitate kindergarten teachers in the use of the **Digitalized Development Progress Record (e-KPR)**; and
 - e. ensure accurate, efficient, and timely recording, monitoring, and reporting of learners' developmental progress.
3. The participants in the training are all Kindergarten Teachers in the Schools Division of Siargao. They are expected to:
 - attend the training for its entire duration;
 - actively participate in all sessions, workshops, and hands-on activities;
 - bring laptops and other necessary materials for the practical exercises; and
 - echo the learning gained from the training to relevant school personnel.





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

4. In order to ensure the continuity of learning during the conduct of the training, teacher-participants shall implement an **Alternative Delivery Mode (ADM)** for their classes during the dates covered by their attendance in the activity. For this training, teacher-participants shall shift to ADM classes for **two (2) days**, specifically on **October 1-2, 2026**.
5. To facilitate the implementation of ADM, all teacher-participants are directed to:
 - a. prepare and distribute **Activity Worksheets (AWs)** and other appropriate self-learning activities covering the lessons and competencies scheduled for the affected dates;
 - b. ensure that all learning materials contain clear instructions and are aligned with the prescribed learning competencies and learning objectives;
 - c. provide mechanisms for monitoring learners' progress and assessment of submitted outputs upon resumption of regular classes;
 - d. coordinate with their respective School Heads regarding the distribution, retrieval, and monitoring of learner outputs; and
 - e. ensure that learning continuity is maintained and that no learner is disadvantaged due to their participation in the training.
6. Attendance of all authorized participants in this activity shall be considered **official time** subject to existing DepEd policies, rules, and regulations, and shall be pre-registered using this link: <https://sdosiargao.com/TopKPR>.
7. School Heads are hereby directed to make the necessary administrative arrangements to ensure uninterrupted delivery of instruction through the implementation of the prescribed ADM activities during the training period.
8. The School Heads and PSDS's shall monitor compliance with these provisions and provide the necessary support to ensure effective implementation of ADM during the activity period.
9. Expenses related to transportation, meals (breakfast & dinner), and other incidental expenses of participants shall be charged against local funds/MOOE or other available funds, while lunch and 2 snacks for 2 days shall be charged to PSF-ELLN funds subject to the usual accounting and auditing rules and regulations.
10. The Curriculum Implementation Division through the Education Program Supervisor for Kindergarten and HRD shall oversee the conduct, while the SM & ME SEPS shall monitor and evaluate the conduct of the activity.



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

11. The detailed program of activities and other pertinent information are attached as enclosures to this Memorandum.
12. Immediate and wide dissemination of this Memorandum is desired.


MANUEL O. CABERTE
Schools Division Superintendent 

Encls.: Training Matrix & TWG

References: DM-CT-2024-368

To be indicated in the PERPETUAL INDEX under the following subjects:

ASSESSMENT KINDERGARTEN CURRICULUM PROGRESS REPORT

CID/lserf
09/14/2026



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SCHOOLS DIVISION OF SIARGAO

Enclosure No. 1 to Division Memorandum No. _____ s. 2026

Training Matrix

Date/Time	Learning Outcomes	Activity	Resource Person/ Facilitator	Assessment
October 1, 2026 7:30 – 8:00		Opening Program	PMT	
8:00 – 8:30	Explain the purpose and Framework of ToP:K	Overview of ToP:K; developmental domains and indicators	Rose Karen Mae S. Arriesgado, MT-I	Oral recitation
8:30 – 10:30	Administer ToP:K observation and rating tools correctly	Hands-on use of ToP:K checklists and rating scales	Ianne Rofa S. Maturan, MT-I	Practicum Rating
10:30-12:00	Identify rating tools	Rating Tools	Miraflor P. Bocota, MT-III	Written evaluation
1:30 – 2:30	Orient Gender-Fair Observation, rating and and Reporting	Orientation on Gender-Fair Observation, Rating, and Reporting (GAD Session)	Glenda R. Dadap, PDO-I	3-2-1 Reflection
2:30 – 4:00	Write Teacher Observation	Making Teacher Observations & Comments/Remarks	Luz Sandra R. Fernandez, EPS	Output Checking
October 2, 2026 8:00 – 12:00	Navigate & encode learner data in the e-KPR system	Orientation and Encoding in the Digitalized Developmental Progress Report System Hands-on Activity	Prisco C. Dulpina, P-I	Practicum rating



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

1:30 – 3:00	Generate, Interpret, and Utilize e-KPR Outputs for Parent Conferencing and Instructional Planning	Report Generation	Prisco C. Dulpina , P-I	Practicum Rating
		Interpretation of Results & Communication of Results to Parents	Luz Sandra R. Fernandez , EPS	Return Demo Rubric
3:00 – 4:00		Closing Program	PMT	



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CARAGA REGION
SCHOOLS DIVISION OF SIARGAO

Enclosure No. 2 to Division Memorandum No. _____ s. 2026

Technical Working Group

Committee	Role	Responsible Person/s
Program Committee	Plans and manages the overall flow of the training to ensure that all sessions are conducted according to schedule. Coordinates with speakers, facilitators, and other committees for the smooth implementation of activities.	Rose Karen May S. Arriesgado Miraflor P. Bocota Maricel S. Carballo Rouela S. Dizon Carolyn S. Clamohoy
Documentation Committee	Records the training through photos, videos, attendance, and written reports. Organizes and compiles all documentation and outputs for reporting and future reference.	Ianne Rofa S. Maturan Mendracel C. Cedro Divah E. Osares Karen P. Forcadilla Surza Mae T. Belocura Shiela Marie C. Seguis
Health Committee	Promotes the safety and well-being of all participants throughout the training. Provides first aid assistance and responds to health-related concerns or emergencies.	Assigned Division Nurse



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

Technical & Participant Support Committee	Provides technical assistance and addresses participants' concerns before and during the training. Ensures the proper operation of equipment, internet connectivity, and other logistical requirements.	Luz Sandra R. Fernandez Ferosana D. Tesiorna Lowela B. Espanto
Monitoring & Evaluation Committee	Monitors training implementation and participant engagement throughout the activity. Collects, analyzes, and reports feedback and evaluation results to support continuous improvement.	Aquino D. Garcia Louwyn E. Gubaton