




Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
**ORD-2023-841**

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Caloocan City  
 SDO Marikina City  
 SDO Navotas City  
 SDO Quezon City

**FROM :**  **WILFREDO E. CABRAL, CESO III**  
 Regional Director

**SUBJECT :** **PARTICIPATION IN THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF FORMATIVE ASSESSMENT RESOURCES FOR MADRASAH EDUCATION PROGRAM**

**DATE :** August 29, 2023

1. This has reference to the attached Memorandum No. DM-CT-2023-191 dated June 5, 2023, from Gina O. Gonong, Undersecretary for Curriculum and Teaching, relative to the above-captioned activity.
2. In connection with this, the enclosed participants are enjoined to:
  - bring their own laptop for the workshop
  - travel authority
  - bring reference materials and relevant resources
3. Accommodation, travelling and other incidental will be charged to 2023 Madrasah Education Program (MEP) Funds and local funds should there be deficiencies in the downloaded funds. Participants are advised to take the most economical means of transportation. The Division MEP Focal Person will submit to the Regional MEP Focal Person a summary of expenses incurred by the participants as basis for the downloading of expenses to the Schools Division Offices. In addition, they are expected to attach the highlights of the activity. Participants will submit pertinent travel documents upon completion of the activity for the reimbursement, subject to the usual government accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.



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 Website: <http://www.depedncr.com.ph>

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| Doc. Ref. Code | RO-ORD-F005 | Rev  | 00     |
| Effectivity    | 01.26.23    | Page | 1 of 3 |



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

**LIST OF PARTICIPANTS**

| <b>NAME</b>           | <b>DESIGNATION</b> | <b>DIVISION</b> | <b>WRITESHOP ACTIVITY</b>  | <b>DATE/VENUE</b>   |
|-----------------------|--------------------|-----------------|--|---|
| John Patrick A. Palad | EPS - DMEPC        | Caloocan City   | <i>Development of Formative Assessment Resources for Madrasah Education Program</i>  | <i>September 5-8, 2023, National Capital Region (NCR)</i> |
|                       |                    |                 | <i>Finalization of Formative Assessment Resources for Madrasah Education Program</i> | <i>December 5-8, 2023, Region III (Central Luzon)</i>     |
| Josephine Tobias      | PSDS – DMEP        | Navotas City    | <i>Development of Formative Assessment Resources for Madrasah Education Program</i>  | <i>September 5-8, 2023, National Capital Region (NCR)</i> |
|                       |                    |                 | <i>Finalization of Formative Assessment Resources for Madrasah Education Program</i> | <i>December 5-8, 2023, Region III (Central Luzon)</i>     |
| Marco Meduranda       | EPS – English      | Navotas City    | <i>Development of Formative Assessment Resources for Madrasah Education Program</i>  | <i>September 5-8, 2023, National Capital Region (NCR)</i> |
|                       |                    |                 | <i>Finalization of Formative Assessment Resources for Madrasah Education Program</i> | <i>December 5-8, 2023, Region III (Central Luzon)</i>     |



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| Doc. Ref. Code | RO-ORD-F005 | Rev  | 00     |
| Effectivity    | 01.25.23    | Page | 2 of 3 |



Republic of the Philippines  
**Department of Education**  
NATIONAL CAPITAL REGION

| <i>NAME</i>    | <i>DESIGNATION</i> | <i>DIVISION</i> | <i>WRITESHOP ACTIVITY</i>  | <i>DATE/VENUE</i>  |
|----------------|--------------------|-----------------|--|--|
| Leah De Leon   | EPS - DMEPC        | Marikina City   | <i>Validation of Formative Assessment Resources for Madrasah Education Program</i> | <i>September 20-22, 2023, Region X (Northern Mindanao)</i> |
| Nimfa Gabertan | EPS - English      | Quezon City     |  |  |



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| Doc. Ref. Code | RO-ORD-F005 | Rev  | 00     |
| Effectivity    | 01.26.23    | Page | 3 of 3 |



Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

**MEMORANDUM**  
**DM-CT-2023-191**

**TO: REGIONAL DIRECTORS**

**FROM: GINA O. GONONG**  
Undersecretary for Curriculum and Teaching

**SUBJECT: PARTICIPATION IN THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF FORMATIVE ASSESSMENT RESOURCES FOR MADRASAH EDUCATION PROGRAM (MEP)**

**DATE: 5 June 2023**

The Bureau of Learning Delivery - Student Inclusion Division (BLD-SID) will conduct the **Development, Validation, and Finalization of Formative Assessment Resources for Madrasah Education Program** into three phases:

| No. | Phase   | Date             | Venue      |
|-----|---|------------------|------------|
| 1   | Development of Formative Assessment Resources for Madrasah Education Program (MEP)  | Sept. 5-8, 2023  | NCR        |
| 2   | Validation of Formative Assessment Resources for Madrasah Education Program (MEP)   | Sept 20-22, 2023 | Region X   |
| 3   | Finalization of Formative Assessment Resources for Madrasah Education Program (MEP) | Dec. 5-8, 2023   | Region III |

The specific venues shall be announced through a separate advisory.

Specifically, the activities aim for the participants to:

- be acquainted with the different genres of literary, informal, and non-linear Arabic texts (translated in English), their elements, structures, and purposes;
- realize the need for inducting learners into an array of texts in increasing complexity to prepare them for understanding complex and technical texts;
- recognize the nature of texts complexity in terms of quantitative and qualitative features, and reader and task considerations;
- articulate the knowledge and skills of the Asatidz need to support learners in reading and communicating in Arabic language;



Republic of the Philippines

## Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

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- E. organize and plan for effective instruction using materials, strategies, and educational technologies to develop learner's abilities to obtain, evaluate, and communicate information;
- F. develop, review, revise and finalize formative assessment resources for integrating effective literacy assessment in ALIVE classes; and
- G. express strong commitment and advocacy towards literacy.

Participants in these activities are select Regional and Division Madrasah Education Program (MEP) and Reading/English supervisors/coordinators and school heads/principals listed in Annex A. Participants are reminded to bring their laptop. See Annex B for the Program of Activities.

Accommodation, traveling and other incidental expenses will be charged to **2023 Madrasah Education Program (MEP) Funds** and **Local Funds** should there be deficiencies in the downloaded funds, subject to the usual government accounting and auditing rules and regulations.

For inquiries or concerns, contact the BLD-SID through **Dr. Denn Marc P. Alayon** or **Ms. Armi S. Victor**, Supervising Education Program Specialists, through email at [denmarc.alayon@deped.gov.ph](mailto:denmarc.alayon@deped.gov.ph) or [armi.victor@deped.gov.ph](mailto:armi.victor@deped.gov.ph) respectively.

For immediate dissemination.

*Copy furnished:*

**ATTY. REVSEE A. ESCOBEDO**  
Undersecretary for Operations

## Annex A

### DISTRIBUTION OF PARTICIPANTS

#### Development of Formative Assessment Resources for Madrasah Education Program

*September 5-8, 2023, National Capital Region (NCR)*

#### Finalization of Formative Assessment Resources for Madrasah Education Program

*December 5-8, 2023, Region III (Central Luzon)*

| Region | Type of Participant                 |                                     |   |   |   |   | Total |
|--------|-------------------------------------|-------------------------------------|---|---|---|---|-------|
|        | Regional MEP Supervisor/Coordinator | Division MEP Supervisor/Coordinator | Regional English Supervisor/Coordinator | Division English Supervisor/Coordinator | Senior Education Program Specialist/District Supervisor | School Head/Principal in an ALIVE-implementing school |       |
| I      |                                     | 1                                   | 1                                       |   |   | 1   | 3     |
| II     |                                     | 1                                   |   | 1                                       | 1   |   | 3     |
| III    |                                     | 1                                   |   |   | 1   | 1   | 3     |
| IV-A   |                                     |                                     | 1                                       |   | 2   |   | 3     |
| IV-B   | 1                                   | 1                                   |   |   |   | 1   | 3     |
| V      | 1                                   |                                     |   |   | 1   | 1   | 3     |
| CAR    |                                     | 1                                   | 1                                       | 1                                       |   |   | 3     |
| NCR    | 1                                   |                                     |   | 1                                       | 1   |   | 3     |
| VI     | 1                                   | 1                                   |   | 1                                       |   |   | 3     |
| VII    | 1                                   |                                     | 1                                       | 1                                       |   |   | 3     |
| VIII   |                                     |                                     | 1                                       |   | 1   | 1   | 3     |
| IX     |                                     |                                     | 1                                       | 1                                       |   | 1   | 3     |
| X      | 1                                   | 1                                   |   | 1                                       |   |   | 3     |
| XI     | 1                                   | 1                                   | 1                                       |   |   |   | 3     |
| XII    | 1                                   |                                     |   | 1                                       |   | 1   | 3     |
| CARAGA | 1                                   |                                     | 1                                       |   |   | 1   | 3     |
| Total  | 9                                   | 8                                   | 8                                       | 8                                       | 7   | 8   | 48    |

**Note:** The same set of participants are requested to attend the aforesaid activities.

**Annex A****DISTRIBUTION OF PARTICIPANTS****Validation of Formative Assessment Resources for Madrasah Education Program***September 20-22, 2023, Region X (Northern Mindanao)*

| Region       | Type of Participant                           |   |   |   |   |   | Total     |
|--------------|---|---|---|---|---|---|-----------|
|              | Regional<br>MEP<br>Supervisor/<br>Coordinator | Division<br>MEP<br>Supervisor/<br>Coordinator | Regional<br>English<br>Supervisor/<br>Coordinator | Division<br>English<br>Supervisor/<br>Coordinator | Senior<br>Education<br>Program<br>Specialist/<br>Public Schools<br>District<br>Supervisor | School Head/<br>Principal in an<br>ALIVE-<br>implementing<br>school |           |
| I            | 1   |   |   |   |   | 1   | 2         |
| II           |   | 1   | 1   |   |   |   | 2         |
| III          | 1   |   | 1   |   |   |   | 2         |
| IV-A         | 1   |   |   | 1   |   |   | 2         |
| IV-B         |   |   |   | 1   | 1   |   | 2         |
| V            |   | 1   |   | 1   |   |   | 2         |
| CAR          | 1   |   |   |   | 1   |   | 2         |
| NCR          |   | 1   |   | 1   |   |   | 2         |
| VI           |   |   |   | 1   | 1   |   | 2         |
| VII          |   | 1   |   |   |   | 1   | 2         |
| VIII         | 1   |   |   |   |   | 1   | 2         |
| IX           |   |   | 1   |   |   | 1   | 2         |
| X            |   |   | 1   |   | 1   |   | 2         |
| XI           |   |   |   | 1   |   | 1   | 2         |
| XII          |   | 1   | 1   |   |   |   | 2         |
| CARAGA       |   | 1   |   |   | 1   |   | 2         |
| <b>Total</b> | <b>5</b>                                      | <b>6</b>                                      | <b>5</b>  | <b>6</b>  | <b>5</b>  | <b>5</b>  | <b>32</b> |

**Annex A**

**LIST OF IDENTIFIED PARTICIPANTS**

**Development of Formative Assessment Resources for Madrasah Education Program**  
*September 5-8, 2023, National Capital Region (NCR)*

**Finalization of Formative Assessment Resources for Madrasah Education Program**  
*December 5-8, 2023, Region III (Central Luzon)*

Region: \_\_\_\_\_

| No. | Name | Position | School/Office | Email Address |
|-----|------|----------|---------------|---------------|
| 1   |      |          |               |               |
| 2   |      |          |               |               |
| 3   |      |          |               |               |



**Validation of Formative Assessment Resources for Madrasah Education Program**  
*September 20-22, 2023, Region X (Northern Mindanao)*

Region: \_\_\_\_\_

| No. | Name | Position | School/Office | Email Address |
|-----|------|----------|---------------|---------------|
| 1   |      |          |               |               |
| 2   |      |          |               |               |

Prepared by:

Recommending Approval:

\_\_\_\_\_  
Regional MEP Supervisor/Coordinator

\_\_\_\_\_  
CLMD Chief

Approved by:

\_\_\_\_\_  
Regional Director

**Note:** *Kindly accomplish and submit this list not later than August 31, 2023 through email at [dennmarc.alayon@deped.gov.ph](mailto:dennmarc.alayon@deped.gov.ph) and [armi.victor@deped.gov.ph](mailto:armi.victor@deped.gov.ph).*



## **Annex A**

### **CRITERIA FOR SELECTING PARTICIPANTS**

Participants to be identified per region must meet at least two of the following criteria:

1. A Madrasah Education Program (MEP) instructional leader, implementer, or advocate;
2. Has extensive experience and previous trainings in English language teaching, reading literacy, and pedagogical approaches and strategies;
3. Experienced in writing or evaluating self-learning modules, learning activity sheets, supplementary reading materials, and/or learning resources in digital and printed formats; and
4. With a strong commitment to complete the whole duration of the writeshop/s, participate actively during the sessions, work on the expected high-quality outputs, and submit the same on or before the deadline.

**Annex B**

**PROGRAM OF ACTIVITIES**

**Development of Formative Assessment Resources for Madrasah Education Program**

*September 5-8, 2023, National Capital Region (NCR)*

| <b>Time</b>         | <b>Day 1<br/>September 5, 2023 (Tuesday)</b>  | <b>Day 2<br/>September 6, 2023 (Wednesday)</b>   | <b>Day 3<br/>September 7, 2023 (Thursday)</b>                           | <b>Day 4<br/>September 8, 2023 (Friday)</b>  |  |
|---------------------|---|--|---|--|--|
| 6:00 AM - 7:45 AM   | BREAKFAST   |  |   |  |  |
| 7:45 AM - 8:00 AM   | MANAGEMENT OF LEARNING (MOL)  |  |   |  |  |
| 8:00 AM - 10:00 AM  | <b>OPENING PROGRAM</b><br>Pre-Test<br>Session 1:<br><b>Content Area Literacy (CAL):<br/>Overview</b>  | Session 5:<br><b>CAL Strategies: Activating Prior<br/>Knowledge, Vocabulary, and<br/>Concept Development</b>   | Session 9:<br><b>Development of Formative<br/>Assessment Resources</b>  | Presentation of Draft Formative<br>Assessment Resources and<br>Giving of Feedback<br><br>Post-Test |  |
| 10:00 AM - 10:15 PM | MORNING SNACKS  |  |   |  |  |
| 10:00 AM - 12:00 PM | Session 2:<br><b>CAL Strategies: Understanding<br/>Literary and Informational<br/>Text Structures</b> | Session 6:<br><b>CAL Strategies: Reader-Text<br/>Interactions</b>  | Writeshop:<br><b>Development of Formative<br/>Assessment Resources</b>  | <b>CLOSING PROGRAM</b>   |  |
| 12:00 PM - 1:00 PM  | LUNCH   |  |   |  |  |
| 1:00 PM - 3:00 PM   | Session 3:<br><b>Text Complexity: Implications<br/>for Teaching</b>                                   | Session 7:<br><b>CAL Strategies: Study Strategies<br/>Writing to Learn Activities</b>                          | Continuation of the Development<br>of Formative Assessment<br>Resources | <b>HOME SWEET HOME</b>   |  |
| 3:00 PM - 3:15 PM   | AFTERNOON SNACKS  |  |   |  |  |
| 3:15 PM - 5:00 PM   | Session 4:<br><b>The BDA Instructional<br/>Framework</b>  | Session 8:<br><b>Formative Assessment:<br/>Classroom-Based Tools and Open<br/>Educational Resources (OERS)</b> | Continuation of the Development<br>of Formative Assessment<br>Resources |  |  |
| 5:00 PM - 6:00 PM   | OPEN FORUM  |  |   |  |  |
| 6:00 PM - 8:00 PM   | DINNER  |  |   |  |  |

- Lecturette/Discussion/Demos: Oral presentations of key concepts/topics;
- Guided activities and independent work: Group or individual work where participants will apply knowledge/competencies acquired from the input presentations towards crafting of FA resources;
- Presentation of Outputs/Feedback: Participants will present their outputs to the whole group for feedback from other participants/resource persons/SID specialists;
- Online submission of FA resources and giving of feedback via Google Drive; and
- The first meal to be served is dinner on Day 0 while the last meal will be lunch on Day 4 of the activity

**Annex B**

**PROGRAM OF ACTIVITIES**

**Validation of Formative Assessment Resources for Madrasah Education Program**

*September 20-22, 2023, Region X (Northern Mindanao)*

| <b>Time</b>         | <b>Day 1<br/>September 20, 2023 (Wednesday)</b>  | <b>Day 2<br/>September 21, 2023 (Thursday)</b>  | <b>Day 3<br/>September 22, 2023 (Friday)</b>  |
|---------------------|--|---|---|
| 6:00 AM - 7:45 AM   | BREAKFAST  |   |   |
| 7:45 AM - 8:00 AM   | MANAGEMENT OF LEARNING (MOL)   |   |   |
| 8:00 AM - 10:00 AM  | <b>OPENING PROGRAM</b><br><br>Session 1:<br><b>Revisiting Content Area Reading Strategies<br/>vis-à-vis Formative Assessment: Part I</b> | Continuation of the Validation of Formative<br>Assessment Resources                             | Presentation of Validated Formative<br>Assessment Resources and<br>Accomplished Validation Tool |
| 10:00 AM - 10:15 AM | MORNING SNACKS   |   |   |
| 10:15 AM - 12:00 PM | Session 2:<br><b>Revisiting Content Area Reading Strategies<br/>vis-à-vis Formative Assessment: Part II</b>                              | Continuation of the Validation of Formative<br>Assessment Resources                             | <b>CLOSING PROGRAM</b>  |
| 12:00 PM - 1:00 PM  | LUNCH  |   |   |
| 1:00 PM - 3:00 PM   | Session 3:<br><b>How to Validate Formative Assessment<br/>Resources: Guidelines and Validation Tool</b>                                  | Continuation of the Validation of Formative<br>Assessment Resources                             | <b>HOME SWEET HOME</b>  |
| 3:00 PM - 3:15 PM   | AFTERNOON SNACKS   |   |   |
| 3:15 PM - 5:00 PM   | Writeshop:<br><b>Validation of Formative Assessment Resources</b>  | Presentation of Validated Formative<br>Assessment Resources and Accomplished<br>Validation Tool |   |
| 6:00 PM - 8:00 PM   | OPEN FORUM   |   |   |
|                     | DINNER   |   |   |

- Lecturette/Discussion/Demos: Oral presentations of key concepts/topics;
- Presentation of Outputs/Feedback: Participants will present their outputs to the whole group for feedback from other participants/resource persons/SID specialists;
- Online submission of validated FA resources via Google Drive; and
- The first meal to be served is dinner on Day 0 while the last meal will be lunch on Day 3 of the activity.

**Annex B**

**PROGRAM OF ACTIVITIES**

**Finalization of Formative Assessment Resources for Madrasah Education Program**

*December 5-8, 2023, Region III (Central Luzon)*

| <b>Time</b>         | <b>Day 1<br/>December 5, 2023 (Tuesday)</b>  | <b>Day 2<br/>December 6, 2023 (Wednesday)</b>                           | <b>Day 3<br/>December 7, 2023 (Thursday)</b>   | <b>Day 4<br/>December 8, 2023 (Friday)</b>   |  |
|---------------------|--|---|--|--|--|
| 6:00 AM - 7:45 AM   | BREAKFAST  |   |  |  |  |
| 7:45 AM - 8:00 AM   | MANAGEMENT OF LEARNING (MOL)   |   |  |  |  |
| 8:00 AM - 10:00 AM  | <p><b>OPENING PROGRAM</b></p> <p>Giving of general feedback from the resource persons/validators on the validated FA resources</p> | <p>Writeshop:<br/><b>Revision of Formative Assessment Resources</b></p> | <p>Presentation of Revised Formative Assessment Resources and Giving of Feedback</p> | <p>Presentation of Finalized Formative Assessment Resources and Giving of Feedback</p> |  |
| 10:00 AM - 10:15 PM | MORNING SNACKS   |   |  |  |  |
| 10:00 AM - 12:00 PM | <p>Giving of general feedback from the resource persons/validators on the validated FA resources</p>                               | <p>Continuation of the Revision of Formative Assessment Resources</p>   | <p>Presentation of Revised Formative Assessment Resources and Giving of Feedback</p> | <b>CLOSING PROGRAM</b>   |  |
| 12:00 PM - 1:00 PM  | LUNCH  |   |  |  |  |
| 1:00 PM - 3:00 PM   | <p>Session 1:<br/><b>Mechanical Editing</b></p>  | <p>Continuation of the Revision of Formative Assessment Resources</p>   | <p>Writeshop:<br/><b>Finalization of Formative Assessment Resources</b></p>          | <b>HOME SWEET HOME</b>   |  |
| 3:00 PM - 3:15 PM   | AFTERNOON SNACKS   |   |  |  |  |
| 3:15 PM - 5:00 PM   | <p>Session 2:<br/><b>Substantive Editing</b></p>   | <p>Continuation of the Revision of Formative Assessment Resources</p>   | <p>Continuation of the Finalization of Formative Assessment Resources</p>            |  |  |
| 5:00 PM - 6:00 PM   | OPEN FORUM   |   |  |  |  |
| 6:00 PM - 8:00 PM   | DINNER   |   |  |  |  |

- Lecturette/Discussion/Demos: Oral presentations of key concepts/topics;
- Presentation of Outputs/Feedback: Participants will present their outputs to the whole group for feedback from other participants/resource persons/SID specialists;
- Online submission of finalized FA resources via Google Drive; and
- The first meal to be served is dinner on Day 0 while the last meal will be lunch on Day 4 of the activity.