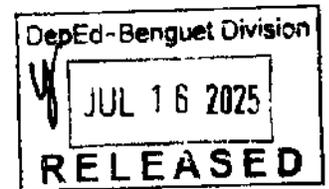




Republic of the Philippines
Department of Education
Schools Division of Benguet



11 July 2025

DIVISION MEMORANDUM

No. 296, s. 2025

**Training Cum Workshop On The Administration Of Multi-Factored
Assessment And Preparation Of Materials**

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public District Supervisors and Public Districts In-Charge
Elementary and Secondary School Heads
All Others Concerned

1. The Schools Division of Benguet through the Curriculum Implementation Division shall conduct a Training Cum Workshop On The Administration Of Multi-Factored Assessment And Preparation Of Materials on August 6-8, 2025 at Ecolodge, Magsaysay Avenue, Baguio City.
2. The activity aim to:
 - a. Orient participants on issued policies for SNED program and administration of Multi-Factored Assessment (MFA);
 - b. Prepare materials for the administration of Multi-Factored Assessment (MFA);
 - c. Identify the key components and purpose of MFA in assessing young learners' cognitive, social, emotional, and physical development. prepare materials for the administration of Multi-Factored Assessment (MFA);
3. Attached are the following enclosure for guidance and reference.
 - a. Enclosure 1: List of Participants and Training Management Team
 - b. Enclosure 2: Training Matrix
4. Identified teacher-participants are required to prepare self-study materials, learning activity sheets, and individual or group activities, complete with detailed instructions on how these tasks should be accomplished by their learners. They are



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also expected to coordinate with their school heads to ensure that appropriate supervision is provided for their classes through out the duration of the training.

5. Accommodation, meals and snacks and materials shall be charged against the 2024 SNED Program Support Fund (PSF) of the Regional Office downloaded to division Office while transportation and other expenses will be charged against local funds subject to the usual accounting and auditing rules and regulations.

6. This memorandum shall also serve as Authority to Travel on official business for all listed participants.

7. The **Inspectorate Team for this activity** shall be composed of the following members of the Technical Working Group: Roy Jr. S. Onil, Virginia B. Sali-oan, Roxanne B. Mayomis, and Erlinda C. Quinuan.

8. Immediate and widest dissemination of and compliance with this Memorandum is enjoined.


ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director
and Concurrent Officer-in-Charge
Office of the Schools Division Superintendent


CID-IM/AMD/jj/



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Enclosure 1 : SDO Memorandum No. 296 s. 2025- List of Participants and Training Management Team

No	Name	Position	Sex		School/District
			M	F	
I. Multifactor Assessment Training-					
1.	Euvinece S. Banisa	Teacher III		/	Bilis Elementary School, Atok
2	Melanie K. Anongos	Teacher II		/	Tanas ES, Bakun
3	Evajane B. Oldico	Teacher I		/	Bantas Suanding ES, Bokod
4	Eda Joy P. Gapuz	Teacher I		/	Abatan ES, Buguias
5	Numee B. Laguden	Teacher III		/	Tuding ES, Itogon 1
6	Jennifer P. Pakipac	Teacher I		/	Acupan ES, Itogon 2
7	Gwendolyn Tacay	MT I		/	Mongoto ES, Kabayan
8	Florence Bassit	Teacher III		/	Kapangan Central School
9	Julie D. Dayao	MT I		/	Mocgao IS, Kibungan
10	Gloria Felico	Teacher II		/	Pico ES, La Trinidad
11	Daisy Canuto	MT I		/	Mantiyeng ES, Mankayan
12	Dominga S. Marcos	Teacher I		/	Taya MGS, Sablan
13	Janet B. Dulay	Teacher III		/	Camp 6 ES, Tuba
14	Cleofe D. Tabdi	MT I		/	Dorencio ES, Tublay
Resource Speakers/ Facilitators/Training Management Team					
1	Janice Bilalay	MT 1		/	Banget ES, Itogon 2
2	Claire A. Mayomis	MT 1		/	Palew ES, Tublay
3	Roy Jr. S. Onil	TIC	/		Nawal IS, Bokod
4	Welma Socte	MT I		/	Bio Modol ES, Kabayan
5	Ursula Cheno	MT 1		/	Camp 4 ES, Tuba District
6	Virginia B. Sali-oan	PSDS		/	Kapangan
7	Erlinda C. Quinuan	EPS		/	SDO Benguet
8	Roxanne B. Mayomis	Librarian		/	SDO Benguet



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3	Evajane B. Oldico	Teacher I		/	Bantas Suanding ES, Bokod
4	Eda Joy P. Gapuz	Teacher I		/	Abatan ES, Buguias
5	Numee B. Laguden	Teacher III		/	Tuding ES, Itogon 1
6	Jennifer P. Pakipac	Teacher I		/	Acupan ES, Itogon 2
7	Gwendolyn Tacay	MT I		/	Mongoto ES, Kabayan
8	Florence Bassit	Teacher III		/	Kapangan Central School
9	Julie D. Dayao	MT I		/	Mocgao IS, Kibungan
10	Gloria Pelico	Teacher II		/	Pico ES, La Trinidad
11	Daisy Canuto	MT I		/	Mantiyeng ES, Mankayan
12	Dominga S. Marcos	Teacher I		/	Taya MGS, Sablan
13	Janet B. Dulay	Teacher III		/	Camp 6 ES, Tuba
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Enclosure 2 : SDO Memorandum No. 294 s. 2025- Training Matrix

TIME	NO. OF HRS/ MINUTES	ACTIVITY/ TASKS	PERSONS RESPONSIBLE
8:01 – 9:00	1hr	Preliminaries Opening Program	TWG
9:01 – 10:00	1hr	Session 1: Introduction of MFA Goals and Objectives, Table of Specifications & Time Allotment	Erlinda C. Quinuan. EPS Esp/GMRC/VE
10:01- 10:15	15 min	Health Break	
10:16 – 12:00	1 Hr & 45 Min	Session 2: MFA Materials (Acquisition, Preparation, Familiarization)	Virginia B. Salio-an. PSDS, Kapangan
12:01 – 1:00	1Hr	Lunch Break	
1:01 – 3:30	2 Hrs & 30 Mins	Session 3: Test Procedures Protocols – Pre, During, and Post	Roy Jr. Onil T3-TIC Nawal IS
3:31 – 5:00	1 Hr & 30 Mins	Session 4: MFA Forms – Pre, During, and Post	Virginia B. Salio-an. PSDS, Kapangan
8:01 – 8:15	15 Minutes	Preliminaries/ Registration	Atok, Bakun, Bokod, Buguias & Itogon 1
8:16 – 10:00	1 Hr & 45 Minutes	Session 5: Activity 1 : Let's Talk Demo_Re-Demo	Ursula Cheno, MT1 , Camp 4 ES, Tuba
10:01- 10:15	15 Min	Health Break	
10:16 – 12:00	1 Hr & 45 Minutes	Session 6: Activity 2 : Treasure Box Demo; Re-Demo	Janice Bilalay, MTI Banget ES, Itogon 2
12:01 – 1:00	1	Lunch Break	
1:01 – 2:45	1 Hr & 45 Minutes	Session 7: Activity 3 : My Daily Routine Demo; Re-Demo	Welma L. Socte MTI, Bio Modul ES
2:46 – 4:30	1 Hr & 30 Mins	Session 8: Activity 4 : Weather Weather Demo, Re- Demo	Claire A. Mayomis , MT 1, Palew ES
4:31 – 5:00	30 Min	Preparation of Test Materials	Roy Jr. Onil



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[REDACTED]			
8:01 – 8:15	15 Minutes	Preliminaries	Itogon 2, Kabayan, Kapangan, Kibungan, La Trinidad
8:16 – 10:00	1 Hr & 45 Minutes	Session 9: Activity 5 : Work of Hands Demo; Re-Demo	Welma Socte
10:01- 10:15	15 Min.	Health Break	
10:16 – 12:00	1 Hr & 45 Minutes	Session 10:Activity 6 : Let's Get Physical Demo; Re-Demo	Janice Bilalay
12:01 – 1:00	1	Lunch Break	
1:01 – 3:30	2 Hours & 30 Minutes	Re-Demo Full : Activity 1 - 6 Processing/ Sharing of Observations	Claire Mayomis; Ursula Cheno
3:31 – 4:30	1 Hour	Session 11: After the Test Administration ... Activity 7: Designing I - Plan	Roy Jr. S. Onil
4:31 – 5:00	30 Minutes	Closing Program	Mankyan, Sablan, Tuba, Tublay



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