



March 21, 2017

**DIVISION MEMORANDUM**

No. 160 s. 2017

**CONDUCT OF THE REGIONAL ORIENTATION AND PILOT TESTING OF MULTI-FACTORED  
ASSESSMENT TOOL FOR THE SPECIAL EDUCATION PROGRAM**

**To: Assistant Schools Division Superintendent  
CID & SGOD Chief  
Division Education Supervisors/District In-Charge  
Elementary & Secondary School Administrators  
All Others Concerned**

1. Attached is the Regional Memorandum No. 88, s. 2017 re: Conduct of the Regional Orientation of Multi-Factored Assessment Tool for the Special Education Program which will be held on March 27-31, 2017. Venue will be clarified by Mrs. Fe Balos, NIR office thru text.
2. Enclosed are the list of participants and the Orientation Program Design for your reference.
3. Regional Memorandum # 88, s. 2017 serves as Travel Order.
4. For your information and guidance.

**SALUSTIANO T. JIMENEZ, CESO VI**  
OIC-Office of the Assistant Regional Director  
Concurrent Schools Division Superintendent  
3/21/17

21 MAR 2017



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF EDUCATION  
NEGROS ISLAND REGION

March 20, 2017


REGIONAL MEMORANDUM  
No. 89 s. 2017

CONDUCT OF THE REGIONAL ORIENTATION AND PILOT TESTING OF MULTI-FACTORED ASSESSMENT TOOL FOR THE SPECIAL EDUCATION PROGRAM

TO: Schools Division Superintendents/OICs of  
Dumaguete City Division  
Tanjay City Division  
Negros Oriental Division  
This Region

1. Pursuant to DepEd Memorandum No DM CI-2017-00055, s. 2017, the Department of Education through the Bureau of Learning Delivery –Student Inclusion Division (BLD-SID) will conduct a Regional Orientation and Pilot Testing of Multi-Factored Assessment Tool within March 24-31, 2017.
2. The activity aims to validate the MFAT for further enhancement. The screening tool will be utilized to determine the strength and weaknesses of learners at the early grades as basis for designing appropriate educational intervention and placement.
3. Relative to this, this Office will conduct the Regional Orientation and Pilot Testing on March 27-31, 2017. The venue for the orientation will be announce later.
4. Enclosed are the details of the activity for your reference.
5. Travel and other incidental expenses shall be charged against BLD-SID funds subject to usual accounting and auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.
7. This serves as a travel order.

CLMD/vgb

  
GILBERT T. SADSAD, Ph.D, CESO V  
Director III  
OIC-Regional Director

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REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION  
NEGROS ISLAND REGION

Enclosure No. 1 to the Regional Memorandum No. \_\_\_\_\_ s.2017

LIST OF PARTICIPANTS

Division	Division Category	Name of School	Name of teachers
1. Dumaguete City	Medium	West City Elementary School	Jeca Caballero Junilee Cadiz
2. Tanjay City	Small	Tanjay city south central school	Pamela Joy Catacutan Gina Teresa Gabas Dnr Ann Tulabing Merchie Casenarez
3. Negros Oriental Division	Large	Sibulan South Central Elementary School	Ellen anfone Syrene Joy Renacia Hope Jandomonon

*[Handwritten signature]*

CLMD/fgb

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## Enclosure 2: Orientation Program Design

### Regional Orientation and Pilot Testing of Multi-factored Assessment Tool (MFAT)

March 27-31, 2017

#### Specific objectives:

1. Walkthrough the forms and protocols for the pilot test;
2. Prepare materials per assessment activity following the specifications provided;
3. Simulate the test administration by
  - a. Demonstrating the use of materials per assessment activity
  - b. Conducting a return demonstration to finalize materials prior to test administration
  - c. Trying out the MFAT to a learner from a nearby school;
4. Validate MFAT by pilot testing to K to 2 learners in pre-identified schools divisions; and,
5. Retrieve test materials and results for improvement and finalization of MFAT.

**Note:** Each assessor should be able to assess at least 10 learners. If 3 days are not enough, adjustments in days of administration should be made. Retrieval of materials and results can be given back to BLD-SID through other means (via LBC, etc.), while debriefing protocols should still be followed.

Results and materials should be returned to BLD-SID by the end of March 2017.

TIME	DAY 1	DAY 2	DAY 3	DAY 4	DAY 5
8:00- 10:00 am	<b>Overview of the MFAT</b> Walkthrough and discussion of forms, tool, protocols and materials 1. Random sampling procedures 2. Coding of assessors and learners 3. Pre- and during test forms 4. Test protocols 5. Materials development	Continuation materials production <b>Demonstration and Return Demonstration Activities</b> 1. Regional supervisors demonstrate to assessors how to administer assessment activity using produced materials 2. Assessors to demonstrate the administration of assessment activity using produced materials 3. Assessors try out the MFAT to a learner in a nearby school 4. Feedback and discuss observations	<b>Pilot Test MFAT</b> administration in assigned schools for four (4) Kindergarten learners	<b>Pilot Test MFAT</b> administration in assigned schools for three (3) Grade 1 learners	<b>Pilot Test MFAT</b> administration in assigned schools for three (3) Grade 2 learners
10:00- 12:00 pm (with morning break)	<b>Materials Production</b> Preparation of materials per assessment activity for each assessor (include: measurement, dimensions, indigenization, safety, availability)				
12:00- 1:00pm	Lunch Break	Continuation of demonstration activities			
1:00- 3:00 pm		<b>Debriefing and Firming up of Agreements</b> Finalize materials and protocols based on observations and feedback			<b>Pilot Test Debriefing</b> 1. Retrieval of test materials and results 2. Discuss and reflect on pilot test administration
3:00- 5:00 pm (with afternoon break)	Continuation materials production				
Expected Output	1. Clarified test forms and protocols 2. Materials for each assessment activity	Final test materials and protocols	4 Kindergarten learners assessed 3 Grade 1 learners assessed		1. 3 Grade 2 learners assessed 2. Complete test materials and results 3. Reflection and feedback on MFAT