



Republika ng Pilipinas  
**Kagawaran ng Edukasyon**  
REHIYON V (BIKOL)

TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

May 28, 2025

**DIVISION MEMORANDUM**

No. 480 s. 2025

**DIVISION ORIENTATION WORKSHOP ON THE ADMINISTRATION OF MODIFIED MULTI-FACTORED ASSESSMENT TOOL (mMFAT) FOR SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors/ Districts-In-Charge  
Public Elementary and Secondary School Heads  
All Other Concerned

1. In reference to RM No. 00414, s. 2025, titled Administration of the Modified Multi-Factored Assessment Tool (mMFAT) Starting School Year 2025-2026, this Office, through the Curriculum Implementation Division (CID), will be conducting a **Division Orientation Workshop on the Administration of the mMFAT on June 12 and 13, 2025** at a venue to be announced in a separate issuance.
2. The participants for this activity include, **2** school MFAT coordinator per district preferably grade 1/ receiving teacher, 1 central school principal, 1 secondary school principal (to be identified by their respective PSDS), 1 secondary teacher, preferably Grade 7 (also to be identified by the PSDS), 13 PSDSs and District In-Charge, and the program management teams (PMTs). The list of identified participants should be submitted through this link <https://bit.ly/mMFAT2025>.
3. The list of PMT members, training matrix, and timeline of activities are found in the attached enclosures.
4. The Program Management Team (PMT) will have a Division Staff Orientation Workshop (DSOW) on **June 10, 2025, 8:00AM to 5:00PM** at **Curriculum Implementation Division office**.



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5. Since the teacher participants are on vacation and June 12 is a holiday, they shall be entitled to 1.5 days of service credit per day, for a total of 3 days of service credits. Meanwhile, school heads and other non-teaching personnel participants shall be entitled to 1.5 days of Compensatory Time-Off (CTO), in accordance with DepEd Order No. 53, s. 2003 (Updated Guidelines on the Grant of Vacation Service Credits to Teachers), as well as the provisions of DepEd Order No. 84, s. 2003, DepEd Order No. 013, s. 2024, and other relevant guidelines.
6. Transportation and other incidental expenses related to this activity shall be charged against the school MOOE or other allowable local funds, subject to the usual accounting and auditing rules and regulations.
7. For immediate dissemination and strict compliance.

By Authority of the OIC-Schools Division Superintendent:

**DELFIN A. BONDAD PhD**  
OIC-Assistant Schools Division Superintendent  
Officer -In-Charge

CID/glc/25



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Enclosure No. 1 of DM No. 480 s. 2025

**DIVISION ORIENTATION WORKSHOP ON MODIFIED MULTI-FACTORED ASSESMENT  
TOOL(mMFAT)  
June 12-13, 2025**

**TRAINING MATRIX**

DAY 1	TIME	ACTIVITIES
	8:00-8:30am	Registration of participants
	8:31- 9:30am	Opening Program (PMTs)
	9:31- 10:00am	Discussion: DepEd Order No. 29, s. 2028 (Policy on the Implementation of Multi-Factored Assessment Tool (MFAT) <i>Dr. Gina L. Custodio, EPS- SNED Focal Person</i>
	10:01- 10:15am	Uninterrupted Health Break
	10:16- 11:00am	RM No. 00414 s. 2025 – (Administration of Modified Multi- Factored Assessment Tool) <i>Dr. Gina L. Custodio, EPS- SNED Focal Person</i>
	11:00-12:00am	SNED ANALYSIS AND RESULTS RO-V & SDO Catanduanes SY- 2024-2025 <i>Dr. Joselito T. Ruiz, PSDS, Gigmoto District</i>
	12:01-1:00pm	Lunch
	1:01-1:30pm	Walkthrough on Domain 1- Communication Skills <i>Marisol Lim- PSDS, San Miguel North &amp; South</i>



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	1:31-2:00pm	Demonstration Teaching on Domain 1- Communication Skills <i>Lotis T. Trinidad, Master Teacher I- Almojuela ES, Viga West</i>
	2:01- 2:30pm	Return Demonstration Teaching <i>Aileen Bajaro, Teacher III, CNHS</i>
	2:31- 2:45pm	Processing of Observation <i>Dr. Joselito T. Ruiz- PSDS, Gigmoto</i>
	2:46- 3:00pm	Uninterrupted Health Break
	3:01-3:15pm	Walkthrough on Domain 2- Cognitive Skills <i>Marisol Lim- PSDS, San Miguel North &amp; South</i>
	3:16- 4:00pm	Demonstration Teaching on Domain 2- Cognitive Skills <i>Janelyn Belmonte , SPET-III San Andres Central ES, San Andres East</i>
	4:01-4:45pm	Return Demonstration Teaching <i>Judy S. Taroy, SPET-III, JMAMES Virac North</i>
	4:45-5:00pm	Processing of Observation <i>Dr. Joselito T. Ruiz- PSDS, Gigmoto</i>
<b>Officers for the Day</b>		<i>Ida Serilla, Jelly C. Aznar, Febie T. Soriao</i>
<b>DAY 2</b>	8:00 – 8:30am	Management of Learning (MOL)
	8:31- 9:00am	Walkthrough of Domain 3&4 Daily Living Skills and Socio-Emotional Behavior <i>Marisol Lim- PSDS, San Miguel North &amp; South</i>
	9:01-9:30am	Demonstration Teaching of Daily Living & Socio-Emotional Skills <i>Jelly C. Aznar, Teacher III, Putsan -Danao ES Baras South</i>
	9:31-10:00am	Return Demonstration Teaching <i>Melanie B. Tellerba, Teacher III Bugao Central ES, Bagamanoc North</i>
	10:01- 10:15am	Uninterrupted Health Break



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### TANGGAPANG PANSANGAY NG MGA PAARALAN NG CATANDUANES

	10:16-10:45am	Processing of Demonstration Teaching <i>Joselito T. Ruiz- PSDS, Gigmoto</i>
	10:46-12:00nn	Walkthrough of Domain 5- Motor Skills (Fine and Gross Motor) <i>Marisol Lim- PSDS, San Miguel North &amp; South</i>
	12:01-1:00pm	Lunch
	1:01-2:00pm	Demonstration Teaching on Domain 5- Motor Skills <i>Febie T. Soriao, Master Teacher I</i> <i>San Roque ES, Bato</i>
	2:01- 3:00pm	Return Demonstration Teaching <i>Joyly C. Briones</i> <i>Master Teacher I, Baras Central ES</i> <i>Baras South District</i>
	3:01- 3:15pm	Processing of Observation <i>Dr. Joselito T. Ruiz- PSDS, Gigmoto</i>
	3:16-3:30pm	Uninterrupted Health Break
	3:31-4:15pm	Analysis and Teacher Interpretation of the Learners Strengths and Areas of Concerns Based on mMFAT <i>Ida M. Serilla</i> <i>Teacher III, Virac Pilot ES, Virac North</i>
	4:16-4:30pm	Sharing of Best Practices <i>Liezl I. Manlangit-MT-II</i> <i>Pangilao ES- San Miguel South</i>
	4:31-5:00pm	Closing Program • Way Forward
	5:01pm	Home Sweet Home
Officers for the Day		<i>Janelyn Belmonte, Lotis T. Trinidad, Judy S. Taroy</i>



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Enclosure No. 2 of DM NO. 480 s, 2025

**PROGRAM MANAGEMENT TEAM**

**Executive Committee**

<b>Name</b>	<b>Designation</b>
Cecile C. Ferro CESO VI	OIC, Schools Division Superintendent
Delfin A. Bondad PhD	OIC, Asst. Schools Division Superintendent
Romel G. Petajen	Chief, CID
Gina L. Custodio EdD	EPS, Kindergarten & SNED Focal Person

**Learning Facilitators**

<b>Name</b>	<b>Designation</b>
Joselito T. Ruiz PhD	PSDS-Gigmoto CRLA Coordinator- Representative
Marisol T. Lim Janelyn Belmonte	PSDS, San Miguel North & South SPET Tr- SACES
Febie T. Soriao	MT-I, San Roque, Bato East
Jelly C. Aznar	Early Grade Tr, Baras South
Ida Serilla	Early Grade Tr, VPES- Virac North
Lotis Trinidad	Early Grade Tr, Viga West
Judy S. Soneja	SPET-III, JMAMES, Virac North

**Technical Working Group**

<b>Name</b>	<b>Designation</b>
Carol P. Gil	SEPS, HRTD, SGOD ( L&D)
Rita SR Tablate	SEPS, M&E, SGOD
Jogene T. San Juan	PDO, CID, Support Staff
Peachie Roshele P. Chavez	Librarian II, CID, Support Staff



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Enclosure No. 3 of DM No. 470 s, 2025

### TIMELINE OF ACTIVITIES

Date	Activities
July 4, 2025	District mMFAT Orientation to Early Grades (Grades 1-3) and Grade 7 Teachers  <i>Note: Only trained early grades and 7 teachers are authorized to administer the assessment.</i>
July 17 – August 15, 2025	Conduct of Assessment to struggling learners with the following conditions: <ul style="list-style-type: none"><li>• low and high emergent</li><li>• with manifestation of learning difficulties</li></ul>
July 17 – August 15, 2025	Field Monitoring and Evaluation of Curriculum Implementation Division Team to schools during the conduct of mMFAT
August 18, 2025	Submission of mMFAT results by the class adviser to school SNED coordinator c/o School SNED coordinator
August 19, 2025	Submission of school mMFAT results to district District SNED Coordinator c/o School SNED Coordinator
August 20, 2025	District consolidation and analysis of school mMFAT results c/o District SNED Coordinator
August 22, 2025	Submission of district consolidated mMFAT results and analysis to division SNED Focal Person c/o District SNED Focal Person <i>Note: Link will be provided through the PSDSs GC</i>
August 26-28, 2025	Consolidation and analysis of district mMFAT results c/o Division SNED Focal Person
August 29, 2025	Submission of division mMFAT results and analysis to regional SNED Focal Person c/o Division SNED Focal Person



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