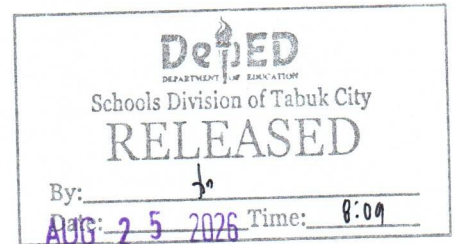




Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

24/August/2026

DIVISION MEMORANDUM

NO. **379** s. 2026

To: Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned.

**Conduct of Training on Checklist-Based Assessment: Supporting Learners
with Diverse Manifestations**

1. The Schools Division Office through the Curriculum and implementation Division will conduct a Training on Checklist-Based Assessment: Supporting Learners with Diverse Manifestations on September 3-5, 2026 at the Kagitingan Hall, Schools Division Office. Registration starts at 7:30 A.M.
2. The training aims to equip receiving teachers from the **2026 SNED-PSF implementing schools** with the knowledge and skills necessary to effectively conduct checklist-based assessments. Specifically, the participants are expected to:
 - a. Demonstrate an understanding of the principles and purposes of checklist-based assessment in inclusive education;
 - b. Accurately use checklist-based assessment tools to observe, document, and assess diverse learner behaviors, skills, and learning styles;
 - c. Interpret assessment results to inform instructional planning and provide appropriate learner support; and
 - d. Demonstrate confidence in conducting fair, consistent, and inclusive assessments across diverse learner contexts.
3. Concerned School Heads are requested to **identify and confirm their teacher-participants** by accomplishing the required information in the designated Google form. For registration, participants may use the provided link or scan the corresponding QR code.

<https://tinyurl.com/Checklist-Based-Assess>



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4. Attached to this Memorandum are the following enclosures:
Enclosure 1 – List of Identified Schools for the Activity
Enclosure 2 – Activity Matrix
5. Participants shall be entitled to Certificates of Completion (COCs), Compensatory Time-Off (CTO), or Service Credits, subject to existing DepEd and Civil Service Commission (CSC) policies, rules, and regulations.
6. Immediate dissemination of and compliance with this Memorandum are hereby directed.

Digitally signed by
CHRISTOPHER

C. BENIGNO

Date: 2026.08.24

16:58:11+08'00'

CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
OIC-Schools Division Superintendent



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Email: tabuk.city@deped.gov.ph

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Enclosure 1 – List of Identified Schools for the Activity

ELEMENTARY					
ETD 1		NTD 2		WTD 1	
1	Bulanao CS	29	Balong CS	53	Cabaritan ES
2	Camp Conrado M. Balweg ES	30	Bayabat ES	54	Calanan ES
3	Ipil IS	31	Burayukan ES	55	Gobgob ES
4	Kalinga SPED Center	32	Cabaruan ES	56	Lanna ES
5	Maledda IS	33	Dilag IS	57	Madapdapig ES
6	Mansanita ES	34	Gradual Discovery ES	58	New Tanglag ES
7	Matucnang ES	35	Laya IS	59	Tangbay ES
8	Nambaran ES	36	Pantar ES	60	Toppan IS
9	Tannubong ES	37	San Julian ES	61	Western Tabuk CS
ETD 2		STD 1		62	Bado Dangwa CS
11	Bulo East CS	38	Bulanao East ES	WTD 2	
12	Bulo West ES	39	Bulanao West ES	63	Bado Dangwa CS
13	Burobor ES	40	Callagdao ES	64	Banagan ES
14	Dananao ES	41	Greenhills ES	65	Bullaguian ES
15	Lacnog IS	42	Namnama ES	66	Dupag ES
16	New Balbalan ES	43	Southern Tabuk IS	67	Gaogao ES
17	San Pablo IS	STD 2		68	Magnao ES
ETD 3		44	Banneng ES	69	Naneng ES
18	Agbannawag CS	45	Calaccad ES	70	Nambucayan ES
19	Hilltop ES	46	Calaccad ES	71	Callagan ES
20	Malalao ES	47	Cudal CS	72	Pa-o ES
21	New Bangad ES	48	Magabbangon ES	73	Gawidan ES
22	Sotto ES	STD 3		74	Guilayon IS
NTD 1		49	Balawag CS		
23	Appas IS	50	Malin-awa ES		
24	Casigayan ES	51	Paligatto ES		
25	Basao Isla ES	52	Suyang ES		
26	Magsaysay ES				
27	San Juan ES				
28	Tabuk City CS				
SECONDARY					
ETD 1		ETD 3		NTD 2	
1	Ipil IS	6	Agbannawag NHS	10	Dilag IS
2	Maledda IS	7	Eastern KNHS	11	Laya IS
3	Nambaran Agro-Industrial	NTD 1		STD 1	
ETD 2		8	Appas IS	12	Kalinga NHS
4	Bulo NHS	9	Tabuk City NHS	13	Southern Tabuk IS



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5	Lacnog IS				
STD 2		WTD 1		WTD 2	
14	Calaccad NHS	17	Bado Dangwa NHS	21	Dupag NHS
15	Cudal NHS	18	New Tanglag NHS	22	Guilayon IS
STD 3		19	Toppan IS	23	Nambucayan NHS
16	Amlao IS	20	Tuga NHS	24	Naneng NHS

Enclosure 2 – Activity Matrix

*Training on Checklist-Based Assessment: Supporting Learners
 with Diverse Manifestations*

September 3-5, 2026

September 3-5, 2020			
Time	Session Title	Resource Speaker	Facilitator
Day 1			
7:45-8:15	Registration		TWGs
8:15-9:00	Opening Program and Orientation		TWGs
9:00-9:20	Pre-Test		SMME
9:20-10:00 (Plenary)	Research Findings: Competence, Challenges, and Interventions of Teachers' Identification of Learners with Difficulties: Checklist	Denia O. Tarnate EPS-CLMD SNED Focal	Cresencia M. Na-oy EPS-CID
10:00-10:15	Health Break		
10:15-12:00 NN	Continuation...		
12:00-1:00	Lunch Break		
1:00-2:00	The Guidelines: Utilization of the Checklists in Identifying Learners with Difficulties and Developing Intervention Plans (Break-away per Class)	Melanie B. Bateria SNET I	Kennedy D. Palcasio SNET 1
	Class 1		
2:00-3:00	Checklists Made it Easy: A Simple Guide Difficulty in Interpersonal Behavior	Flordeliza R. Sallaya SNET-I	Ivy S. Cabay SNET-1
3:00-3:15	Health Break		
3:15-4:30	Checklists Made it Easy: A Simple Guide Difficulty in Seeing	Melanie B. Bateria SNET 1	Lilnette O. Godinez SNET I
4:31-4:45	Open Forum		
4:45-5:00	Debriefing and Evaluation of the Activity	Program Management Team: SMME, CID, HRTD and Speakers	
Day 2			
Time	Session Title	Resource Speaker	Facilitator
8:00-8:30	Management of Learning		



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8:30-10:00	Checklists Made it Easy: A Simple Guide Difficulty in Hearing	Lilnette O. Godinez SNET I	Lasinda B. Pangsiw, SNET-1
10:00-10:15	Health Break		
10:15-12:00	Checklists Made it Easy: A Simple Guide Difficulty in Communicating (Towards ADHD)	Kennedy D. Palcasio SNET 1	Melanie B. Bateria SNET 1
12:00-1:00	Lunch Break		
1:00-2:00	Checklists Made it Easy: A Simple Guide Difficulty in Communicating (Towards ASD)	Lilnette O. Godinez SNET I	Lilnette O. Godinez SNET I
2:00-3:15	Checklists Made it Easy: A Simple Guide Difficulty in Communication	Lasinda B. Pangsiw, SNET-1	Flordeliza R. Sallaya SNET-I
3:15-3:30	Health Break		
3:30-4:45	Checklists Made it Easy: A Simple Guide Difficulty in Basic Learning and Applying Knowledge	Thea Shivonne T. Baculi, SNET II	Kennedy D. Palcasio SNET 1
4:45-5:00	Open forum		
5:00-5:15	Debriefing and Evaluation of Activity	Program Management Team: SMME, CID, HRTD and Speakers	
Day 3			
8:00-8:30	Management of Learning per Class		
8:30-9:45	Checklists Made It Easy: A Simple Guide Difficulty in Applying Adaptive Skills	Ivy S. Cabay SNET-1	Thea Shivonne T. Baculi, SNET II
9:45-10:00	Open Forum		Facilitators
10:00-10:15	Health Break		
10:15-11:15	Simulation of the Multidisciplinary Team on the Conduct of Meeting with Parents	All RS	
11:15-12:00	Demonstration by Selected Participants		Selected Participants
12:00-1:00	Lunch Break		



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1:00-2:00	Demonstration by Selected Participants		Selected Participants
2:00-2:20	Processing of the Presentation and Open forum		All RS
2:20-3:15	Work Application Plan (WAP)	Cresencia M. Na-oy EPS-CID SNED Focal	
3:15-3:30	Health Break		
3:30-3:50	Post-Test	SMME	PMT
3:50-4:10	End of the Program Evaluation	SMME	PMT
4:10-4:30	Closing Program		PMT
Time	Session Title	Resource Speaker	Facilitator
Class 2			
2:00-3:00	Checklists Made it Easy: A Simple Guide Difficulty in Communicating (Towards ADHD)	Kennedy D. Palcasio SNET 1	Melanie B. Bateria SNET 1
3:00-3:15	Health Break		
3:15-4:30	Checklists Made it Easy: A Simple Guide Difficulty in Hearing	Lilinet O. Godinez SNET I	Lasinda B. Pangsiw, SNET-1
4:31-4:45	Open Forum		
4:45-5:00	Debriefing and Evaluation of the Activity	Program Management Team: SMME, CID, HRTD and Speakers	
Day 2			
8:00-8:30	Management of Learning		
8:30-10:00	Checklists Made it Easy: A Simple Guide Difficulty in Communication	Lasinda B. Pangsiw, SNET-1	Flordeliza R. Sallaya SNET-I
10:00-10:15	Health Break		
10:15-12:00	Checklists Made it Easy: A Simple Guide Difficulty in Communicating (Towards ASD)	Lilinet O. Godinez SNET I	Lilinet O. Godinez SNET I
12:00-1:00	Lunch Break		
1:00-2:00	Checklists Made it Easy: A Simple Guide Difficulty in Interpersonal Behavior	Flordeliza R. Sallaya SNET-I	Ivy S. Cabay SNET-1
2:00-3:15	Checklists Made it Easy: A Simple Guide Difficulty in Seeing	Melanie B. Bateria SNET 1	Lilinet O. Godinez SNET I
3:15-3:30	Health Break		



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3:30-4:45	Checklists Made It Easy: A Simple Guide Difficulty in Applying Adaptive Skills	Ivy S. Cabay SNET-1	Thea Shivonne T. Baculi, SNET II
4:45-5:00	Open forum		
5:00-5:15	Debriefing and Evaluation of Activity	Program Management Team: SMME, CID, HRTD and Speakers	
Day 3			
8:00-8:30	Management of Learning per Class		
8:30-9:45	Checklists Made it Easy: A Simple Guide Difficulty in Basic Learning and Applying Knowledge	Thea Shivonne T. Baculi, SNET II	Kennedy D. Palcasio SNET 1
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10:00-10:15	Health Break		



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