



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

12 Sept 2023

DIVISION MEMORANDUM
No. 47 s. 2023

**ADMINISTRATION OF EARLY CHILDHOOD DEVELOPMENT (ECD)
CHECKLIST FOR SCHOOL YEAR 2023-2024**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In adherence to DepEd Order No. 22, s. 2023, re: Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024 and DepEd Order 47, s. 2016, re: Omnibus Policy on Kindergarten, this Office informs that all elementary schools shall administer the Early Childhood Development (ECD) Checklist for Kindergarten during the opening of classes, midyear and EOSY. The standard procedure in the administration shall be followed by all to gather reliable and valid data.
2. All kindergarten teachers are required to submit a summary of the results of the ECD assessment to their School Head. The results shall be used to plan and formulate appropriate interventions for the learners to address their unique needs and to monitor and track the learners' progress to ensure mastery of the essential competencies.
3. All school heads will supervise the conduct of the ECD Checklist and submit accomplishment report to mildred.galleno@deped.gov.ph on the scheduled date. The ECD result should be submitted in this link: <https://tinyurl.com/ECDRESULTS20232024>.
4. Attached is the Schedule of the administration of ECD Checklist for SY 2023-2024 and the monitoring tools and officials.
5. Immediate dissemination of this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent



Brgy. PotoI, Tayabas City



(042) 710-0329 or 797-0773



tayabas.city@deped.gov.ph



<https://depedtayabas.com/>

Encl: As stated

Reference: DepEd Order No. 22, s. 2023

DepEd Order 47, s. 2016

To be indicated in the Perpetual Index
under the following subjects:

Assessment

Teachers

Learners

CID – Administration of Early Childhood Development (ECD) Checklist For School Year 2023-2024
None/Sept 12, 2023



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Enclosure 1

**Schedule of the Administration of ECD Checklist and Submission of Report
for SY 2023-2024**

A. ECD Pre-Assessment

Cluster School	Administration	Submission	Monitoring Official
EPES, SPES, Lalo ES, TWCS IV	September 18 to September 21, 2023	September 22, 2023	Michael Leonard D. Lubiano
NPES, Lakawan ES, TWCS III, TWCS I			Sherwin C. Quesea
Busal ES, Lawigue ES, Ipilan ES, TWCS II			Joseph Jay A. Aureada
Katigan ES, Ilasan ES, Malaoa ES, Potol ES			Jerome A. Chavez
Masin ES, Valencia ES, Kalumpang ES, FELES			Richelle F. Quintero
WPES, TECS, EFES, Gibanga ES			Christian J. Bables
Alsam ES, Pandakaki ES, Domoit ES, Mayuwi ES, ALS CLCs			Louie L. Fulleo
Mate Es, Wakas ES, Private Schools with Kindergarten			Mildred Z. Galleno

B. ECD Mid-Year Assessment

Cluster School	Administration	Submission	Monitoring Official
EPES, SPES, Lalo ES, TWCS IV	January 15-18, 2024	January 19, 2024	Michael Leonard D. Lubiano
NPES, Lakawan ES, TWCS III, TWCS I			Sherwin C. Quesea
Busal ES, Lawigue ES, Ipilan ES, TWCS II			Joseph Jay A. Aureada
Katigan ES, Ilasan ES, Malaoa ES, Potol ES			Jerome A. Chavez
Masin ES, Valencia ES, Kalumpang ES, FELES			Richelle F. Quintero
WPES, TECS, EFES, Gibanga ES			Christian J. Bables
Alsam ES, Pandakaki ES, Domoit ES, Mayuwi ES, ALS CLCs			Louie L. Fulleo
Mate Es, Wakas ES, Private Schools with Kindergarten			Mildred Z. Galleno

C. ECD Post-Assessment

Cluster School	Administration	Submission	Monitoring Official
EPES, SPES, Lalo ES, TWCS IV	May 20 to May 23, 2024	May 24, 2024	Michael Leonard D. Lubiano
NPES, Lakawan ES, TWCS III, TWCS I			Sherwin C. Quesea
Busal ES, Lawigue ES, Ipilan ES, TWCS II			Joseph Jay A. Aureada
Katigan ES, Ilasan ES, Malaoa ES, Potol ES			Jerome A. Chavez
Masin ES, Valencia ES, Kalumpang ES, FELES			Richelle F. Quintero
WPES, TECS, EFES, Gibanga ES			Christian J. Bables
Alsam ES, Pandakaki ES, Domoit ES, Mayuwi ES, ALS CLCs			Louie L. Fulleo
Mate ES, Wakas ES, Private Schools with Kindergarten			Mildred Z. Galleno



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Enclosure 2

Monitoring Tool for the Administration of ECD Checklist

Indicators	Observed	Not Observed	Remarks
Preparation Stage:			
1. The school head informed the teacher about the schedule/conduct of ECD Checklist ahead of time			
2. The school head assisted the teacher in the preparation of the ECD Checklist and materials			
3. The ECD Checklist and materials were prepared and completed by the teachers before the examination day.			
4. Parents were informed in the schedule of ECD Checklist			
Test Proper			
1. The place is quiet, well lighted and ventilated			
2. The testing room have a table and chairs to provide comfortable conditions for the respondents and examiner			
3. Examiner emphasized that there are neither right or wrong answers nor good or bad scores			
4. The examiner demonstrates skills in the Gross Motor, Fine Motor and Self-Help domains to make sure the child understands the instructions.			
5. The examiner asked the parents/caregiver if a skill is present or absent only when she is in doubt about the child's ability to display the skill			
6. The examiner is careful not to teach the item or allow the parent/caregiver to prompt the child.			
7. The schedule of test us posted on the door or written on the board.			
8. The test finished not more than 45 minutes.			
9. 100% of learners took the test			
Post Examination Stage			
1. Teachers encoded the result in the google sheet (Division) before the due date			
2. Teachers submitted the summary result of the ECD Checklist to school head a day before the due date in the division			

Significant observation during the conduct of the ECD Checklist.



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Issues and concerns during the conduct of ECD Checklist.

Monitoring Official
Signature Over Printed Name
Date: _____

School Head
Signature Over Printed Name
Date: _____



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