




DEPED-TAY-DM-CID-19- 175

TO : **CHIEF EDUCATION SUPERVISORS
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC AND PRIVATE ELEMENTARY SCHOOLS
ALL OTHERS CONCERNED**

FOR : **CATHERINE P. TALAVERA, CESO VI**
Schools Division Superintendent

BY :  **MAYLANI L. GALICIA**
OIC – Assistant Schools Division Superintendent

SUBJECT : **SCHEDULE OF ECD CHECKLIST ADMINISTRATION AND
SUBMISSION OF RESULT**

DATE : **JUNE 25, 2019**

1. Pursuant to DepEd Order No. 47, s. 2016, Omnibus Policy on Kindergarten Education, the Philippine ECD Checklist is administered twice a year (beginning and end of the year) to evaluate Kindergarten learner's competencies in different domains.
2. The activity aims to:
 - a. provide significant information about a child's developmental status;
 - b. aid the teacher in detecting possible developmental delays;
 - c. determine whether learners may need further assessment or special intervention; and
 - d. guide the teachers to modify objectives and learning experiences to meet individual needs of children.
3. All school heads will supervise the conduct of the ECD Checklist and submit narrative report to mildred.galleno@deped.gov.ph one week after the administration of the test. Teachers will monitor learner's development of the domain if:
 - a. scaled score is 1 to 3 – Development in the domain must be monitored after 3 months
 - b. scaled score is 4 to 6 – Development in the domain must be monitored after 6 months
4. Attached are the following:
 - * Enclosure 1 – schedule of administration and submission of result through google sheet
 - * Enclosure 2 – monitoring tool for the conduct of ECD Checklist
 - * Enclosure 3 – Summary report on Early Childhood Development Checklist
5. Immediate dissemination of this memorandum is desired.



Enclosure 1:

SCHEDULE OF ADMINISTRATION AND SUBMISSION OF RESULTS

School	Pre Assessment		Post Assessment	
	Administration	Submission	Administration	Submission
Lakawan, Lawigue, Alsam, Palale Sector	July 1 to 5, 2019	July 12, 2019	January 27 to 31, 2020	February 7, 2020
TWCS 1 – 4, Lalo & Dapdap	July 8 to 12, 2019	July 19, 2019	February 3 to 7, 2020	February 14, 2020
TECS, Mate, Pandakaki, Wakas Busal, FELES	July 15 to 19, 2019	July 26, 2019	February 10 to 14, 2020	February 21, 2020
Potol, Bukal, Malaoa, Ipilan, Domoit, Kalumpang. Gibanga	July 22 to 26, 2019	August 2, 2019	February 17 to 21, 2020	February 28, 2020
Katigan, Masin, Valencia & Ilasan	July 29 to August 2, 2019	August 9, 2019	February 24 to 28, 2020	March 6, 2020
All Private schools with Kindergarten	July 29 to August 2, 2019	August 9, 2019	February 24 to 28, 2020	March 6, 2020



Enclosure 2

MONITORING TOOL FOR THE CONDUCT 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			



Enclosure 3

Republic of the Philippines
 Department of Education
 Region IV - CALABARZON
 Tayabas City Division

Elementary School

EARLY CHILDHOOD DEVELOPMENT CHECKLIST
 1ST ASSESSMENT

No.	Name of Child Morning Session	Date of Birth	Age	DOMAINS														Sum of Scaled Score	STANDARD SCORE	Interpretation
				GROSS MOTOR		FINE MOTOR		SELF HELP		RECEPTIVE LANGUAGE		EXPRESSIVE LANGUAGE		COGNITIVE		SOCIAL EMOTIONAL				
				Raw Score	Scaled Score	Raw Score	Scaled Score	Raw Score	Scaled Score	Raw Score	Scaled Score	Raw Score	Scaled Score	Raw Score	Scaled Score	Raw Score	Scaled Score			
1	MALE																			
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				
14																				
15																				
16																				
17																				
1	FEMALE																			
2																				
3																				
4																				
5																				
6																				
7																				
8																				
9																				
10																				
11																				
12																				
13																				

Prepared by:

Noted:

Teacher

School Head

