



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City

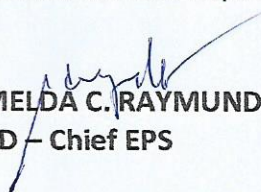


DIVISION MEMORANDUM

No. 209 s. 2018

To: Chiefs – CID and SGOD
Education Program Supervisors
Public and Private Elementary School Heads
All Others Concerned

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

By: 
IMELDA C. RAYMUNDO
CID – Chief EPS

Subject: **SCHEDULE OF ECCD CHECKLIST ADMINISTRATION and SUBMISSION OF RESULT**

Date: July 5, 2018

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 Philippine ECD Checklist is a normed developmental screening tool for three to five-year-old Filipino children. It has a standard protocol for administration and scoring.
3. The activity aims to:
 - a. provide significant information about a child's developmental status;
 - b. aids the teacher in detecting possible developmental delays.
 - c. determine whether learners may need further assessment or special intervention.
 - d. guide the teachers to modify objectives and learning experiences to meet individual needs of children.
4. Attach are the Enclosures:
 - 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





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5. All Kindergarten teachers will submit their DepEd Email account to EPS Mildred Z. Galleno at cp 09227903769 on or before July 13, 2018.
6. All school heads will supervise the conduct of the ECD Checklist and submit narrative report to mildred.galleno@deped.gov.ph 1 week after the administration of the test.
7. Immediate dissemination of this Memorandum is directed.

CID- SCHEDULE OF ECCD CHECKLIST ADMINISTRATION SUBMISSION OF RESULT
DM 201 /07052018

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Email us at: tayabas.city@deped.gov.ph

Website: www.depedtayabascity.ph

tel. no. : (042) 797-0591

telefax no. : (042) 797- 0054), (042) 797-0773





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Enclosure 1 to DM No. __s, 2018

Schedule of Administration and Submission of Results

School	Pre Assessment		Post Assessment	
	Administration	Submission	Administration	Submission
Lakawan, Lawigue, Alsam, Palale Sector	July 3 to 6, 2018	July 13, 2018	February 5-8, 2019	February 15, 2019
TWCS 1 – 4, Lalo & Dapdap	July 10 – 13, 2018	July 20, 2018	February 12-15, 2019	February 22, 2019
TECS, Mate, Pandakaki, Wakas, Busal, FELES	July 17-20, 2018	July 27, 2018	February 19-22, 2019	February 28, 2019
Potol, Bukal Malaoa, Ipilan, Domoit, Kalumpang, Gibanga	July 24-27, 2018	August 3, 2018	February 26-March 3, 2019	March 8, 2019
Katigan, Masin, Valencia Ilasan	July 31 – August 3, 2018	August 10, 2018	March 5-8, 2019	March 15, 2019
All Private schools with Kindergarten	July 31-August 3, 2018	August 10, 2018	March 5-8, 2019	March 15, 2019



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Enclosure 2 to DM No. __s, 2018

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 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			



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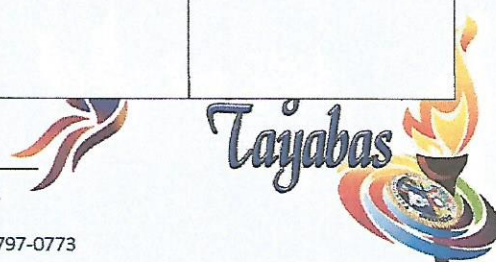
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4. The examiner demonstrate skills in the Gross Motor, Fine Motor and Self-Help domains to make sure the child understands the instructions.			
5. The examiner asked the parent/caregiver if a skill is present or absent only when she is in doubt about 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 is posted on the door or written on the board			
8. The test finished not more than 45 minutes.			
9. 100% of respondents took the test			
Post Examination Stage:			
1. Teachers submitted the summary result of the ECD Checklist to school head a day before the due date in the division			
2. Teachers encoded the result in the google sheet (Division) before the due date			





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Significant observation during the conduct of ECD Checklist.

Issues and concern during the conduct of ECD Checklist.



