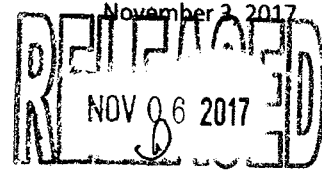




Republic of the Philippines  
DEPARTMENT OF EDUCATION  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet  
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REGIONAL MEMORANDUM  
NO. 345-2017



ON-SITE TRAINING OF ASSESSORS FOR THE BASELINE DATA GATHERING FOR EARLY GRADE READING ASSESSMENT (EGRA) AND EARLY GRADES MATHEMATICS ASSESSMENT (EGMA)

To: **Schools Division Superintendents**  
**Schools Division of Abra, Apayao, Baguio City, Benguet, and Ifugao**

1. To ensure that the Project LEAPS is achieving its target results for reading and math in the early grades, and On-Site Training of Assessors for the Baseline Data Gathering for Early Grades Reading and Early Grades Mathematics Assessors will be conducted on November 14 - 18, 2017 at a venue to be announced later.
2. The activity is in relation to the third round of the administration of the EGRA-EGMA conducted in 2016 to gather data which shall be used to track the literacy and numeracy skills of students in the early grades specifically in Grade 3, and monitor the implementation of Mother Tongue Based-Multilingual Education (MTB-MLE) program in selected divisions.
3. For School Year 2017-2018, the administration of tools and data collection will involve random sampling of Grade 3 pupils in the identified divisions/schools. Annex 1 includes the list of participants and schedules of activities.
4. The purpose of the said activity is for the participants to acquire relevant skills in the administration, and protocols on EGRA or EGMA tools and simulate EGRA and EGMA tools on-site administration.
5. The Division Testing Coordinators will recommend the assessors to be approved by the Division Superintendent. Selection Criteria of Assessors are as follows:
  - a. Assessors should come from the trained pool of assessors in 2016 as priority;
  - b. Assessors should be recommended by the divisions;
  - c. Assessors must speak the Mother Tongue of the identified divisions, and;
  - d. Assessors must be adept in operating digital devices
  - e. New assessors should be trained during the said training
6. Travel expenses of participants for the regional on-site training shall be reimbursed from the national project funds while the regional data collection budget shall be downloaded to the regions. The participants are required to bring their laptops and extension cords.
7. Participants shall be entitled to service credits or compensatory time off (CTO) in lieu of November 18 and 19 & November 23 for Benguet participants as per CSC and DBM Joint Circular No. 2, s. 2015.
8. Expenses to be incurred for accommodations and meals for 5 days shall be charged against HRTD funds subject to the usual accounting and auditing rules and regulations. First meal is dinner of November 14, 2017 and last meal is lunch of November 18, 2017.
9. For further details kindly coordinate with Mr. Romulo B. Basa with cp no. 09461761306 or email ad [romulo.basa@yahoo.com](mailto:romulo.basa@yahoo.com)
10. Immediate dissemination of this memorandum is desired.

**MAY B. ECLAR, Ph D, CESO V**  
Officer - In - Charge  
Office of the Regional Director

<b>Persons Involved</b>		
May B. Eclar, Ph D, CESO IV	Chairperson	1
Emilia M. Faustino	Chief, CLMD	1
Central Office Personnel	National Trainers/Speakers	2
Romulo B. Basa (EPS, CLMD)	Regional Coordinator (EGMA)	1
Patricio T. Dawaton (EPS, CLMD)	Regional Coordinator (EGRA)	1
Pedro B. Talingdan Jr. (EPS, Abra Division)	Field Supervisor - EGRA	1
Sherry Ann H. Baria (Principal I, Apayao Division)	Field Master Trainer/Assessor - EGRA	1
Cayetano B. Barcena (Principal I, Abra Division)	Field Supervisor - EGMA	1
Jane Ramos (EPS, Apayao Division)	Field Master Trainer/Assessor - EGMA	1
Henrieta A. Bringas	Division Training Coordinator (Abra)	1
Juliet C. Sannad	Division Training Coordinator (Baguio City)	1
Arnold A. Tomas	Division Training Coordinator (Apayao)	1
Wilfred C. Bagsao	Division Training Coordinator (Benguet)	1
Cecil G. Kitong	Division Training Coordinator (Ifugao)	1
CLMD	Education Program Supervisor	9
Warly E. Kindiawan	Documenter	1
Laureen B. Likigan / Fely Badival	Secretariat/ Registration	2
Jumar C. Yago-an	ICT	1
EPS (QAD)	Evaluation	1
Abra	Participants	5
Apayao	Participants	3
Baguio	Participants	4
Benguet	Participants	6
Ifugao	Participants	5
<b>TOTAL</b>		<b>52</b>

**Regional On-Site Early Grade Reading and Math Assessors' Training**  
**Venue: TBA**

**TRAINING MATRIX**

**Arrival and Registration: 2:00 – Onwards**  
**Dinner: 6:00 – 7:00 PM**

8:00 – 9:00	<p>Opening Program</p> <ul style="list-style-type: none"> <li>• Doxology &amp; National Anthem</li> <li>• Message &amp; Direction Setting</li> <li>• Introduction of Participants</li> </ul>		PowerPoint presentation Laptop, LCD projector
9:00 – 10:00	<p><b>Session 1:</b></p> <p>1.1 overview of EGRA</p> <ul style="list-style-type: none"> <li>• Purpose</li> <li>• Methodology</li> <li>• General Information of sub-tests</li> </ul>	<p><b>Session 1:</b></p> <p>1.1 Fundamental Skills in Math: What Children Need to Master to Cope with Higher Math</p>	(EGRA) (EGMA) Laptop
10:00 – 10:30		HEALTH BREAK	
10:30 – 12:00	<p>1.2 Domain of Literacy</p> <p>1.3 Interventions</p>	1.2 Fundamentals of EGMA; Theoretical underpinnings of EGMA Instrument	
12:00 – 1:00		LUNCH BREAK	
1:00 – 3:00	<p><b>Session 2:</b></p> <p>2.1 Introduction and Review of the Tools</p> <ul style="list-style-type: none"> <li>- Instructions &amp; Sub-tasks</li> </ul> <p>2.2 Basic Scoring Rules (Marking System)</p> <p>2.3 Use of tablet</p> <ul style="list-style-type: none"> <li>• Simulation of EGRA Administration</li> <li>• Discussion on Observation of EGRA Simulation</li> </ul>	<p><b>Session 2:</b></p> <p>2.1 Introduction and Review of the Tools</p> <ul style="list-style-type: none"> <li>- Instructions &amp; Sub-tasks</li> </ul> <p>2.2 Basic Scoring Rules (Marking System)</p> <p>2.3 use of tablet</p> <ul style="list-style-type: none"> <li>• Simulation of EGMA Administration</li> <li>• Discussion on Observation of EGMA Simulation</li> </ul>	EGRA and EGMA tools tablet
3:00 – 5:00	<ul style="list-style-type: none"> <li>• Simulation of EGRA Administration</li> <li>• Discussion on Observation of EGRA Simulation</li> </ul>		EGRA-EGMA Administration Tablet

**DAY 2**

8:00 – 9:30	<p><b>Session 3:</b></p> <p>3.1 Introduction of Inter-Rater Reliability (IRR) Test            3.2 Practice Administration of EGMA            3.3 View Simulations vis-à-vis IRR            3.4 Discuss IRR results            3.5 Review difficult/vague items            3.6 Identification of Potential Problems &amp; Possible Solutions on EGMA</p>	<p><b>Session 3:</b></p> <p>3.1 Introduction of Inter-Rater Reliability (IRR) Test            3.2 Practice Administration of EGMA            3.3 View Simulations vis-à-vis IRR            3.4 Discuss IRR results            3.5 Review difficult/vague items            3.6 Identification of Potential Problems &amp; Possible Solutions on EGMA</p>	EGRA and EGMA tools  Scoresheets  Whiteboard, markers Meta cards
9:30 – 10:00	Health Break		
10:00 – 12:00	<p><b>Session 4:</b></p> <p>Field Procedures</p> <ul style="list-style-type: none"> <li>• Protocol Guidelines</li> <li>• Roles and Responsibilities of Team Leaders and Assessors</li> </ul>	<p><b>Session 4:</b></p> <p>Field Procedures</p> <ul style="list-style-type: none"> <li>• Protocol Guidelines</li> <li>• Roles and Responsibilities of Team Leaders and Assessors</li> </ul>	PowerPoint presentations Laptop, LCD projector Field Protocols and Procedure Handout Roles and Responsibilities Handout
12:00 – 1:00	Lunch Break		
1:00 – 3:00	<p><b>Session 5:</b></p> <ul style="list-style-type: none"> <li>• Random Sampling</li> </ul>	<p><b>Session 5:</b></p> <ul style="list-style-type: none"> <li>• Random Sampling</li> </ul>	Activity Sheets for Random Sampling
3:00 – 3:30	Health Break		
3:30 – 5:00	<ul style="list-style-type: none"> <li>• Quiz</li> <li>• Planning for school visit</li> </ul>	<ul style="list-style-type: none"> <li>• Quiz</li> <li>• Planning for school visit</li> </ul>	
8:00 – 9:00	<p>Assembly</p> <p>Travel time to nearby schools (1 school for EGRA; 1 school for EGMA)</p>		
9:00 – 12:00	<p><b>Session 6:</b></p> <p>Practice test administration</p>	<p><b>Session 6:</b></p> <p>Practice test administration</p>	EGRA and EGMA tools Scoresheets, student stimulus sheets, pencil, clipboard
12:00 – 12:30	Travel back to the training venue		
12:30 – 1:30	LUNCH BREAK		
1:30 – 2:30	<p><b>Session 7:</b></p> <p>Debriefing</p>	<p><b>Session 7:</b></p> <p>Debriefing</p>	Transportation logistics
2:30 – 5:00	<p><b>Session 8:</b></p> <p>7.1 Sampling Design            7.2 Random Sampling of Pupils            7.3 Simulation/Practice</p>	<p><b>Session 8:</b></p> <p>7.1 Sampling Design            7.2 Random Sampling of Pupils            7.3 Simulation/Practice</p>	PowerPoint presentations Laptop, LCD projector Random number pad handout Sample class records

8:30 – 9:30	<b>Session 9:</b> <ul style="list-style-type: none"> <li>Data Encoding and Submission (To be shown in each subgroup)</li> </ul>	<b>Session 9:</b> <ul style="list-style-type: none"> <li>Data Encoding and Submission (To be shown in each subgroup)</li> </ul>	Data encoding template Sample answer sheets
9:30 – 11:00	Guided Practice on Data Encoding and Submission		Data encoding template Sample answer sheets
11:00 – 12:00	CLEARING HOUSE		
	CLOSING PROGRAM		
12:00 →	LUNCH		
	HOME SWEET HOME		