



Republic of the Philippines  
Department of Education  
REGION XI  
SCHOOLS DIVISION OF DIGOS CITY

Office of the Schools Division Superintendent

**DIVISION MEMORANDUM**

CID-2023- 283

To : Public Schools District Supervisors  
School Heads of MEP Implementing Schools  
Madrasah Education Program – ALIVE Asatidz

Subject : **CAPACITY BUILDING OF ASATIDZ ON THE DEVELOPMENT OF INSTRUCTIONAL MATERIALS AND ASSESSMENT TEST**

Date : July 17, 2023

In pursuance to DepEd Order No. 41, s. 2017, dated August 11, 2017, entitled *Policy Guidelines on Madrasah Education in the K to 12 Basic Education*, DepEd shall implement capacity building and professional development programs for Asatidz through In-Service Trainings (INSETs) and summer training program to improve the performance of the asatidz in the delivery of Arabic Language and Islamic Values Education (ALIVE). This activity will be conducted at Gloria’s Function Hall, Roxas Extension, Digos City on August 2-4, 2023.

The conduct of this activity aims:

1. to capacitate asatidz in the development of instructional materials and preparation of unified assessment test for Muslim learners;
2. to improve the knowledge, skills, and abilities of asatidz in the development of learning materials and assessment tests materials; and
3. to produce Unified Quarterly Assessment Test for ALIVE Learners.

The participants to this activity are the following:

Name	Designation	School
1. Lourdes Mampao	Teacher-1	Aplaya Elem. School
2. Sitty-Nor Mampao	Teacher-3	Badiang Elem. School
3. Amroden Alim	COS-Asatidz	Badiang Elem. School
4. Farhana Alauya	Teacher-2	Digos City Central ES
5. Normalia Guiamalodin	COS-Asatidz	Digos City Central ES
6. Saipoden Ansary	COS-Asatidz	Digos City Central ES
7. Montasser Lagunsay	Teacher-2	Don Mariano Marcos ES
8. Johaira Ansa	Teacher-1	Pedro Garcia ES
9. Salambae Rajamoda	COS-Asatidz	Pedro Garcia ES
10. Hedaya Macarimbang	COS-Asatidz	Pedro Garcia ES
11. Aliah Macarimbang	Teacher-2	R. Magsaysay Central ES
12. Salamona Baruang	COS-Asatidz	R. Magsaysay Central ES





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13. Omaina Buat	COS-Asatidz	R. Magsaysay Central ES
14. Cherry Rossette E. Oliva	PSDS/Division MEP Coordinator	CID-SDO

<b>RESOURCE SPEAKER</b>		
1. Ida I. Juezan	PSDS	CID-SDO

Teacher-participants shall be granted service credits as per DepEd Order No. 53, s. 2003, re: "Updated Guidelines on Grant of Vacation Service Credits", and the existing CSC-DBM Joint Circular no. 2 on non-monetary remuneration for the overtime services rendered, or for training that falls on summer, holidays, Saturdays and Sundays.

Food shall be charged to MEP downloaded PSF funds FY 2023 while travelling and other expenses relative to the attendance of participants to the said activity shall be charged to School local funds, all subject to the usual accounting and auditing rules and regulations.

For information, guidance, and compliance.

*Melanie P. Estacio*  
**MELANIE P. ESTACIO, PhD, CESO VI**  
 OIC - Schools Division Superintendent

DepEd Schools Division Office of Digos City  
 83-105289  
 DATE: 20 JUL 2022  
 4:22  
*[Signature]*

Enclosed: As stated.  
 Reference: DO No. 35, s.2016

CID/creo

**CAPACITY BUILDING OF ASATIDZ ON THE DEVELOPMENT OF INSTRUCTIONAL MATERIALS AND ASSESSMENT TEST**



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**CAPACITY BUILDING OF ASATIDZ ON THE DEVELOPMENT OF  
 INSTRUCTIONAL MATERIALS AND ASSESSMENT TEST**

**August 2-4, 2023**

*Gloria's Function Hall, Roxas Street, Digos City*

**PROGRAM OF ACTIVITIES**

<b>TIME</b>	<b>ACTIVITY/TOPIC</b>	<b>FACILITATOR/RESOURCE SPEAKER</b>
<b>DAY 1 - August 2, 2023</b>		
<b>7:30 – 8:00 AM</b>	<b>Registration</b>	<b>MONTASSER LAGUNSAY</b> <i>Teacher II, DMMES</i>  <b>LOURDES B. MAMPAO</b> <i>Teacher I, Aplaya ES</i>
<b>8:00 – 8:30 AM</b>	<b>Preliminaries</b>	<b>FARHANA U. ALAUYA</b> <i>Teacher-II, DCCES</i>
<b>8:30 – 11:30</b>	<b>Assessment and Its Process Dimension</b>	<b>IDA I. JUEZAN, EdD</b> <b>PSDS</b>
<b>11:30 – 1:00 PM</b>	<b>Break</b>	
<b>1:00 – 2:30 PM</b>	<b>Preparation of Written Assessment</b>	<b>CHERRY ROSSETTE E. OLIVA</b> <i>PSDS/Division ALIVE Coor.</i>
<b>2:30 – 4:30 PM</b>	<b>Workshop: Development of Quarterly Assessment Test Q1</b>	
<b>4:00 – 4:30 PM</b>	<b>Wrap-Up</b>	
<b>Facilitator of the Day: Johaira Ansa, Teacher 1 – Pedro Garcia ES</b>		
<b>DAY 2 - August 3, 2023</b>		
<b>8:00 – 8:30 AM</b>	<b>Preliminaries</b>	<b>SITTY-NOR MAMPAO</b> <i>Teacher-3, Badiang ES</i>
<b>8:30 – 11:30 AM</b>	<b>Workshop and Presentation: Development of Quarterly Assessment Test Q2</b>	<b>CHERRY ROSSETTE E. OLIVA</b> <i>PSDS/Division ALIVE Coor.</i>
<b>11:30 AM – 1:00 PM</b>	<b>Lunch Break</b>	
<b>1:00 – 4:30 PM</b>	<b>Workshop and Presentation: Development of Quarterly Assessment Test Q3</b>	<b>CHERRY ROSSETTE E. OLIVA</b> <i>PSDS/Division ALIVE Coor.</i>
<b>Facilitator of the Day: ALIAH M. MACARIMBANG, Teacher II – R. Magsaysay CES</b>		







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TIME	ACTIVITY/TOPIC	FACILITATOR/RESOURCE SPEAKER
<b>DAY 3 - August 4, 2023</b>		
8:00 – 8:30 AM	Preliminaries	<b>JOHAIRA ANSA</b> <i>Teacher-I, P. Garcia ES</i>
8:30 – 11:30 AM	<b>Workshop and Presentation: Development of Quarterly Assessment Test Q4</b>	<b>CHERRY ROSSETTE E. OLIVA</b> <i>PSDS/Division ALIVE Coor.</i>
11:30 AM – 1:00 PM	Lunch Break	
1:00 – 3:30 PM	<b>Workshop and Presentation: Development of Quarterly Assessment Test Q4</b>	<b>CHERRY ROSSETTE E. OLIVA</b> <i>PSDS/Division ALIVE Coor.</i>
3:30 – 4:30 PM	Wrap-Up	
<b>Facilitator of the Day: SITTY-NOR MAMPAO, Teacher-III-Badiang ES</b>		

**Prepared by:**

**CHERRY ROSSETTE E. OLIVA**  
PSDS/Division MEP Focal

