



Republic of the Philippine
Caraga Administrative Region
J.P. Rosales, Butuan City



March 14, 2018



Regional Memorandum
No. 157 s., 2018

**REGIONAL MASS TRAINING OF TEACHERS ON MULTI-FACTORED
ASSESSMENT TOOL (MFAT)**

To: Schools Division Superintendents
Division SPED Coordinators
This Region

1. The Department of Education Caraga Region shall conduct Regional Mass Training on Multi-factored Assessment Tool (MFAT) April 9-13, 2018 at the venue to be announced later.
2. The objectives of this Regional Mass Training on Multi-factors Assessment Tool (MFAT) are to:
 - a. Orient and train the participants on the use of Multi-factored Assessment Tool (MFAT)
 - b. Simulate the conduct of the MFAT.
3. The participants of this training are selected Grade 1 Teachers, School Heads and PSDS of this region identified by the Schools Division Superintendent. Please see enclosure A for the slots per division and the training matrix.
4. Registration fee will be collected to participants in the amount of ₱1,100.00 each to defray board and lodging and miscellaneous fees during the training from the SDOs downloaded MFAT Funds against Sub –ARO No. OSEC-13-17-10560. All Division offices are advised to register by division and pay to DepEd Caraga during the training.
5. The participants, trainers and monitors shall be entitled to a 1 day service credit in accordance with Dep Ed Order No. 53, s. 2003 entitled Updated on the grant Vacation Service Credits to teachers. On the other hand, non teaching personnel including the management staff shall be provided with 1.5 days Compensatory Time-Cut off (CTO) as per Service Commission (SCS) and Department of Budget and Management (DBM) Joint Circular No. 2 s., 2004 on Non-Monetary Remuneration for Overtime Service Rendered.
6. Travel expenses and per diem of the participants shall be charged to local funds subject to the usual accounting and auditing rules and regulations. Check in time shall

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be on April 8, 2018 at 3:00 o'clock in the afternoon. The first meal shall be dinner on April 8, 2018 and the last meal shall be afternoon snack on April 13, 2018.

7. Immediate and wide dissemination of this Regional Memorandum to all concerned is highly appreciated.


BEATRIZ G. TORNO, Ph.D., CESO IV
Regional Director 

Enclosure A. Slot per division

Division	Participants			Total
	Grade 1 Receiving Teachers	School Heads and PSDS	Div. Coordinator.	
1. Agusan del Norte	14	7	4	25
2. Agusan del Sur	14	7	4	25
3. Bayugan City	14	7	4	25
4. Bislig City	14	7	4	25
5. Butuan City	14	7	4	25
6. Cabadbaran City	13	7	4	24
7. Dinagat Island	14	7	4	25
8. Siargao Island	14	7	4	25
9. Surigao City	14	7	4	25
10. Surigao del Norte	14	7	4	25
11. Surigao del Sur	14	7	4	25
12. Tandag City	14	7	4	25
TOTAL	167	84	48	299



Republic of the Philippines
DEPARTMENT OF EDUCATION
CARAGA Administrative Region
J.P. Rosales Avenue, Butuan City



REGIONAL MASS TRAINING ON MULTI – FACTORED ASSESSMENT TOOL (MFAT)- DIVISION BASED
April 9-13, 2018

Time	Day 1 April 9, 2018	Day 2 April 10, 2018	Day 3 April 11, 2018	Day 4 April 12, 2018	Day 5 April 13, 2018
7:00- 8:00 am	MOL	MOL	MOL	MOL	MOL
8:00-9:00 am	Plenary Session 1 ❖ Opening Program	Session 2: ❖ Treasure Box Preparation of Materials	Session 4: ❖ Whether Weather Preparation of Materials	Demonstration Teaching A- Marivic M. Garillo B- Doris Villanueva C- Marie Joy Intong	Crafting of an Action Plan per District/ School for School Mass Training
9:00-10:00 AM	❖ Orientation of the MFAT Manual CID Chief/ RO SPED Coordinator	A- Estela F. Barbosa B- Carolyn M. Caga C. Isaiach B. Peligrino D- Angie E. Villa	A- Marivic M. Garillo B- Carolyn M. Caga C. Isaiach B. Peligrino D- Angie E. Villa	B- Doris Villanueva C- Marie Joy Intong D- Isaiach B. Peligrino	Presentation of Action Plan per District/ School for School Mass Training
10:00-11:00am	❖ Walkthrough of MFAT Tool RO/SDO SPED Coordinator				
11:00-12:00 am	Video Presentation Open Forum				
12:00-1:00pm	LUNCH BREAK				
1:00-2:00 pm	Session 1: ❖ Let's Talk Preparation of Materials	Session 3: ❖ My Daily Routine Preparation of Materials	Session 5: ❖ Preparation of Materials ❖ Let's Get Physical	Plenary Session 2 Facilitation Skills SDO SPED Coordinator	Closing Program
2:00-3:00pm	A- Marivic M. Garillo B- Doris Villanueva C- Marie Joy Intong D- Isaiach B. Peligrino	A- Marivic M. Garillo B- Doris Villanueva C- Ianne Amor A. Amihan D- Marie Joy Intong	A- Marie Joy Intong A – Estela F. Barbosa B- Isaiach B. Peligrino C- Ianne Amor A. Amihan Work of Hands A- Marivic M. Garillo B- Doris Villanueva C- Carolyn M. Caga D- Angie E. Villa		
3:00-4:00pm					
4:00-5:00pm					
MOL	In charge by Division	In charge by Division	In charge by Division	In charge by Division	In charge by Division

A-Surigao City

B-Surigao Del Norte

C-Siargao Island

D-Dinagat Island