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Republika ng Pilipinas  
**Kagawaran ng Edukasyon**

REHIYON V (BIKOL)

CTRL No.: 2026-06-302

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Office of the Schools Division Superintendent

June 24, 2026

**DIVISION MEMORANDUM**

No. 302 s. 2026

**DIVISION ORIENTATION ON THE UTILIZATION OF MULTI-FACTORED ASSESSMENT (MFAT) AUTOMATION TOOL**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, CID and SGOD  
Education Program Supervisors  
OIC-PSDSs  
School Heads, Elementary and Secondary Schools  
All Other Concerned

1 Pursuant to Republic Act No. 11650 or the Inclusive Education Act for Learners with Disabilities, and consistent with DepEd Order No. 29, s. 2018 and related issuances on the implementation of the Multi-Factored Assessment Tool (MFAT), as well as the Regional Memorandum No. 00691, s. 2026 (Regional Guidelines on Optimizing Multi-Factored Assessment (MFAT) Processes Through Excel Automation), the Schools Division Office of Iriga City, through the Curriculum Implementation Division, will conduct a Division Orientation on the Utilization of the Multi-factored Assessment (MFAT) Automation Tool on July 11, 2026, at a venue to be announced in a separate issuance.

2 The activity aims to:

- a. orient the participants on the features of the Excel-based MFAT Automation tool as the standardized regional mechanism for the administration, consolidation, analysis, and reporting of MFAT results.
- b. reorient the participants on the importance of conducting MFAT and its processes.
- c. gather data and feedback from the participants on the facilitating and hindering factors on the implementation MFAT Assessments in schools.

3 Participants to this activity are the 78 selected Key Stage 1 teachers from all public elementary schools in SDO Iriga City and seven (7) members of the Program Management Team/Technical Working Group. The complete list of participants is enclosed in this Memorandum as Enclosure 1. The Executive Committee, Technical/Planning Committee, and Resource Persons are attached as Enclosure 2 of this memorandum.

4 Expenses relative to the conduct of this activity, such as venue and meals, supplies, and materials, shall be charged to the 2026 Program Support Fund for Special Needs Education. Transportation expenses of the participants may be charged against local funds of the respective schools, subject to its availability, and the usual accounting and auditing rules and regulations.



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5 Considering that the date of the activity falls on a Saturday, teacher participants are participants are entitled to service credits per DepEd Order No. 13, s. 2024 (Revised Guidelines on the Grant of Vacation Service Credits for Teachers). Participants who are holds teaching related, related teaching, and non-teaching positions are likewise entitled for a non-monetary remuneration as per CSC and DBM Joint Circular No. 2, s. 2004 (Non-monetary Remuneration for Overtime Services Rendered).

6 For information, guidance, and compliance.

**MARIA-MAGNOLIA F. BRIOSO, CESO VI**  
OIC, Schools Division Superintendent



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Office of the Schools Division Superintendent

Enclosure 1, Division Memo <sup>202</sup>, s. 2026

## **DIVISION ORIENTATION ON THE UTILIZATION OF MULTI-FACTORED ASSESSMENT (MFAT) AUTOMATION TOOL**

July 11, 2026

### **EXECUTIVE COMMITTEE**

**MARIA-MAGNOLIA F. BRIOSO, CESO VI**

OIC-Schools Division Superintendent

*Overall Chairman*

**MAYLANI L. GALICIA**

Assistant Schools Division Superintendent

*Overall Co-Chairman*

**JERSON V. TORALDE**

Chief ES- CID

*Member*

### **TECHNICAL/PLANNING COMMITTEE**

**RICKY B. SERGIO**

Education Program Supervisor

Division SNED Focal Person

### **DISTRICT SNED COORDINATORS**

MARICEL L. INTIA  
SHENNA C. LAVISTE

LEOPOLDO R. DATO, JR.  
JOSELYN C. SAYSON  
SALVACION B. FELICES

### **PROGRAM MANAGEMENT TEAM**

Registration/Attendance	Salvacion B. Felices
Program	Maricel L. Intia
Monitoring and Evaluation	Jhomer I. Rosal
Documentation	Shenna C. Laviste
Logistics	Leopoldo R. Dato, Jr. Joselyn C. sayson



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Office of the Schools Division Superintendent

Enclosure 1, Division Memo No. 302, s. 2026

### DIVISION ORIENTATION ON THE UTILIZATION OF MULTI-FACTORED ASSESSMENT (MFAT) AUTOMATION TOOL

July 11, 2026

#### LIST OF PARTICIPANTS

School	Name of Teacher-Participant
Don Lazaro Madara MIS	1. Jean C. Lucena
	2. Myla G. Christy
Francia ES	3. Maria Theresa A. Labro
Iriga Central School	4. Anita A. Novela
	5. Karen A. Belonio
	6. Amie T. Bolalin
	7. Mary Charmaine O. Debil
	8. Zialecka M. Ibarreta
	9. Salome D. Amaro
	10. Grace DL. Nueva
	11. Geraldine O. Solares
Salvacion IS	12. Rosel L. Nagrampa
	13. Nieves C. Malco
San Agustin ES	14. Francia M. Isaac
	15. Raizza C. Junio
	16. Alice S. Nueva
San Francisco ES	17. Lenie T. Dionson
	18. Nora L. Monte
	19. Raquel T. Cabañes
San Isidro ES	20. Glicybel N. Taturan
	21. Febie Jean R. Tasarra
	22. Lina R. Matucad
	23. Joy C. Catimbang
	24. Cyndy B. Merilles
San Jose ES	25. Mylene L. Boncolmo
San Miguel ES	26. Maricar M. Gascon
	27. Lilian D. Bañas



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Office of the Schools Division Superintendent

<b>San Nicolas ES</b>	28. Jane A. Tabarangao
	29. Zenaida S. Navales
	30. Maria V. Sarion
	31. Madonna E. Monte
<b>Sta. Cruz Sur ES</b>	32. Marlyne B. Morallo
	33. Lilia R. Pioquinto
<b>Antipolo IS</b>	34. Emily B. Cavitana
<b>Cawayan ES</b>	35. Jann Valerie P. Andalis
	36. Ricka Irish D. Caneba
<b>Cristo Rey IS</b>	37. Cherieliene M. Noora
<b>Iriga North CS</b>	38. Amy D. Hermoso
	39. Evita S. Iblan
	40. Joenlayn M. Monte
	41. Ria A. Barasa
<b>Nino Jesus ES</b>	42. Asuncion M. De Lima
<b>Sagrada ES</b>	43. Anita V. Iraola
	44. Lyka R. Gillegao
<b>San Andres ES</b>	45. Kahren G. Bayrante
<b>San Pedro ES</b>	46. Princess G. Colarina
	47. Glaiza Melody C. Amoroso
<b>San Rafael ES</b>	48. Joy B. Fulgueras
<b>San Ramon ES</b>	49. Gemma E. Casyao
<b>San Vicente Norte IS</b>	50. Ailene A. Adante- Embestro
<b>Sta. Cruz Norte ES</b>	51. Jessa Mae M. Nunez
<b>Sta. Isabel ES</b>	52. Irina C. Bendaña
<b>Sta. Teresita ES</b>	53. Warlita Abalos
	54. Maria Cristina Resoco
<b>Tubigan ES</b>	55. Dulce B. Concepcion
<b>Iriga South CS</b>	56. Jean C. Nagrampa
	57. Elena A. Cortez
	58. Fatima A. Bagacina



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Office of the Schools Division Superintendent

	59. Cheryl G. Tabarangao
<b>San Juan IS</b>	60. Grace O. Barroga
	61. Zoila A. Cerdan
<b>La Purisima ES</b>	62. Marilou B. Royong
<b>La Anunciación ES</b>	63. Annabelle B. Albaño
<b>Sta. Elena ES</b>	64. Bella Alvaro
<b>Santiago IS</b>	65. Helen R. Saculo
	66. Helen B. Navales
	67. Rhodora M. Ilano
<b>Banao ES</b>	68. Lea N. Caganda
	69. Agnes A. Deres
<b>Tiriktirikan ES</b>	70. Genesis A. Margallo-Simata
<b>Sto. Nino ES</b>	71. Rosalinda D. Malate
	72. Aileen S. Nacario
<b>La Medalla ES</b>	73. Grace M. Ibarreta
	74. Jazel Ann R. Valencia
<b>La Trinidad ES</b>	75. Laila A. Soreta
<b>San Antonio ES</b>	76. Gemma V. Pante
	77. Nida P. Laut
<b>San Vicente Sur ES</b>	78. Manelyn N. Monte
<b>TWG/PMT</b>	79. Ricky B. Sergio
	80. Maricel L. Intia
	81. Leopoldo R. Dato, Jr.
	82. Shenna C. Laviste
	83. Joselyn C. Sayson
	84. Salvacion B. Felices
	85. Jerson V. Toralde



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*July 11, 2026*

**MATRIX OF ACTIVITIES**

<b>Time</b>	<b>Topic/Activity</b>	<b>Responsible Person</b>
8:00 AM – 8:15 AM	Registration	TWG
8:15 AM – 8:30 AM	Opening Program	TWG
8:30 AM – 9:30 AM	Revisiting DO 44, s. 2021	Maricel L. Intia
9:30 AM – 9:45 AM	Health Break	
9:45 AM – 12:00 NN	The Multi-Factored Assessment (MFAT): The Whys and Hows	Nodel A. Turiano
12:00 NN – 1:00 PM	NOON BREAK	
1:00 PM – 3:00 PM	The Regional MFAT Automation Tool	Ricky B. Sergio
3:00 PM – 3:15 PM	Health Break	
3:15 PM – 4:00 PM	Simulation	TWG
4:00 PM – 4:30 PM	Clearing House	
4:30 PM – 5:00 PM	Closing Program	TWG



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