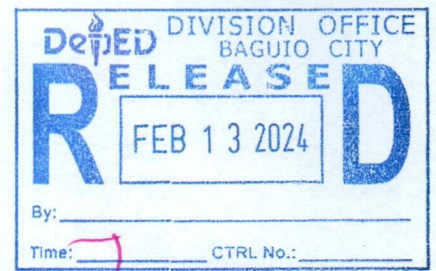




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**SCHOOLS DIVISION OF BAGUIO CITY**



February 12, 2024

**DIVISION MEMORANDUM**

No. 085-2024

**PRESENTATION PORTFOLIO ASSESSMENT (PPA) YEAR 5 FOR ALTERNATIVE LEARNING SYSTEM (ALS) ACCREDITATION AND EQUIVALENCY (A&E) ELEMENTARY AND JUNIOR HIGH SCHOOL LEARNERS FOR SCHOOL YEAR (SY) 2023-2024**

To: Chief Education Supervisor (CID)  
Public Schools District Supervisors  
Division ALS EPSA II  
Public School Heads (with ALS-Community Learning Center)  
ALS Teachers  
All others concerned

1. Relative to DM-CT-2024-025 titled, ***“REITERATION OF DEPED MEMORANDUM no 22 s. 2023 as BASIS ON THE CONDUCT OF PRESENTATION PORTFOLIO ASSESSMENT FOR ALTERNATIVE LEARNING SYSTEM ACCREDITATION AND EQUIVALENCY ELEMENTARY AND JUNIOR HIGH SCHOOL LEARNERS FOR SY 2023-2024”***, this Office through the Curriculum Implementation Division – Alternative Learning System releases this memorandum containing the process on the conduct of the Presentation Portfolio Assessment (PPA) Year 5 for Alternative Learning System (ALS) Accreditation and Equivalency (A&E) Elementary and Junior High School Learners for School Year (SY) 2023-2024.
2. To ensure fairness and accuracy in the evaluation process of the Presentation Portfolio Assessment, a group of validators will be selected from the Alternative Learning System (ALS) teaching staff. This memorandum serves as their official designation, as their expertise and familiarity with the ALS will be instrumental in ensuring a comprehensive and accurate assessment.
3. All duly designated officials and staff who shall serve during the Presentation Portfolio Assessment shall be given service credits/compensatory time off (beyond official time).
4. There shall be 2 (two) concurrent assessment centers where all activities will be conducted.
  - a) Assessment Center A – Manuel L. Quezon Elementary School
  - b) Assessment Center B – Lucban Elementary School





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5. Attached are the following enclosures for guidance and reference:

Enclosure 1: THE STEP-BY-STEP PROCESS OF THE PRESENTATION  
PORTFOLIO ASSESSMENT

Enclosure 2: LIST OF DESIGNATED VALIDATORS  
AND THEIR TERMS OF REFERENCE

6. Immediate and wide dissemination of this memorandum is highly appreciated.

  
**SORAYA T. FACULO PhD, CESO VI**  
Assistant Schools Division Superintendent *pm*  
OIC-Office of the Schools Division Superintendent





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(Enclosure No. 1 to Division Memorandum No. \_\_\_\_ s. 2024)

## THE STEP-BY-STEP PROCESS OF THE PRESENTATION PORTFOLIO ASSESSMENT

### Phase I – Initial Assessment

The ALS Teacher shall conduct an initial assessment of the Presentation Portfolio of the learners from February 1-15, 2024. He/She shall check the completeness of the work samples and formal records such as birth/marriage certificate or any proof of identification containing picture, complete name and birthdate (government issued ID, barangay certification, Bureau of Jail Management and Penology (BJMP)/Bureau of Corrections (BuCor certification, or company ID); Enrollment Form (AF2); Personal Information Sheet (PIS) Pre and Post; Functional Literacy Test (FLT) Pre and Post; Assessment Forms; and Recognition of Prior Learning (RPL) Forms before submitting to the designated District Validating Team. The ALS Teacher shall provide a copy of the Masterlist of Enrolled Learners with End of Program/CY Status (AF3) to the District Validating Team.

### Phase II – District Validations

A district validation shall be conducted from February 16 – March 15, 2024 using the guidelines provided. A team of validators shall be designated by the Schools Division Superintendent as District Validators to quality assure all submitted Presentation Portfolios. In case the submitted Presentation Portfolio is incomplete, the concerned ALS learner shall be given ONE chance to complete his/her Presentation Portfolio. He/ She shall be given five (5) days to comply. The ALS learner may be assisted by his/her ALS Teacher. Failure to comply shall be used as grounds for non-inclusion in the next step. No Presentation Portfolio shall be accepted beyond March 15, 2024. The District Validator shall submit all validated Presentation Portfolios of the District Qualifiers to the Education Program Specialist II for ALS (EPSA) including the AF3 for final assessment.

### Phase III – Final Assessment

A group of validators with the EPSA as lead shall conduct the final assessment from March 16-April 15, 2024 and prepare the list of Division Qualifiers for inter-district revalida, including the submitted validated Presentation Portfolios.

### Phase IV – Inter-District Revalida

An inter-district revalida with Division Qualifiers shall be conducted from April 16 - May 15, 2024, by a group of validators with the EPSA as lead with the assistance of ALS Teachers to ensure that the Presentation Portfolios are original outputs of the learner. Part of the inter-district revalida are the conduct of the oral

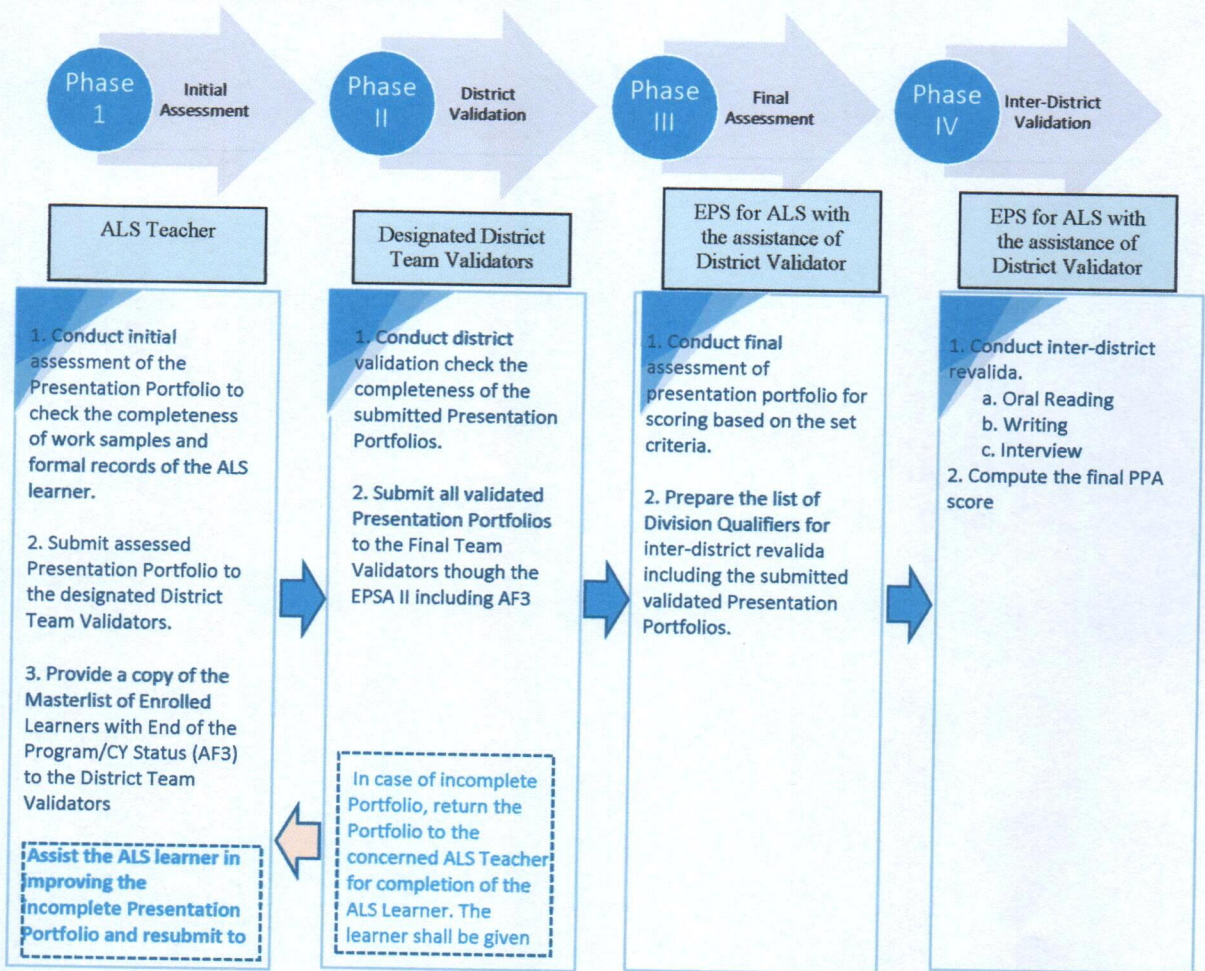




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reading and writing proficiency tests, and the interview. Those who shall not pass the inter-district revalida shall not be included in the Master list of ALS EL and JHSL Passers. In case the personnel involved in the PPA completed each phase ahead of the given schedule or time frame, they may proceed to the next phase of the process.

To illustrate the assessment process:





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(Enclosure No. 2 to Division Memorandum No. \_\_\_\_s. 2024)

**LIST OF DESIGNATED VALIDATORS AND THEIR TERMS OF REFERENCE**

	Name	Sex	Station	Assessment Center	Terms of Reference
1	Jannette J. Abat	Female	Lucban Elementary School	A	<p>The District Validator's primary role is to ensure the high quality of all submitted Presentation Portfolios by conducting a thorough review to check if they meet the required standards.</p>
2	Edilberta M. Ambros	Female	Manuel L. Quezon ES	A	<p>If a Portfolio is incomplete, the validator provides feedback and guidance to the ALS learner, who is then given a chance to complete it within a specified five-day timeframe.</p>
3	Maresa L. Cayso	Female	Manuel L. Quezon ES	B	<p>The validator collaborates closely with the ALS teacher to assist the learner in enhancing their Presentation Portfolio.</p>
4	Judith D. Billy	Female	Lucban Elementary School	B	<p>Once all Portfolios are validated and completed, they are submitted by the District Validator to the Education Program Specialist II for ALS for final assessment, including the AF3 form.</p> <p>In addition to this, validators assist the Education Program Specialists II for ALS during the Final Assessment and the Inter-District Revalida.</p>

