



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

SEP 24 2024

DIVISION MEMORANDUM
No. 274, s. 2024


**SUPPORTING HOLISTIC INSTRUCTION THROUGH FAMILIARIZATION WITH
TOFAS (SHIFT)**

To: Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operation Division
School Heads/OICs
All Others Concerned

1. Attached is Regional Memorandum 954, dated September 18, 2024, regarding the abovementioned activity.
2. The TOFAS levels that the teachers will take are as follows:

Grade Level	TOFAS level
Grade 1	Level 1
Grades 2 and 3	Level 2
Grades 4, 5, and 6	Level 3
Grade 7	Level 4
Grade 8	Level 5
Grades 9 and 10	Level 6

3. Immediate and wide dissemination of this Memorandum is desired to ensure full participation.


VIOLETA M. GONZALES CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the **Perpetual Index**

Under the following subjects:

MATHEMATICS EDUCATION

ASSESSMENT

TEACHERS

LGQ_/September 24, 2024_SHIFT NUM-2024-274

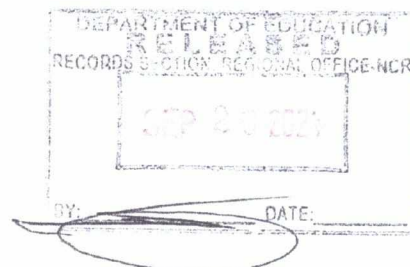


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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



September 18, 2024

REGIONAL MEMORANDUM

No. 954, s. 2024

To: Schools Division Superintendents
 All Others Concerned

**SUPPORTING HOLISTIC INSTRUCTION THROUGH
 FAMILIARIZATION WITH TOFAS (SHIFT)**

1. The Department of Education, National Capital Region (NCR), through the Curriculum Management and Learning Division (CLMD), in collaboration with SPRIX Ltd., will conduct the program **Supporting Holistic Instruction through Familiarization with TOFAS (SHIFT)** from September 25 to October 4, 2024. This initiative aims to enhance the ability of mathematics teachers in utilizing the TOFAS (Test of Fundamental Academic Skills) diagnostic tool to identify and address learning gaps in Mathematics.

2. The SHIFT program is specifically designed for Mathematics teachers with the following objectives:

- Teachers will gain a comprehensive understanding of the TOFAS assessment tool, its structure, and its role in diagnosing students' learning gaps.
- Teachers will take part in a TOFAS simulation, allowing them to experience the test from the learners' perspective.
- Teachers will be trained to interpret TOFAS data, identifying key trends in student performance and using this data to guide instructional practices.
- Teachers will learn how to develop targeted, evidence-based interventions that are responsive to the learning needs identified through TOFAS.
- The program will emphasize the use of TOFAS data in creating effective, data-driven instructional strategies that align with student needs.

3. In this program, Mathematics teachers will not only be familiarized with TOFAS but will also take the TOFAS assessment themselves, mirroring the experience of their students. This will provide them with a deeper understanding of the assessment process and the challenges students may face during the test.

3. This activity is designed to support Mathematics teachers across all grade levels in effectively using the TOFAS assessment tool to drive instructional improvements. Through SHIFT, teachers will be equipped with both the knowledge and practical tools necessary for designing and implementing interventions that address specific learner needs. This initiative is critical in addressing learning gaps identified post-pandemic and aligning instruction with data-driven decision-making strategies.



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4. Education Program Supervisors in Mathematics in the Schools Division Offices (SDOs) are requested to make the necessary arrangements to conduct the TOFAS simulation in a manner that avoids any disruption of classes.
5. Immediate dissemination of this memorandum is desired.


JOCELYN DR ANDAYA
Director IV

RIR/CLMD