



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MAY 30, 2025

DIVISION MEMORANDUM

No. 247, s. 2025

**ORIENTATION ON THE ADMINISTRATION OF RAPID MATHEMATICS
ASSESSMENT (RMA): WALKTHROUGH OF TOOLKIT FOR KEY STAGES 2 AND 3**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors, Curriculum Implementation Division
Chief Education Supervisors, School Governance and Operations Division
All Public Elementary School Heads/OICs
All Others Concerned

1. In support of the nationwide implementation of the National Learning and Recovery Program (NLRP) and its goal of strengthening learners' numeracy skills, the **Schools Division Office - Muntinlupa** through the Curriculum and Implementation Division (CID) will conduct the activity titled **Orientation on the Administration of Rapid Mathematics Assessment (RMA): Walkthrough of the Toolkit for Key Stages 2 and 3** on **June 3-5, 2025** at **Lime Resort Manila**, Atang Dela Rama St, Seascape Village, Pasay City.
2. This activity aligns with the recently concluded regional activity titled, **"Capacity Advancement Program for Thorough Understanding and Reliable Execution (CAPTURE) of Rapid Mathematics Assessment (RMA) for Key Stages 2 & 3,"** as outlined in the Regional Memorandum ORD-2025-394.
3. The **Rapid Mathematics Assessment (RMA)** is a critical tool for identifying learners' foundational mathematical competencies and monitoring their progress over time. To ensure its effective implementation, this orientation will equip Public Schools District Supervisors, School Heads, Mathematics Coordinators, Head Teachers, and designated RMA Focal Persons with the necessary skills to:
 - Conduct assessments with efficiency and accuracy,
 - Analyze assessment results effectively, and
 - Utilize data to design and implement targeted interventions for improved learning outcomes.
4. Attached to this Memorandum are the allotted number of participants for each school and division, along with the activity matrix for reference.
5. The participants are required to bring their own **laptop and extension wire** for data presentation familiarization and for crafting of **Numeracy Project Initiative Plan**.
6. Transportation expenses of the participants shall be charged to local funds following the existing accounting and auditing rules and regulations.

NUM-2025-247



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7. The teacher-participants in the activity shall be eligible for service credit per DO 53, s. 2023, "Updated Guidelines on Granting Vacation Service Credits to Teachers," subject to existing DepEd rules and regulations.
8. Immediate and wide dissemination of this Memorandum is desired.

For:

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

By:


ERIC F. FUNGO
Public Schools District Supervisor
Officer-In-Charge

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index
Under the following subjects:
ASSESSMENT

LEARNING AREA, MATHEMATICS

LGQ / ORIENTATION OF RMA FOR KS 2 & 3

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Enclosure 1

**ORIENTATION ON THE ADMINISTRATION OF RAPID MATHEMATICS
ASSESSMENT (RMA): WALKTHROUGH OF TOOLKIT FOR KEY STAGES 2 AND 3
ALLOTTED NUMBER OF PARTICIPANTS**

A. SCHOOLS DIVISION OFFICE

SDS	1
ASDS	1
CID Chief	1
SGOD Chief	1
EPS	1
PSDS	8
TOTAL	13

B. SCHOOLS

	Name of School	School Head	Math Coordinator/ Head Teacher
1	ALABANG ES	1	1
2	BAGONG SILANG ES	1	1
3	BAYANAN ES - MAIN	1	1
4	BAYANAN ES - UNIT 1	1	1
5	BULI ES	1	1
6	CUPANG ES - ANNEX	1	1
7	CUPANG ES - MAIN	1	1
8	F. DE MESA ES	1	1
9	FILINVEST ALABANG ES	1	1
10	ITAAS ES	1	1
11	MUNTINLUPA ES	1	1
12	POBLACION ES	1	1
13	PUTATAN ES	1	1
14	SOLDIERS HILLS ES	1	1
15	SUCAT ES	1	1
16	SUCAT ES ZONE 3 & ZONE 4	1	2
17	TUNASAN ES	1	1
18	VICTORIA HOMES ES	1	1
19	LAKEVIEW IS	1	2
20	MBHS-MAIN	1	1
21	MBHS-SA	1	1





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22	MNHS	1	1
23	MSHS	1	1
24	PEDHS	1	1
25	PNHS	1	1
26	TNHS	1	1
TOTAL		26	28

C. TECHNICAL WORKING GROUP

1	ANDREI F. SICAM	SDO-SGOD
2	CHELO DG. RONGAVILLA	SDO-SGOD
3	RACHELLE R. QUESADA	MBHS-SA



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Enclosure 2

**ORIENTATION ON THE ADMINISTRATION OF RMA: WALKTHROUGH OF RMA
TOOLKIT FOR KEY STAGES 2 & 3**

Activity Matrix

Day 1 - June 3, 2025	Time	
Registration	8:30 am	9:30 am
Opening Program	9:30 am	10:00 am
Session 1: Manipulatives and Koobits	10:00 am	12:00 nn
Lunch	12:00 nn	1:00 pm
Session 2: SDO Numeracy Status	1:00 pm	1:30 pm
Session 3: SDO Numeracy Program	1:30 pm	2:00 pm
Session 4: Key Stage 2 Assessment Tool	2:00 pm	3:00 pm
Uninterrupted Break	3:00 pm	3:15 pm
Session 5: Key Stage 3 Assessment Tool	3:15 pm	4:15 pm
Q and A	4:15 pm	4:45 pm
Day 1 Evaluation	4:45 pm	5:00 pm
Dinner	6:00 pm	
Day 2 - June 4, 2025		
Breakfast	6:00 am	8:00 am
Management of Learning	8:00 am	8:30 am
Session 6: RMA Scoresheet	8:30 am	9:30 am
Uninterrupted Break	9:30 am	9:45 am
Session 7: Data Analysis: Basic MS Excel Skills	9:45 am	10:45 am
Workshop 1: Hands-on Activity on MS Excel	10:45 am	12:00 nn
Lunch	12:00 nn	1:00 pm
Session 8: Numeracy PIP	1:00 pm	3:00 pm
Workshop 2: Numeracy PIP and Monitoring Tool		
Uninterrupted Break	3:00 pm	3:15 pm
Continuation of Workshop 2	3:15 pm	4:45 pm
Day 2 Evaluation	4:45 pm	5:00 pm
Dinner	6:00 pm	
Day 3 - June 5, 2025		
Breakfast	6:00 am	8:00 am
MOL	8:00 am	8:30 am
Presentation of Output	8:30 am	9:30 am
Uninterrupted Break	9:30 am	9:45 am
Presentation of Output	9:45 am	12:00 nn
Lunch	12:00 nn	1:00 pm
Closing Program	1:00 pm	3:00 pm
Uninterrupted Break	3:00 pm	3:15 pm
Day 3 Evaluation	3:15 pm	3:30 pm
Home Sweet Home	Stay Safe	

