ATTENDANCE TO DIVISION EPP TEST WRITERS MEETING IN PREPARATION
OF TEST QUESTIONS FOR PERIODIC EXAMS

To:
  RAMIL L. MAGAWAY – Digos City Central E/S
  VIRGINITA D. JOROLAN – Digos City Central E/S
  MARICHI L. BAOLAN – Digos City Central E/S
  CONNIE E. YAOYAO – Digos City Central E/S
  DOMILIZA N. JIMENEZ – Don Mariano Marcos E/S
  ELSITA LOFRANCO – Don Mariano Marcos E/S
  MARY ANN R. PADILLO – Don Mariano Marcos E/S
  RAMON C. BATULANON – Soong Elem. School
  SHERWIN D. ALONZO – Dawis Elem. School
  MARCELINA S. ALFAFARA – Igpit Elem. School
  NIDA G. TUDUD – Rizal Central Elem. School
  AMELIUS CHRISTIAN S. TITONG – Bimaton elem. School
  FERMEN J. GALO JR. – Ramon Magsaysay Central E/S
  LITO D. CAGAS – Ramon Magsaysay Central E/S

1. In line with Division Memorandum No. 1017, s. 2017, this Office informs that the Division EPP/TLE test writers will convene for the finalization of test questions for the incoming 3rd Periodical Test. This one (1) day meeting will be held on Monday, December 18, 2017 at Oriental District Office, Lim St., Digos City.

2. Test writers are expected to bring their final test materials (soft/hard copy) for 3rd Periodical Test.

3. Travel and other incidental expenses incurred are chargeable against local funds subject to usual accounting and auditing rules and regulations.

4. For guidance and strict compliance.

WINNIE E. PATOON, Ed.D.
Officer In Charge
Office of the Schools Division Superintendent

Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

Neil Bongcayao: memorandum title
14 December 2017
CONDUCT OF MEETING AMONG TEST WRITERS FOR THE UNIFIED PREPARATION OF TEST QUESTIONS FOR PERIODIC EXAMS

To: CID and SGOD Chiefs
   Education Program Supervisors
   Public Schools District Supervisors
   Elementary and Secondary School Heads
   Teachers Concerned

1. In pursuance to DepEd Order No. 8, s. 2015, re: Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program, this Office informs the field of the unified preparation of test questions for Periodic Exams starting Calendar Year 2018.

2. In connection with the said initiative, a meeting among all identified test writers shall be done following the dates and venues reflected below:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Date</th>
<th>Venue</th>
<th>EPS/Personnel In-Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten</td>
<td>Dec. 7 (1:00 PM)</td>
<td>RMCES H.E. Room</td>
<td>Marygior Tabanao</td>
</tr>
<tr>
<td>MTB-MLLE</td>
<td>Dec. 7 (PM)</td>
<td>Digos Oriental District Office</td>
<td>Fema Renira Alde</td>
</tr>
<tr>
<td>English</td>
<td>Dec. 7 (1:00 PM)</td>
<td>RMCES Library</td>
<td>Beverly Daugdaug</td>
</tr>
<tr>
<td>Filipino</td>
<td>Dec. 7 (6:00 AM)</td>
<td>Digos Occ. Dist. Office</td>
<td>Joan Niones</td>
</tr>
<tr>
<td>Science</td>
<td>Dec. 14 (8:00 AM)</td>
<td>RMCES Library</td>
<td>Luzminda Jasmin</td>
</tr>
<tr>
<td>Math</td>
<td>Dec. 7 (8:00 AM)</td>
<td>P. Basakan ES</td>
<td>Valeriano delos Reyes</td>
</tr>
<tr>
<td>Araling Panlipunan</td>
<td>Dec. 14 (8:00 AM)</td>
<td>DICNHS Library</td>
<td>Imelda Cardines</td>
</tr>
<tr>
<td>MAPEH</td>
<td>Dec. 14 (8:00 AM)</td>
<td>DICNHS-SPA Building (Music Room)</td>
<td>Eppie Grace Presto</td>
</tr>
<tr>
<td>Edukasyon sa Pagpapakatao</td>
<td>Dec. 14 (1:00 PM)</td>
<td>Digos Oriental District Bulwagan Center</td>
<td>Ronilyn Nieves</td>
</tr>
<tr>
<td>TLE</td>
<td>Dec. 7 (8:00 AM)</td>
<td>RMCES Library</td>
<td>Vicente Laburada, Neil Bongcsayao</td>
</tr>
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</table>

3. The final List of Test Writers per level and per subject area, as well as the template for the preparation of Table of Specification (TOS), is hereto attached.

4. The following should be taken into consideration in the preparation of test questions:

   a) Paper size – must be set at 13 inches long in the computer
   b) No. of Test Items: Kindergarten – 25 items; Gr. 1 to 10 – 40 items
   c) Test Items Classifications and Percentages for Gr. 1-10:
      c.1 Knowledge Level – 30% (12 items)
      c.2 Understanding/Comprehension Level – 40% (16 items)
5. Test writers are expected to bring with them samples of test materials for 3rd Periodical Test and copies of CG during the aforementioned meeting. They are also advised to bring with them their own snacks/lunch.

6. Moreover, in consideration to time element seeing to it that test questions for 3rd Periodical Test are ready by December 20, the agreed date among Supervisors for its availability, test writers are advised to start formulating test questions ready for submission to the focal EPS/designated personnel one week before December 20, 2017. Each test writer is expected to submit a 40-item test, while the focal EPS shall finalize the test in consideration to submitted test questions from all test writers.

7. For information, immediate dissemination and compliance of all concerned.

WINNIE E. BATOCN, EdD
Officer-In-Charge
Office of the Schools Division Superintendent

Encls: List Enclosures
References: DepEd Order No. 8, s. 2015
To be indicated in the Perpetual Index under the following subjects:

BEVERLY: MEMORANDUM TITLE: CONDUCT OF MEETING AMONG TEST WRITERS FOR THE UNIFIED PREPARATION OF TEST QUESTIONS FOR PERIODIC EXAMS
5 December 2017