Memorandum
No. 444, s. 2017

To: 1. Miss Nesylda D. Alpacion  
     Master Teacher-II, Digos Central Elementary School  
2. Mrs. Grace Alvareado  
     Teacher-III, Isaac Abalayan Elementary School  
3. Mr. Eduard Paller Jr.  
     Master Teacher-I, Aplaya Elementary School  
4. Dr. Rizza Villaluna  
     Master Teacher-I, Digos City National High School  
5. Miss Jouy Hope Silabay  
     Master Teacher-I, Digos City National High School  
6. Mrs. Marie Jean Baylon  
     Master Teacher-I, Digos City National High School

From: FRANCIS JUDE D. ALCOMENDRAS  
      Administrative Officer-V

Subject: Attendance to a half-day Pre-Planning Conference on Mathematics  
         Seminar-Workshop on Constructing Table of Specifications,  
         Constructing Higher Order Thinking Skill Questions (HOTS),  
         Constructing Standardized Test Items and Test Item Analysis

Date: July 14, 2017

1. The City Schools Division of Digos will conduct a half-day mathematics pre-planning  
conference on Constructing Table of Specifications, Constructing higher order thinking skill  
Questions (HOTS), Constructing Standardized Test Items and Test Item Analysis on July  
18, 2017 at 1:00 P.M. Venue will be at Isaac Abalayan Elementary School.

2. This Office is asking the support of the respective School Principals of the aforementioned  
participants to send their teachers to the pre-planning conference in mathematics on the  
scheduled date and venue.

3. Prompt dissemination of this Memorandum is earnestly desired.