



Republic of the Philippines
Department of Education
Region XI
SCHOOLS DIVISION OF DIGOS CITY
Digos City



DIVISION MEMORANDUM
No. 1017, s. 2017

December 4, 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:

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

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)

c.3 Higher Level (Application, Analysis, Synthesis, Evaluation) – 30% (12 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.

for ..  *12/5/17*
WINNIE E. BATOON, EdD

Officer-In-Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos

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

**BEVERLY: MEMORANDUM TITLE: CONDUCT OF MEETING AMONG TEST WRITERS FOR THE UNIFIED
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5 December 2017