

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 Schoots 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 <u>Understanding/Comprehension Level 40% (16 items)</u>

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

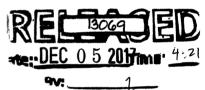
- 5. Test writers are expected to bring with them samples of test materials for 3rd Periodical Test and copies of CG during the aforementioned meeting. They are also advised to bring with them their own snacks/lunch.
- Moreover, in consideration to time element seeing to it that test questions for 3rd 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. BATOON, EdD

Officer-In-Charge

Office of the Schools Division Superintendent

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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 PREPARATION OF TEST QUESTIONS FOR PERIODIC EXAMS

5 December 2017