



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2026- 142

To : Assistant Schools Division Superintendent
Chief, CID
Public Schools District Supervisors Concerned
Education Program Supervisors Concerned
Project Development Officer II Concerned

Subject : **CREATION AND COMPOSITION OF THE DIVISION TECHNICAL WORKING GROUP (TWG) ON THE DESIGN AND DEVELOPMENT OF ASSESSMENT FRAMEWORK, PROGRAMS, AND TOOLS/INSTRUMENTS**

Date : March 24, 2026

1. Pursuant to DepEd Memorandum No. 014, s. 2022, titled ***“The DepEd Quality Management System Manual and Procedures and Work Instructions Manual”***, this Office hereby creates the Division Technical Working Group (TWG) on the Design and Development of Assessment Framework, Programs, and Tools/Instruments to support the institutionalization of quality-assured and standardized assessment processes in the Schools Division Office of Digos City.
2. The creation of this TWG aims to develop a Division Assessment Framework, Programs, and Tools/Instruments that will serve as the basis for institutionalizing and standardizing assessment mechanisms and procedures within the Schools Division Office of Digos City.
3. The composition of the TWG is as follows:

Chairperson : Rodel L. Pagayon, EPS
Vice-Chairperson : Inda D. Nacua, EPS
Members : Eleser D. Mateo, PSDS
Cherry Rosette E. Oliva, PSDS
Ivy F. Solano, EPS
Secretariat : Ruben Evarretta, PDO II
4. The TWG shall have the following functions and responsibilities:
 - a. Lead the design and development of the Division Assessment Framework, Programs, and Tools/Instruments;
 - b. Formulate assessment mechanisms and procedures aligned with quality management principles and existing DepEd policies;
 - c. Ensure that the developed framework and instruments are relevant, responsive, and applicable to the needs and context of the Schools Division Office;
 - d. Conduct consultations, technical reviews, and validation activities as may be necessary; and



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- e. Submit the final output, together with corresponding recommendations, for consideration and approval of this Office.
5. All members of the TWG are directed to attend the **Pre-Work Briefing on April 6, 2026, at 1:00 PM at the SDO Library Hub.**
6. Immediate dissemination of and strict compliance with this Memorandum is directed.


MELANIE P. ESTACIO, PhD, CESO VI
Schools Division Superintendent 

Enclosed: As stated.
cid/rlp

DepEd Schools Division of Digos City
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