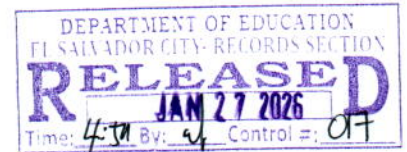




Republic of the Philippines
Department of Education
 REGION X – NORTHERN MINDANAO
 SCHOOLS DIVISION OF EL SALVADOR CITY



January 26, 2026

DIVISION MEMORANDUM

No. 017, s. 202

TRAINING -WRITESHOP ON THE DEVELOPMENT OF DIVISION
 ACHIEVEMENT TESTS FOR GRADES 3, 6, 10, AND 12

To: Education Program Supervisors
 Public Elementary and Secondary School Heads
 All Others Concerned

1. The Department of Education Division of El Salvador City through the Curriculum Implementation Division will conduct a **Training-Writeshop on the Development of Division Achievement Tests for Grades 3, 6, 10, and 12** on January 30, 2026 at Cogon National High School, Cogon, El Salvador City.
2. The activity aims to
 - a. develop standardized, valid, and reliable Division Achievement Tests for Grades 3, 6, 10, and 12 that are aligned with the national assessment standards and learning competencies,
 - b. enhance the assessment literacy and test-construction skills of teachers and education supervisors through hands-on training in item writing, test blueprints, and basic item analysis, and
 - c. establish a pool of high-quality assessment items that can be used to accurately measure learner performance, support data-driven instructional planning, and improve overall learning outcomes.
3. The participants to this activity are the Technical Working Group, education program supervisors, teacher-test developers. The is a live-out training, hence participants are advised to bring their own food provision.
4. Moreover, participants shall bring laptops, extension cords, electronic copies of the curriculum guide, budget of work, table of specification, multiple choice summative assessments, and other learning resources.
4. Attached are the List of Participants and the Matrix of Activities. This Memorandum also serves as **Authority to Travel** for all identified participants.
5. Participation to this activity shall be subject to the No-Disruption-of-Class policy stipulated in DepEd Order No. 9 s. 2005 titled Instituting Measures to Increase Engaged Time-on-Task and Ensuring Compliance therewith; hence, school heads



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must ensure that classes will be taken care of and teacher-participants must ensure that activities are well prepared for their learners' tasks.

6. This Office adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocols of the said activity. Hence, all actions shall be based on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.

7. This Office directs the immediate dissemination and strict compliance of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

ATCH.: As stated

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT LEARNING AREA TRAINING WRITESHOP

RE: Training-Writeshop on the Development of Division Achievement Tests for Grades 3, 6, 10, and 12
CID/NAA



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 1 to Division Memorandum No. _____, s. 2026

List of Participants

No.	Name	Learning Area & Grade Level	Plantilla/ Position	Official Station
1	Sharon D. Magtiza	AP 3	MT II	El Salvador City CS
2	Ma. Ivy Mae Reales	AP 6	Teacher I	Sambulawan ES
3	Queenlyn B. Plaza	AP 10	Teacher III	El Salvador CNHS
4	Carl Neil G. Labis	AP 12	Teacher II	Molugan NHS
5	Clyde Kaye M. Picot	English 3	Teacher I	Ulaliman ES
6	Hirah Marie B. Chua	English 6	MT I	Molugan CS
7	Angeline B. Fabro	English 10	Teacher III	Cogon NHS
8	Romeo Jr. P. Nacalaban	English 12	Teacher II	Cogon NHS
9	Chona G. Sevilla	Filipino 3	Teacher I	Molugan CS
10	Melanie Bernadette S. Borja	Filipino 6	Teacher I	El Salvador City CS
11	Mydie Ann D. Abang	Filipino 10	Teacher III	Cogon NHS
12	Janice E. Calapis	Filipino 12	MT I	Molugan NHS
13	Juvelyn O. Tedlos	GMRC 3	Teacher II	Molugan CS
14	Kenneth Rey G. Dolero	GMRC 6	Teacher I	ECCS
15	Mark A. Francisco	VE 10	Teacher I	Molugan NHS
16	Miraflor R. Quilab	VE 12	Teacher I	Hinigdaan NHS
17	Cendy C. Ebalig	MAPEH 3	Teacher III	PSB ES
18	Sheila G. Abarquez	MAPEH 6	Teacher I	Hinigdaan ES
19	Cristine J. Barimbao	MAPEH 10	Teacher II	Sinaloc NHS
20	Angela I. General	MAPEH 12	Teacher I	Cogon NHS
21	Kathleen Pearl C. Moreno	Math 3	Teacher I	ECCS
22	Jervie I. Gomez	Math 6	Teacher II	AES
23	Edjay F. Sabayanan	Math 10	Teacher I	MNHS
24	Liz May D. Nob	Math 12	Special Science Teacher I	CNHS
25	Janeve O. Caballa	Science 3	MT I	Taytay ES
26	Meggan E. Gaid	Science 6	Teacher III	PSB ES
27	Leslie Amor L. Dadole	Science 10	Teacher III	ECNHS
28	Rheza Mae P. Ebal	Science 12	Special Science Teacher I	Molugan NHS
29	Maria Kimberly A. Yabo	EPP 6	Teacher II	KAIS
30	Maricar Escalante	TLE 10	Teacher I	Sambulawan NHS
31	Layress Mae J. Banuag	TVL 12	Teacher III	MNHS
32	Lina C. Bejiga	Kindergarten	EPS	Division Office
33	Marie Jade A. Cacayan	Science	EPS	Division Office
34	Jovit D. Comon	English	EPS	Division Office
35	Lorna H. Estrosas	AP	EPS	Division Office
36	Vanity Jade C. Lazaga	MAPEH	EPS	Division Office
37	Melanie M. Ligutom	GMRC/VE	EPS	Division Office



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38	Genevieve E. Lusterio	Filipino	EPS	Division Office
39	Anabelle M. Mamaclay	Math	EPS	Division Office
40	Roque R. Sabasaje	TLE	EPS	Division Office
41	Margie R. Valmoria	English	EPS	Division Office
42	Maricris P. Quismundo	M & E	SEPS	Division Office
43	Franz Maybelle M. Gaid	Health	Nurse	Division Office
44	Ninian A. Alcasid	CID	CES	Division Office
45	Rolly B. Labis	SGOD	CES	Division Office
46	Conniebel C. Nistal	OSDS	ASDS	Division Office
47	Randolph B. Tortola	OSDS	SDS	Division Office



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 2 to Division Memorandum No. _____, s. 2026

Training Matrix

Date	Time	Activity/Topic	Facilitator/In-Charge
January 30, 2026	7:30 – 8:00 a.m.	Registration	
	8:00 – 9:00 a.m.	Preliminary Activities	Program Management Team
	9:00 – 10:30 a.m.	SOLO Framework	Learning Management Team
	10:30 – 11:30 a.m.	Guidelines for Developing Multiple Choice Test Items	Learning Management Team
	11:30 – 12:00 nn	Break-out Session by Learning Area: HOTS in Practice	Learning Management Team
	12:00 – 1:00 p.m.	Lunch Break	Program Management Team
	1:00 – 4:30 p.m.	Test Development	Learning Management Team
	4:30 – 5:00 p.m.	Closing Program	Program Management Team