



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM
CID-2025- 022

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID
Public Schools District Supervisors
Select Public Elementary and Secondary School Heads
All Others Concerned

FROM: 
LYNN G. MENDOZA, EdD
OIC, Schools Division Superintendent

SUBJECT: **ADDITIONAL INFORMATION TO DIVISION MEMORANDUM NO. 065, S. 2025 RE: WORKSHOP ON THE DEVELOPMENT, VALIDATION, AND FINALIZATION OF FIRST QUARTER EXAMINATION FOR SY 2025-2026**

DATE: July 17, 2025

1. In reference to Division Memorandum No. 65, s. 2025 titled "*Workshop on the Development, Validation and Finalization of Quarter 1 Assessment for SY 2025-2026,*" this addendum is issued to reflect adjustments in the implementation guidelines, coverage, and composition of development teams. Adjusted coverage of assessment development are the following:

- a. A unified Quarter 1 assessment shall be developed and quality-assured at the division level for K to 10 Grade levels except for the following subjects and grade levels:
 - o EPP for Grade 6 and TLE 9 & 10; and
 - o All Grades 11 and 12 subjects.
- b. The abovementioned subjects and grade levels will be undertaken through a School-Based Quarterly Assessment Development.
- c. Marinduque National High School (MNHS) shall independently develop its assessment for Grade 11 under Strengthened SHS.

2. All school-based assessment outputs shall still follow the prescribed specifications and quality assurance standards set by the Schools Division.

3. Please see the attached enclosures for the Timeline, List of Assessment Developers, Evaluators (Content, Language and IPR Checkers) and Layout Artists, Terms of Reference, and Formatting.
4. The following links must be accessed, filled out, and updated accordingly:
 - a. **Confidentiality Agreement / Oath of Confidentiality Form;**
https://bit.ly/OathOfConfidentiality_Q1
 - b. **Development Tracker and Test Collaboration Sheet; and**
(For use by writers, validators, and layout artists)
<https://bit.ly/Q1TestDevTracker2025>
 - c. **Output Submission Folder – Quarter 1 Assessments.**
<https://bit.ly/Q1AssessmentFolder2025>
5. All team members are required to sign the confidentiality form and regularly update their progress in the tracker. Public Schools District Supervisors are advised to monitor compliance.
6. All developed Quarterly Assessment will also pass through the validation and pilot testing process by Public Elementary and Secondary School teachers and learners from select private schools.
7. All participants shall receive a Certificate of Recognition at the end of the activity. They shall be entitled to 1 day service credit for each day that fall on holiday and weekends per DepEd Order No. 53 s. 2003 titled “Updated Guidelines on the Grant of Vacation Service Credit to Teachers”.
8. For guidance and compliance.

Enclosure 1: TIMELINE

Date	Activity	Persons Responsible	Expected Output
July 14, 2025	Online Orientation	CES, EPSs, PSDSs, School Heads, Master Teachers, Test Constructors	Orientation report, attendance sheet, clarified roles
July 15–22, 2025	Development of Draft Test Items	Select Master Teachers Developers	Draft test items, test blueprint/item matrix
July 23–25, 2025	Content Evaluation	DQA Team headed by the Learning Area Supervisor	Reviewed items with comments, evaluation checklist
July 26–28, 2025	Language Editing	Select Language Editor (Preferably Secondary Teachers major in English & Filipino)	Edited test items, language editing report
July 29–30, 2025	IPR Checking	LRMS & Select Teacher Evaluators	IPR compliance report
July 31–Aug 2, 2025	Revision by Developers	Master Teacher Developers	Revised test based on feedback
August 3, 2025	Submission to Lead Persons	Master Teacher Developers	Submitted draft, acknowledgment receipt
August 4–5, 2025	Final Layouting	LRMS & Select Layout Artist	Layouted assessment in printable/digital format
August 6–8, 2025	Printing for Pilot Testing	CID Staff and JO	Printed copies for pilot, printing log
August 9, 2025	Validation and Pilot Testing	Select School Heads/Master Teachers and Learners Validators (from Private Schools)	Validation report, learner feedback
August 10, 2025	Consolidation of Results	Lead Persons per Learning Area	Summary of findings and recommendations

August 11, 2025	Forwarding to Developers	Lead persons er Learning Area	Forwarded feedback, transmittal form
August 12, 2025	Finalization	Select Master Teachers/ Developers	Finalized test copy
August 13, 2025	Submission of Final Copy	Select Master Teachers/ Developers	Final copy submitted, endorsement form
August 14, 2025	Compilation via LRMS	LRMS Team through PDO	Compiled tests in offline repository
August 15, 2025	Sharing to Schools	Division LRMS	Distributed soft copies, acknowledgment
Aug 16-18, 2025	School-based Printing	School Head and Teachers	Printed copies for use, inventory log

Enclosure 2: LIST OF QUARTERLY ASSESSMENT DEVELOPMENT TEAM

NOMINATED TEST CONSTRUCTORS					
LEARNING AREA	GRADE LEVEL	NAME OF PARTICIPANT	DESIGNATION	DISTRICT	STATION
Language	1	Genelyn B. Serdena	Teacher III	Gasan	Bangbang ES
Reading & Literacy		Carollaine Romasanta	Teacher III	Torrijos	Malibago ES
FILIPINO	2	Dorena J. Medallon	Teacher II	Boac South	Cawit ES
	3	Beverly Masangkay	Teacher II	Boac South	Cawit ES
	4	Lorielyn P. Avestruz	Teacher III	Boac North	SCNCS
	5	Evelyn Plata	Master Teacher I	Santa Cruz South	Buyabod ES
	6	Juliet P. Palermo	Teacher III	Santa Cruz North	Kamandugan ES
	7	John Wilfred Borja	Master Teacher I	Boac North	MNHS
	8	Celeste B. Morial	Teacher I	Boac North	MNHS
	9	Marilou M. Mutya	Teacher II	Boac North	MNHS
	10	Jojette M. Mijares	Teacher I	Boac North	MNHS
	ENGLISH	2	Erlinda P. Nobleza	Teacher III	Santa Cruz North
3		Noralie E. Lagar	Teacher II	Boac North	Don Luis Hidalgo Memorial School

	4	Donna F. Red	Teacher III	Buenavista	Timbo Elementary School
	5	Yenchie R. Lasac	Teacher I	Torrijos	Tigwi Elementary School
	6	Syrine R. Orqueza	Teacher I	Santa Cruz South	Maniwaya Elementary School
	7	Marichie C. Mandalihan	Teacher III	Boac North	Marinduque National High School
	8	Razel R. Lining	Teacher III	Torrijos	Tigwi National High School
	9	Cindy F. Limpiada	Teacher I	Buenavista	Yook National High School
	10	William M. Malabana	Teacher III	Mogpog	Balanacan National High School
MATHEMATICS	1	Joma P. Regio	Teacher III	Torrijos	Matuyatuya ES
	2	Maria Cynthia R. Mistal	Master Teacher I	Mogpog	Balanacan ES
	3	Ma. Theresa T. Selda	Master Teacher II	Gasán	Gasán Central School
	4	Arlene Selda	Master Teacher I	Gasán	Gasán Central School
	5	Naida Quinto	Master Teacher II	Santa Cruz South	Tapian ES
	6	Donna M. Osmillo	Master Teacher I	Boac North	Maligaya ES
	7	John Carlo P. Magsino	Teacher II	Boac North	Marinduque National High School
	8	Amelyn O. Batas	Teacher III	Torrijos	Poctoy NHS

	9	Jamaica Morales	Teacher III	Santa Cruz North	Landy NHS	
	10	Ninia R. Rioflorido	Teacher III	Torrijos	Matuyatuya NHS	
SCIENCE	3	Daisy Quezada	Master Teacher I	Mogpog	Paye ES	
	4	Mary Grace Palmero	Master Teacher I	Santa Cruz South	LABO ES	
	5	Aleli Lagrana	Master Teacher II	Mogpog	Ino ES	
	6	Judy N. Reynoso	Master Teacher II	Santa Cruz South	Gabaldon Elementary School	
	7	Khristine M. Lumalang	Master Teacher I	Boac North	Marinduque National High School	
	8	Jhon Mark P. Mercene	Master Teacher I	Gasan	Bangbang National High School	
	9	Melvin A. Marmol	Master Teacher I	Boac North	Marinduque National High School	
	10	Virginia L. Monleon	Master Teacher I	Boac North	Marinduque National High School	
	GMRC / VALUES	1	Lowella R. Rey	Teacher III	Santa Cruz South	Maniwaya ES
			Alma R. Moreno	Teacher III	Santa Cruz East	Tagum ES
3		Jayna R. Frias	Teacher III	Torrijos	Torrijos CS	
4		Rosalyn Magcamit	Teacher III	Boac North	Don Luis Hidalgo MS	
5		Maricel M. Ilagan	Master Teacher I	Mogpog	Butansapa ES	

	6	John Renzon R. Rey	Teacher III	Santa Cruz North	Kasily ES
	7	Cherry Ann M. Dumaran	Teacher I	Torrijos	Poctoy NHS
	8	Ederlin Mangana	Teacher I	Boac North	Marinduque NHS
	9	Von G. Cudiamat	Teacher I	Gasán	Bognuyan NHS
	10	Hernalyn A. Mascarenas	Teacher II	Boac North	Marinduque NHS
MAKABANSA/ ARALING PANLIPUNAN	1	Gina M. Limbo	Master Teacher I	Boac North	Don Luis HMS
	2	Ma. Rosario R. Postrado	Master Teacher I	Santa Cruz North	Kasily ES
	3	Geraldine Rodenas	Master Teacher I	Santa Cruz East	Alobo ES
	4	Maricel Padilla	Master Teacher I	Santa Cruz East	Angas ES
	5	Hazel Hernandez	Teacher III	Boac North	Don Luis HMS
	6	Jenny Macdon	Teacher II	Buenavista	Bancoro ES
	7	Pamela M. Luha	Teacher III	Buenavista	Buenavista NHS
	8	Clarissa L. Vitto	Teacher III	Mogpog	Mogpog NCHS
	9	Mary Grace J. Amoyan	Master Teacher I	Torrijos	Tigwi NHS
	10	Jerameel M. Laderas	Master Teacher I	Boac North	Marinduque NHS
MAPEH	4	Euzualina R. Gaspard/Richelda Privado	Teacher III	Santa Cruz South	Lipa ES/Marlangga ES
	5	Eugel Par-Garedo/Arnulfo Regio	Teacher III	Santa Cruz North	Lusok ES/Masaguisi ES

	6	Roselle Z. Jalac/Julius Obejas	Teacher III	Buenavista	Daykitin ES/Pollo ES
	7	Noime Regencia/Jay-R Batas	Teacher III	Santa Cruz North	Landy NHS/Poctoy NHS
	8	Mary Gean M. Chavez/Jay Maigting	Teacher III	Torrijos	Matuyatuya NHS/Alobo NHS
	9	Sydrick DL. Sadiwa/Precoius M. Garcia	Teacher III	Buenavista	Buenavista NHS/Makapuyat NHS
	10	Cherry P. De Sena/Arra Lynne G. Tabat	Teacher III	Santa Cruz East	Tagum NHS/Bagtingon NHS
EPP/ TLE	4	Helen De Luna	Master Teacher I	Santa Cruz North	Punong Elem. School
	5	Noravil M. Ariola	Master Teacher I	Gasán	Gasán Central School
	6	Isagani C. Medenilla	Teacher II	Mogpog	Argao Elem. School
	7	Sony D. Mayo	Teacher II	Boac North	Marinduque National HS
	8	Emily Fatalla	Teacher I	Buenavista	Lipata Annex
	9	Aiza M. Larga	Teacher I	Buenavista	Buenavista NHS
	10	Jeshagere E. Anda	Teacher II	Buenavista	Buenavista NHS
	8	Karla Lanete	Teacher II	Santa Cruz East	Makapuyat NHS
	10	Christian Ola	Teacher III	Torrijos	Matuyatuya NHS

NOMINATED TEST EVALUATORS					
LEARNING AREA	GRADE LEVEL	NAME OF PARTICIPANT	DESIGNATION	DISTRICT	STATION
FILIPINO	Lead	Florie M. Regencia	EPS - Filipino	SDO	CID
	Co-Lead	Myra R. Labay	PSDS	Boac South	CID
	2	Cleofe F. Phodaca	Master Teacher I	Santa Cruz North	Hupi ES
	3	Liezel H. Mirones	Master Teacher I	Boac South	Bangbangalonn ES
	4	Roselie Peregrin	Master Teacher I	Santa Cruz South	Kaganhao ES
	5	Belinda Lancion	Master Teacher I	Santa Cruz North	Lusok ES
	6	Gemma B. Refuerzo	Teacher II	Boac North	Don Luis HMS
	7	Florenil M. Malabayabas	Master Teacher I	Boac North	MNHS
	8	Daniel Larracas	Teacher II	Santa Cruz East	Makapuyat NHS
	9	Lourdes Balagwis	Principal I	Santa Cruz South	Tagum NHS
	10	Ederlyn C. Quezada	Principal I	Torrijos	Malibago NHS
ENGLISH	Lead	Jelly L. Sore	EPS	SDO	CID
	Co-Lead	Maridel G. Lincallo	PSDS	Buenavista	CID
	2	Catherine D. Rodriguez	Master Teacher I	Torrijos	Buangan Integrated School

	3	Jake C. Yao	Master Teacher II	Gasán	Tapuyan Elementary School
	4	Gemadette M. Rolloque	Master Teacher I	Buenavista	Yook Elementary School
	5	Emalyn M. Vasquez	Master Teacher II	Torrijos	Malibago Elementary School
	6	Mary Grace R. Palmero	Master Teacher I	Santa Cruz South	Labo Elementary School
	7	Elenor M. Malimata	Master Teacher II	Boac North	Marinduque National High School
	8	Ferdinand V. Villanueva	Master Teacher I	Boac North	Marinduque National High School
	9	Marites S. Sena	Master Teacher II	Gasán	Bangbang National High School
	10	Jojo A. Matre	Master Teacher II	Boac North	Marinduque National High School
MATHEMATICS	Lead	Freddie M. Malabayabas	EPS - Mathematics	SDO	CID
	Co-Lead	Dingson A. De Sena	PSDS	SDO	CID
	1	Milagros M. Diona	Master Teacher I	Santa Cruz North	Dolores ES
	2	Venus M. Lastra	Master Teacher I	Boac South	Cawit ES
	3	Maryjane Rey Jao	Master Teacher I	Santa Cruz South	Manlibunan ES
	4	Christian S. Fiegalan	Teacher II	Buenavista	Timbo ES

	5	Evangeline Saez	Master Teacher I	Boac North	Don Luis Hidalgo MS
	6	Babylyn B. Regio	Master Teacher II	Santa Cruz East	Tawiran ES
	7	Clariza O. de Guzman	Master Teacher II	Boac North	Marinduque NHS
	8	Edson R. Sapungan	Master Teacher I	Gasán	Bangbang NHS
	9	Genalyn M. Macarang	Master Teacher I	Boac North	Marinduque NHS
	10	Eugene L. Menorca	Teacher III	Mogpog	Balanacan NHS
SCIENCE	Lead	Ma. Shiela S. Saet	EPS - Science	SDO	CID
	Co-Lead (Elementary)	Marife Maano	Principal I	Mogpog	Sayao ES
	Co Lead (Secondary)	Jerome Catamio	Principal II	Torrijos	Tigwi NHS
	3	Pinky M. Mabiog	Principal I	Boac South	Mainit ES
	4	Romeo Malacas, Jr	Principal I	Boac North	Lupac-Tabigue Elementary School
	5	Ma. Cristina P. Mangana	Principal I	Santa Cruz North	Kasily Elementary School
	6	Dr. Kathryn S. Asuncion	Principal IV	Gasán	Gasán Central
	7	Dave Henry R. Nobleza	Master Teacher I	Santa Cruz North	Ipil National High School
	8	Fristian Anthony L. Dormido	Master Teacher II	Boac North	Marinduque National High School

	9	Mae Laarni M. Saporna	Principal I	Buenavista	Yook NHS
	10	Alfonso Regenio	Master Teacher I	Santa Cruz East	Makapuyat National High School
GMRC / VALUES	Lead	Jennifer E. Monte	EPS - GMRC/VE	SDO	CID
	Co-Lead	Constancia R. Vasco	PSDS	Santa Cruz South	CID
	1	Vilma Q. Fajardo	Master Teacher II	Sta. Cruz South	Sta. Cruz South CS
	2	Genelyn J. Regio	Principal I	Sta. Cruz East	Masaguisi ES
	3	Noretzel R. Minga	Master Teacher I	Buenavista	Libas ES
	4	Rundelle Penaredonda	Master Teacher I	Sta. Cruz East	Tamayo ES
	5	Liberty O. Togonon	Master Teacher I	Boac South	Cawit ES
	6	Ma. Rosario R. Postrado	Master Teacher I	Santa Cruz North	Kasily ES
	7	Liezel Joy P. Dino	SST III	Boac North	Marinduque NHS
	8	Wenie Riego	Master Teacher I	Boac North	Marinduque NHS
	9	May Ann P. Maniquez	Master Teacher I	Boac North	Marinduque NHS
	10	Pinky J. Cuello	Head Teacher I	Boac North	Marinduque NHS
MAKABANSA/ARALING PANLIPUNAN	Lead	Nestor T. Rualo	EPS	SDO	CID
	Co-Lead	Dr. Joven M. Mogol	PSDS	SDO	CID

	1	Merle Llave	Head Teacher III	Boac North	Pili-Balogo ES
	2	Joan Pilar	Principal I	Torrijos	Maranlig ES
	3	Rosalina D. Regio	Principal I	Santa Cruz East	Taytay ES
	4	Rafael Arriola	Principal II	Santa Cruz North	Balogo ES
	5	Richard Ordilano	Principal I	Santa Cruz South	Maniwaya ES
	6	Alfin Jambalos	Principal I	Buenavista	Bagacay ES
	7	Bernadette Requintel	Principal I	Torrijos	Bonliw NHS
	8	Dr. Joseph L. Lozanta	Teacher III	Santa Cruz North	Ipil NHS
	9	Thelma M. Salvacion	Principal II	Buenavista	Buenavista NHS
	10	Anita D. Opis	Head Teacher V	Boac North	Marinduque NHS
MAPEH	Lead	Annabelle M. Marmol	EPS	SDO	CID
	Co-Lead	Jay P. Pena/Maria Lourdes P. Ricohermoso	PSDS	Santa Cruz East	CID
	4	Rhodora B. Pena	Principal II	Mogpog	Mogpog Cenral School
	5	Aldrin P. Reynoso	Principal I	Santa Cruz North	San Isidro ES
	6	Donwency R. Monterozo	Principal I	Santa Cruz North	Aturan ES
	7	Maria Roma Semilla	Master Teacher I	Boac North	Marinduque NHS

	8	Catheryn Ann Mabunga	Master Teacher I	Boac North	Marinduque NHS
	9	James Noriel Reyes	Master Teacher I	Boac North	Marinduque NHS
	10	Jerson C. Manahan	Master Teacher I	Boac North	Marinduque NHS
EPP/ TLE	Lead	Rolito M. Dela Cruz	EPS	SDO	CID
	Co-Lead	Warlito P. Constantino	PSDS	Mogpog	CID
	4	Elmer De Luna	Master Teacher I	Santa Cruz North	Lamesa ES
	5	Elmer De Luna	Master Teacher I	Santa Cruz North	Lamesa ES
	6	Elmer De Luna	Teacher II	Santa Cruz North	Lamesa ES
	7	Ma. Nina M. Manrique	Master Teacher II	Boac North	Marinduque NHS
	8	Ma. Nina M. Manrique	Master Teacher II	Boac North	Marinduque NHS
	9	Ma. Nina M. Manrique	Master Teacher II	Boac North	Marinduque NHS
	10	Ma. Nina M. Manrique	Master Teacher II	Boac North	Marinduque NHS

NOMINATED LAYOUT ARTISTS					
LEARNING AREA	GRADE LEVEL	NAME OF PARTICIPANT	DESIGNATION	DISTRICT	STATION
LEAD		Mariam B. Rivamonte, EdD.	EPS – LRMS	SDO	CID
CO-LEAD		Joseph Arnold L. Almonte	PDO II – LRMS	SDO	CID

CO-LEAD		Charmain J. Mogol	Librarian II – LRMS	SDO	CID
FILIPINO	Elementary	Chrisman S. Logatoc	Teacher I	Boac South	Canat ES
	Junior High School	Christian S. Fiegalan	T-II / TIC	Buenavista	Timbo ES
ENGLISH	Elementary	Cyrill Ann M. Matira	Master Teacher I	Boac North	Buliasnin ES
	Junior High School	Adrian Irving A. Pelaez	Special Education Teacher I	Boac South	Maybo ES
MATHEMATICS	Elementary	Vincent L. Maderazo	Head Teacher III	Boac North	Hinapulán ES
	Junior High School	Reymond L. Logatoc	Teacher II	Santa Cruz South	Matalaba NHS
SCIENCE	Elementary	Gilgem M. Sales	Teacher III	Buenavista	Libas ES
	Junior High School	Matt Darryl P. Jaquca	Teacher III	Santa Cruz East	Tagum NHS
GMRC / VALUES	Elementary	Ulysis J. Galloniga	Teacher III	Boac North	Bantauyan ES
	Junior High School	Kayjoanne L. Peregrin	Teacher II	Boac North	Marinduque NHS
MAKABANSA/ ARLING PANLIPUNAN	Elementary	Anthony E. Murillo	Teacher III	Santa Cruz North	Dating Bayan ES
	Junior High School	Ruselen M. Castillo	Teacher III	Boac South	Maybo ES
MAPEH	Elementary	Jayricson R. Rolluqui	Teacher I	Santa Cruz East	Morales ES
	Junior High School	Ma. Kariza S. Quijano	Teacher III	Buenavista	Yook NHS

EPP/ TLE	Elementary	Jonathan L. Manqueria	Teacher II	Boac North	Marinduque NHS
	Junior High School	Mavi L. Carig	Teacher III	Boac North	Marinduque NHS
	Elementary	Julius L. Maderazo	Master Teacher II	Santa Cruz South	Don Seberino ES
	Junior High School	Patrick Llamas	Teacher II	Mogpog	Balanacan NHS

NOMINATED IPR CHECKERS					
LEARNING AREA	GRADE LEVEL	NAME OF PARTICIPANT	DESIGNATION	DISTRICT	STATION
LEAD		Mariam B. Rivamonte, EdD	Education Program Supervisor	SDO, CID-LRMS	
CO-LEAD		Joseph Arnold L. Almonte	PDO-II		
CO-LEAD		Charmain J. Mogol	Division Librarian		
FILIPINO	Elementary	Annaliza P. Rodas	Principal I	SCSD	Polo ES
	Junior High School	Bernadette M. Requintel	Principal I	Torrijos	Bonliw NHS
ENGLISH	Elementary	Analyn Z. Monterozo	Principal I	SCND	Lamesa ES
	Junior High School	Maxima R. Marquez	Principal II	SCSD	Matalaba NHS
MATHEMATICS	Elementary	Rosemarie P. Palermo	Principal I	SCED	Angas ES
	Junior High School	Marivic L. Zamora	Principal I	Gasán	Bognuyan NHS

SCIENCE	Elementary	Arline M. Mayo	Principal II	BSD	Duyay ES
	Junior High School	Dino S. Nepomuceno	Principal II	BSD	Cawit Comprehensive NHS
GMRC / VALUES	Elementary	Vanneza F. Morgado	Principal I	Buena Vista	Sihi ES
	Junior High School	Madilyn Quirona	Principal II	SCND	Punong NHS
MAKABANSA/ARALING PANLIPUNAN	Elementary	Dr. Gina M. Mapacpac	Principal III	Mogpog	Balanacan ES
	Junior High School	Bernadette Ricafrente	Principal I	SCED	Alobo NHS
MAPEH	Elementary	Franklin Palomares	Head Teacher	Gasán	Quatis ES
	Junior High School	Dr. Marife Moreno	Head Teacher	SCND	Botilao NHS
EPP/ TLE	Elementary	Joseph Arnold L. Almonte	PDO II	SDO, CID-LRMS	
	Junior High School	Jayson M. Luna	Principal I	Mogpog	Balanacan NHS
	Elementary	Norman P. Romasanta	Principal II	Torrijos	Malibago ES
	Junior High School	Charmain J. Mogol	Division Librarian	SDO, CID-LRMS	

Enclosure 3: **TERMS OF REFERENCES**

A. Learning Area Supervisors

- ✓ Identify test constructors/ developers in his/her learning area.
- ✓ Provide technical guidance on curriculum standards and assessment design.
- ✓ Facilitate capacity-building sessions for test constructors and validators.
- ✓ Ensure alignment of test items with the MELCs and Revised K to 12 Curriculum.
- ✓ Supervise the validation and finalization of examination materials.
- ✓ Consolidate outputs with the help of the Project Development Officer II of the LRMS and designated layout artists who shall prepare the final versions for approval.

B. Division LRMS Team

- ✓ Oversee the alignment of learning resources with the examination content to ensure curriculum standards are met.
- ✓ Coordinate with the learning area supervisors to ensure the accuracy and completeness of the final testing tool.
- ✓ Review and validate the final output for consistency in format, language, and content relevance.
- ✓ Facilitate the integration of feedback from validators and subject specialists into the final version of the examination.
- ✓ Ensure that the final output adheres to the division's standards for assessment tools.
- ✓ Maintain strict confidentiality of all examination materials throughout the development and finalization process.
- ✓ Prepare and endorse the final output for approval and reproduction, ensuring readiness for distribution to schools.

C. Public Schools District Supervisors

- ✓ Monitor participation and performance of school-based personnel in his/her district.
- ✓ Ensure timely submission of outputs from schools through monitoring the encoding of test items and other essential documents in the item bank link.
- ✓ Collaborate with the EPSs in evaluating test items in the assigned learning area by providing feedback on test items based on field realities.

D. Test Constructors

- ✓ Create test items aligned with MELCs and the Revised K to 12 Curriculum and cognitive levels.
- ✓ Ensure clarity, fairness, and inclusivity in item design.
- ✓ Submit items and other essential documents through encoding at the item bank link for review and validation.
- ✓ Collaborate with validators to improve item quality.
- ✓ Revise/ refine the items based on feedback from the evaluators and validators.

E. Content/Language Evaluators

- ✓ Review test items and tasks for alignment with MELCs (G6,G9 & G10-12) & Revised K to 10 Curriculum (Grades 1,2,3,4,5,7 & 8) depth of knowledge, and learning competencies.
- ✓ Check the technical correctness, cognitive demand, and relevance.
- ✓ Check for balance in item types and difficulty levels.
- ✓ Annotate items that need revision or enhancement.
- ✓ Accomplish the evaluation form/tool LRMS.
- ✓ Edit instructions, questions, and rubrics for grammar, punctuation, and clarity.
- ✓ Ensure consistency in formatting and appropriate language level.
- ✓ Avoid ambiguity, gender bias, or culturally insensitive language.
- ✓ Coordinate with content evaluators if changes affect content integrity.

F. IPR Checkers

- ✓ Review assessment content for images, texts, or diagrams sourced externally.
- ✓ Verify that all third-party materials are either original, cited, or royalty-free.
- ✓ Identify any potential IPR violations and recommend alternatives.
- ✓ Certify IPR compliance using a standard checklist.

G. Teacher Validators

- ✓ Review test items based on actual classroom experience and knowledge of learner capability.
- ✓ Identify confusing directions, unclear questions, or inappropriate content.
- ✓ Check cultural sensitivity, alignment with classroom instruction, and feasibility of administration.
- ✓ Use a standard validation tool or checklist to record observations and suggestions.

H. Learner Validators

- ✓ Take the assessment under guided observation.
- ✓ Provide feedback (verbally or in writing) on unclear instructions, confusing terms, or time constraints.
- ✓ Participate in guided focus group discussions or interviews after the validation session.
- ✓ Assist evaluators in determining whether the assessment tool is engaging, unbiased, and age-appropriate.
- ✓ Use a standard validation tool or checklist to record observations and suggestions.

I. Layout Artists

- ✓ **Formatting and Design Consistency:**
Ensure that all examination materials follow a standardized and professional format. Apply consistent fonts, spacing, margins, and headers to maintain readability and uniformity.

- ✓ **Visual Organization:**
Arrange content logically and clearly, making sure that questions, instructions, and tables are properly aligned and easy to follow. Use layout techniques to avoid clutter and enhance the visual flow of the document.
- ✓ **Integration of Graphics and Tables:**
Insert diagrams, charts, and other visual aids where necessary, ensuring they are properly labeled and positioned. Ensure that all visual elements are high-quality and relevant to the test items.
- ✓ **Proofing and Final Checks:**
Collaborate with validators and content developers to ensure that the final layout reflects all corrections and suggestions. Check for typographical errors, formatting issues, and layout inconsistencies before final printing or digital release.
- ✓ **Preparation for Printing or Digital Distribution:**
Prepare the final output in the required format (e.g., PDF, DOCX) suitable for reproduction or online deployment. Ensure compatibility with printing standards or digital platforms used by the division.
- ✓ **Confidentiality and Data Security:**
Handle examination materials with strict confidentiality, ensuring no unauthorized access during the layout process.

J. Admin Aide VI

- ✓ Prepares workshop materials, attendance sheets, and documentation.
- ✓ Assists in coordinating schedules, venues, and communications.
- ✓ Documents proceedings, outputs, and evaluation results.
- ✓ Support data encoding and report preparation.

Formatting:

- KS1 (G1–3): Alfabeto 14pt, A4, 1.5
- KS2 (G4–6): Arial, 12pt, A4, 1.5
- KS3 (G7–10): Bookman Old, 12pt, A4, Single
- KS4 (G11–12): Times NR, 12pt, A4, Single

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