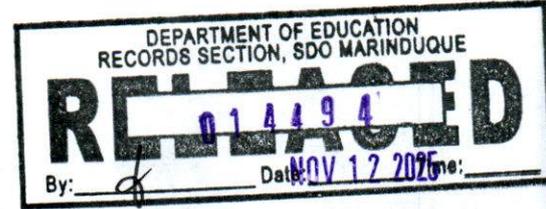Republic of the Philippines

Department of Education

SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

November 11, 2025

DIVISION MEMORANDUM
No. _____ 126 _____ **, s. 2025**

CONDUCT OF ONLINE DEVELOPMENT AND QUALITY ASSURANCE OF QUARTER 3 AND 4 ASSESSMENT TOOLS IN ALL LEARNING AREAS

TO: Asst. Schools Division Superintendent
Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

1.   In line with the division's continuous commitment to ensure quality-assured, valid, and reliable assessment tools across all learning areas, the Schools Division of Marinduque, through the Curriculum Implementation, shall continue the conduct of Online Development and Quality Assurance of Assessment Tools for Quarter 3 and Quarter 4 for all grade levels in the elementary and Junior High School.

2.   This activity supports the implementation of the New Revised K to 12 Curriculum and is anchored on the principles of curriculum alignment, learner-centered assessment, and continuous improvement.

3.   The schedule of activities is as follows:

Quarter	Duration	Key Activities
Quarter 3	December 9, 2025 – January 15, 2026	Development, peer/team review, validation, and QA of Quarter 3 assessments
Quarter 4	February 2 – February 26, 2026	Development, review, validation, and QA of Quarter 4 assessments

4.   All activities shall be conducted online through collaborative platforms (Google Drive, and Messenger group chats) to ensure smooth coordination.

5.   Specific timeline is found in attached enclosures.

6.   An updated list of Development and QA Team list per learning area will be issued through a separate memorandum.

7.	All organized Development Teams for all learning areas composed of the following members are requested to strictly follow the timeline for the development and quality assurance of Q3 and Q4 Assessment Tools.

Role	Task
Writer(s)	tasked to develop the draft assessment tool
Evaluators/Validators	tasked to review and ensure content validity and alignment with TOS
Language Editor (s)	tasked to ensure grammar, clarity, and consistency
Layout Artist (s)	tasked to format the final assessment document
IPR Checker (s)	tasked to ensure compliance with intellectual property rights

8.	Each learning area team is likewise encouraged to create their own group chat for easy communication and coordination among members.

9.	Expected Outputs are the following:

- Developed and validated Quarter 3 and Quarter 4 Assessment Tools (Table of Specifications, Test Items, and Answer Keys) per learning area and grade level; and
- Final versions of assessment tools ready for reproduction and administration.

10.	The Learning Area Education Program Supervisors, in coordination with the Learning Resource Management Section, shall monitor compliance with schedules, output quality, and adherence to the QA process. Team outputs will be reviewed prior to final approval for division-wide use. The CID Chief shall oversee and monitor the overall status of development and quality assurance implementation.

11.	All concerned are interested in extending full cooperation and support to ensure the success of this activity.

12.	For information, guidance, and compliance of all concerned.

LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encl: As stated
Reference: None
To be indicated in the Perpetual Index

Under the following subjects:

CURRICULUM	ASSESSMENT

Quarter 3 Assessment Development & QA Timeline

Duration: December 9, 2025 – January 15, 2026 (25 Working Days)

Day	Date	Activity	Mode
1–6	Dec 9–14, 2025	Individual item development per learning area	Asynchronous
7	Dec 15, 2025 (Mon)	Self-review of draft items (clarity, grammar, cognitive demand)	Asynchronous
8–9	Dec 16–17, 2025	Peer evaluation via shared docs (writers exchange & comment)	Asynchronous
10–11	Dec 18–19, 2025	Online team evaluation meeting per learning area	Synchronous
—	Dec 20, 2025 – Jan 2, 2026	**Christmas Break / No Work**	—
Note: Evaluators must ensure that the results of evaluation was already forwarded to the developers on January 2, 2026			
12–13	Jan 3–4, 2026	Revision and consolidation of outputs based on feedback	Asynchronous
14–15	Jan 5–6, 2026	Validation by assigned validators (content, clarity, accuracy)	Asynchronous
16	Jan 7, 2026 (Wed)	Online validation conference to finalize decisions	Synchronous
Note: Consolidated result of validation must be forwarded to the developers on January 8, 2026			
17	Jan 8, 2026 (Thu)	Revision and integration of validators' feedback	Asynchronous
Note: Revised output must be forwarded to the Learning Area Supervisor for Final Proofreading on January 9, 2026			
18	Jan 9, 2026 (Fri)	Final proofreading and formatting of assessment tools	Asynchronous
19-20	Jan. 10-11, 2026 (Sat & Sun)	Final layouting and formatting of assessment tools	
Note: Final Layout of assessment must be forwarded to the Learning Area Supervisor for Final Proofreading on January 12, 2026			
21–22	Jan 12-13, 2026	QA review and final approval meeting; submission to repository	Asynchronous
23-24	Jan 14-16, 2026	Uploading and sharing of final copies to all Districts/Coordinators	

Enclosure No. 2 to the Division Memorandum No. 126 s. 2025

Quarter 4 Assessment Development & QA Timeline

Duration: February 2 – February 26, 2026 (25 Working Days)

Day	Date	Activity	Mode
1–6	Feb 2–7, 2026	Individual item development per learning area	Asynchronous
7	Feb 8, 2026 (Sun)	Self-review of draft items (clarity, grammar, cognitive demand)	Asynchronous
8–9	Feb 9–10, 2026	Peer evaluation via shared docs (writers exchange & comment)	Asynchronous
10–11	Feb 11–12, 2026	Online team evaluation meeting per learning area	Synchronous
Note: Evaluators must ensure that the results of evaluation were already forwarded to the developers on February 12, 2026			
12–13	Feb 13–14, 2026	Revision and consolidation of outputs based on feedback	Asynchronous
14–15	Feb 16–17, 2026	Validation by assigned validators (content, clarity, accuracy)	Asynchronous
16	Feb 18, 2026 (Wed)	Online validation conference to finalize decisions	Synchronous
Note: Consolidated result of validation must be forwarded to the developers on February 18, 2026			
17	Feb 19, 2026 (Thu)	Revision and integration of validators' feedback	Asynchronous
Note: Revised output must be forwarded to the Learning Area Supervisor for Final Proofreading on February 20, 2026			
18	Feb 20, 2026	Final proofreading and formatting of assessment tools	Asynchronous
19-20	Feb 21-22, 2026	Final layouting and formatting of assessment tools	
Note: Final Layout of assessment must be forwarded to the Learning Area Supervisor for Final Proofreading on February 23, 2026			
21–22	Feb 23-24, 2026 (Mon)	QA review and final approval meeting; submission to repository	Asynchronous
23-25	Feb. 25-27, 2026	Uploading and sharing of final copies to all Districts/Coordinators	