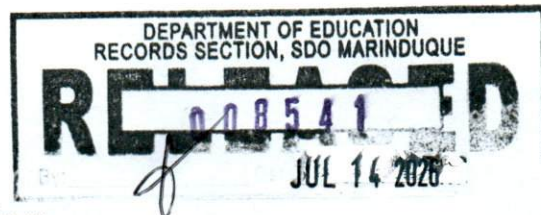




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

JULY 14, 2026

DIVISION MEMORANDUM

No. 065, s. 2026

**DEVELOPMENT AND QUALITY ASSURANCE OF THE FIRST TERM
ASSESSMENT FOR GRADES 1-12 FOR SY 2026-2027**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 15, s. 2026, otherwise known as the *Revised Guidelines on Classroom Assessment, Grading System, and Awards and Recognition for the K to 12 Basic Education Program*, assessment is an integral component of teaching and learning that measures learners' progress in attaining content and performance standards. As part of the Division's commitment to quality assurance and standards-based assessment, appropriate assessment tools shall be developed, validated, and implemented to ensure accurate measurement of learning outcomes.

2. In line with this, the Curriculum Implementation Division (CID) of the Schools Division Office of Marinduque shall conduct the Asynchronous Development and Quality Assurance of the First Term Assessment for Grades 1-12 for School Year 2026-2027 on July 18, 2026 to August 14, 2026. Virtual Orientation to all members of the Development and Management Team shall be held on July 17, 2026, 8:30 AM to 10:00 AM via MS Teams link: <https://tinyurl.com/SDO-DEVT-QA-First-Term-Exam>.

3. This activity aims to:

- a. develop quality-assured assessment tools aligned with the Revised K to 12 Curriculum standards, and other applicable curriculum guides;
- b. ensure the validity, reliability, fairness, and appropriateness of the First Term Assessment for Grades 1-12;
- c. strengthen teachers' and school leaders' competencies in assessment development, test construction, and item analysis;
- d. establish a pool of standardized assessment items for use across the Division; and
- e. promote collaboration and professional engagement among education leaders and teachers in the development of learning assessments.



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4. Participants to this workshop shall be the following:

- a. Education Program Supervisors;
- b. Public Schools District Supervisors;
- c. Project Development Officer II (LRMS);
- d. Select School Heads;
- e. Master Teachers; and
- f. Teachers identified by the Learning Area Supervisors as Test Constructors and Validators.

Selection of participants shall be based on subject-matter expertise, experience in assessment development, and relevant training attended.

5. The development outputs shall include:

- a. Table of Specifications (TOS) for all learning areas and grade levels;
- b. First Term Assessment Test manuscripts;
- c. Answer Keys and Test Administration Guidelines;
- d. Validation Reports; and
- e. Finalized assessment packages ready for reproduction and implementation.

6. Participants shall be provided with Compensatory Time-Off (CTO)/Service Credits per Civil Service Commission (CSC) and the Department of Budget and Management (DBM) Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered for services rendered on weekend or holiday.

7. Please refer to the attached activity timeline and the Development and Quality Assurance process for the conduct of the activity.

8. List of Development and Management Team shall be issued in a separate memorandum.

9. Immediate and widest dissemination of this Memorandum is desired.

LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encl: As stated
Reference: DO 15, s. 2026

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

ASSESSMENT
BASIC EDUCATION
CURRICULUM
ELEMENTARY EDUCATION
EVALUATION
LEARNING AREAS
SECONDARY EDUCATION

CID/MBR/Development & QA of First Term Assessment/July 2026



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**Timeline for the Development and Quality Assurance of the First Term
Assessment Test**

Examination Schedule: August 28 and September 1, 2026

Submission of Final Quality-Assured Test Items: August 14, 2026

Activity	Date/Timeline	Mode	Responsible Persons	Expected Output
Issuance of Memorandum and Designation of Test Writers and QA Teams	July 14–16, 2026	Online	CID Chief, EPSs	Memorandum issued and personnel designated
Orientation Proper on Test Development, TOS Preparation, and Quality Assurance Process	July 17, 2026 8:30 AM – 10:00 AM	Online	CID Chief, EPSs, Test Writers, QA Teams	Test writers and QA teams oriented on guidelines, standards, timelines, and deliverables
Preparation of Table of Specifications (TOS) and Test Blueprint	July 18–24, 2026	School/Home-Based (Online Collaboration)	EPSs, Subject Area Coordinators, Test Writers	Approved TOS and test blueprint
Development of Test Items	July 25–August 3, 2026	School/Home-Based	Test Writers	Draft test items completed
Submission and Consolidation of Draft Test Items	August 4, 2026	Asynchronous	Subject Area Coordinators	Consolidated test items per subject area
First Round of Quality Assurance (Content, Language, Format, and Alignment with MELCs)	August 5–7, 2026	Asynchronous	QA Teams	QA comments and recommendations



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Revision of Test Items Based on QA Findings	August 8–10, 2026	School/Home-Based	Test Writers	Revised test items
Final Quality Assurance and Validation	August 11–12, 2026	Asynchronous	Division QA Teams	Finalized and approved test items
Final Editing, Formatting, and Packaging of Test Items	August 13, 2026	Asynchronous	Subject Area Coordinators and EPSs	Finalized assessment materials
Submission of Final Developed and Quality-Assured Test Items	August 14, 2026	Online and soft copy Submission	EPSs and Subject Area Coordinators PDO-II	Complete set of approved Assessment Test items
Reproduction and Packaging of Test Materials (School-based)	August 17–21, 2026	Face-to-Face	School Testing Team	Printed and packaged test materials
Distribution of Test Materials to Teachers	August 24–26, 2026	Face-to-Face	School Head	Test materials delivered to schools
Administration of First Term Assessment Test	August 28 and September 1, 2026	Face-to-Face	Teachers	Assessment administered
Checking, Consolidation, and Analysis of Results	September 2–5, 2026	Face-to-Face	School Head and Teachers	Consolidated assessment results

*Note: This schedule ensures that all test items undergo thorough development and quality assurance while meeting the **August 14, 2026 submission deadline**, exactly two weeks before the first day of examination.*

**Process Flow for Development and Quality Assurance
of the First Term Assessment for Grades 1-12 for SY 2026-2027**

