



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

MEMORANDUM

No. 227, s. 2026

**ADDENDUM TO DIVISION MEMORANDUM NO. 216, s. 2026 RE: CONDUCT
OF DIVISION TRAINING WORKSHOP ON TEST CRAFT 2.0: BUILDING
BETTER ITEMS, BOOSTING BRIGHTER OUTCOMES**

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

1. In reference to Division Memorandum No. 216, s. 2026, re: *Conduct of Division Training Workshop on Test Craft 2.0: Building Better Items, Boosting Brighter Outcomes*, the following provisions are hereby added:

- a. Registration of participants in the training workshop shall begin at 7:00 o'clock in the morning of day 1. Hence, all attendees are advised to come on time;
- b. The SDO shall provide internet connectivity during the workshop. However, in the event of low bandwidth when all participants are simultaneously connected to the network, participants may use their own pocket Wi-Fi devices or mobile data connections, if available.
- c. Ms. MAY R. BORJAL, Division Information Technology Officer (ITO) is hereby included as a member of the Technical Working Group (TWG) and shall be responsible for the technical management of the opening and closing programs.
- d. Enclosed are the Terms of Reference (TOR) of the PMT/TWG members.




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2. All other provisions in the previous memorandum remain in force and in effect.
3. Widest dissemination of and strict compliance with this Memorandum are desired.

For:

VIOLETA M. GONZALES, CESO VI
Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

By:


MA. MYRA E. NAMIT, EdD
Public Schools District Supervisor
Officer-In-Charge

Encl: As stated

Reference: stated

MDE/Addendum Division Memorandum No. 216, s. 2026, re: Conduct of Division Training Workshop on Test...
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Enclosure No. 1

NAME OF PERSONNEL	Office/ Unit	ROLE	TERMS OF REFERENCE
Violeta M. Gonzales, CESO VI	OSDS	Overall Chairperson/	• Advise the PMT to set the goal and direction of the program;
Lilia A. Ricero, EdD	OSDS	Co-Chairperson	• Preside over the meeting/debriefing on the operational matter to give immediate intervention to issues and concerns
Florante C. Marmeto	CID	Program Manager	• Review training proposals and other required documents such as memorandum, matrix of activities, etc. • Oversee the implementation of the entire program/activity. • Supervise the PMT to ensure that all processes are carried out, and the outputs are delivered according to standards. • Orient the PMT and the resource persons on their terms of reference and the details of the program design. • Conduct debriefing activity with the PMT and resource persons
Meniano D. Eborra	CID	Co-Program Manager	• Prepare program proposals and other required documents such as memorandum, matrix of activities, etc. • Implement the proposed program/activity. • Coordinate the PMT to ensure that all processes are carried out and the outputs are delivered according to standards. • Orient the PMT and the resource persons on their terms of reference and the details of the program design. • Conduct debriefing with the PMT and resource persons
Ivy Romano Andres Sicam Jr.	SGOD	Training Managers	• Oversee the entire event and coordinate all concerns to ensure the success of the program



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			<ul style="list-style-type: none"> • Check/Monitor the progress of the actual event to ensure that the activity is implemented as planned. • Handle the program development to ensure the attainment of the desired goals and objectives • Manage the preparation of the program/invitation, certificates, etc. for the training;
Karina Medina Virma U. Amistoso	OSDS – Finance Unit	Finance Officers	<ul style="list-style-type: none"> • Review and check the availability of funds • Oversee all finance-related concerns, including the efficient allocation and on time release of funds as well as the documentation for liquidation. • Supervise procurement processes of resources, materials, and relevant services, and follow up fund disbursement with appropriate offices. • Monitor and document all disbursements against the budget to support liquidation. • Manage liquidation of all fund disbursements and prepare a financial report as input to the Program Completion Report.
Joiche Italo Luna Joshlord Catindig	OSDS	Logistics Officers	<ul style="list-style-type: none"> • Manage the all the procurement processes • Ensure adequate supplies of foods and materials needed
Ma. Teresa S. Indap Maripaz M. Lavin	SGOD	Welfare Officers	<ul style="list-style-type: none"> • Ensure that provisions for inclusion, safety, security, health, and wellness of the participants, PMT, and resource person are always adequate and available in the venue. • Attend to emerging needs, safety, security, health, and wellness concerns of participants, PMT, and resource persons/subject-matter experts (including incidents of social exclusion, sexual harassment, etc.) • Brief the attendees on the needed health documents to be filled out prior to the attendance in the



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			<p>awarding activity and secure all the documents;</p> <ul style="list-style-type: none"> • Orient the attendees on the protocols and guidelines to follow while at the venue; and • Ensure that all attendees follow health and safety protocols while the activity is going on (if applicable).
Ada Trinidad Tagle Ma. Myra Namit	CID	Food and Refreshments	<ul style="list-style-type: none"> • Coordinate with the chairperson about the food choices to be served; • Prepare meal attendance sheets and have all the attendees sign in it as an acknowledgment of the food or meals received/eaten; • Manage distribution of food and/or arrangement for a buffet setting; and • Ensure effective management of the proper distribution of food/meals so that all attendees are served with food/meals.
Dr. Jaime G. Bautista Dr. Yaledegler DC. Maligaya	CID	Physical Set-Up of Venue and Stage Decoration	<ul style="list-style-type: none"> • Coordinate with the chairpersons and/or PMT regarding the plans for the venue management and stage décor; • Ensure completeness of all the materials and other needs for physical set up; • Prepare stage design/layout and present it to the program managers/chairpersons for approval ; • Ensure safety, cleanliness, and organization of the training venue for all the participants; • Coordinate concerns setting up tables, and chairs for breakout sessions consequently dismantle them after the program if necessary;
Zoren Pepito L. Gubalane Chelo DG. Rongavilla	SGOD	M&E Associates	<ul style="list-style-type: none"> • Prepare an online evaluation link for the conduct of the activity/program; • Disseminate the link to the attendees; and • Consolidate the responses and provide the program proponent with a copy of the evaluation report.



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May L. Borjal Select ICT Staff	OSDS	Program Flow Invitation ICT Technical (Audio & Video Recording)	<ul style="list-style-type: none">• Coordinate with the chair/program managers, emcee, and/or performer for a special number if there's any;• Prepare a slide deck for the flow of the program or training.• Present the slide deck to the chair/program manager for comments/suggestions/ approval.• Manage internet connectivity and other technical matters;• Coordinate with the proponent/resource speaker on the slide deck of the topics to be presented and discussed; and• Provide technical support and/or assistance to resource speakers.
Evangeline M. Aman Clarisa C. Avila	CID	Narrative and Documentation	<ul style="list-style-type: none">• Lead in crafting the Activity Completion and Documentation Report.• Document all activities of the entire event; and• Write an article about the event for posting of DIO on the official division Facebook Page.
Andres Sicam Jr.	SGOD	Master of Ceremonies Session Facilitator	<ul style="list-style-type: none">• Act as master of ceremonies (MC) in the program/activity.• Assist the speaker/facilitator during the conduct of the open forum;• Assist in the debriefing session with the program management team.
Atty. Erness Faith J. Regacho Ms. Noemi A. Valdez	OSDS	Special Task Force	<ul style="list-style-type: none">• Attend to emergencies or any issues that may arise during the event.• Assist in overseeing the flow of the program/event.



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Office of the Schools Division
Superintendent

MAY 21 2026

MEMORANDUM

**CONDUCT OF DIVISION TRAINING WORKSHOP ON TEST CRAFT 2.0:
BUILDING BETTER ITEMS, BOOSTING BRIGHTER OUTCOMES**

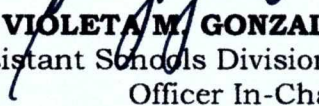
To: Assistant Schools Division Superintendent
Chiefs, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Section/Unit Heads
School Heads of Public Elementary and Secondary Schools
All Others Concerned

1. In line with the Department of Education's commitment to strengthening assessment literacy and promoting quality instruction through effective classroom assessment practices, this Office announces the conduct of the **Division Training Workshop titled Test Craft 2.0: Building Better Items, Boosting Brighter Outcomes** on **June 2-4, 2026**, at the **Central Records Office**, Tunasan, Muntinlupa City.
2. The activity aims to enhance the competencies of teachers and instructional leaders in developing high-quality assessment tools that measure learner achievement, higher-order thinking skills (HOTS), and 21st-century competencies aligned with curriculum standards and learning outcomes.
3. Specifically, the workshop aims to:
 - a. construct valid and reliable test items that target HOTS and 21st-century skills;
 - b. apply principles of assessment for, as, and of learning in test construction;
 - c. conduct item analysis to improve the quality of assessment tools;
 - d. integrate authentic and performance-based assessments to complement traditional testing; and
 - e. mentor other teachers in improving assessment literacy.
4. Participants in this activity are Education Program Supervisors (EPSs); Master Teachers [Test Item Writers]; and PMT/TWG Members.
5. The three-day workshop shall include lectures, hands-on workshops, critiquing sessions, collaborative outputs, and demonstration activities focused on effective test construction and assessment practices.
6. Participants are expected to:
 - a. actively participate in all sessions and workshop activities;
 - b. bring laptops and existing assessment tools for enhancement and critiquing; and
 - c. share learning gained with their respective schools, districts, and learning areas.



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7. All supervisors and PMT/TWG members involved in the training workshop are advised to join and participate in a virtual planning meeting on May 23, 2026 at 1:00 o'clock onwards. Google Meet link shall be sent through CID group chat.
8. Immediate and wide dissemination of this Memorandum is desired.


VIOLETA M. GONZALES, CESO VI
Assistant Schools Division Superintendent
Officer In-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index

Under the following subjects

ASSESSMENT TEST CONSTRUCTION

MDE/CONDUCT OF DIVISION TRAINING WORKSHOP ON TEST CRAFT 2.0: BUILDING BETTER ITEMS, BOOSTING BRIGHTER OUTCOMES

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LIST OF PARTICIPANTS AND PMT/TWG MEMBERS

LEARNING AREA	NAME	OFFICE/SCHOOL	ROLE/ GRADE ASSIGNMENT
ENGLISH	1. Maria Carmen D. Solayao	SDO - CID	EPS In-Charge
	2. Meniano D. Eborá	SDO - CID	Program Proponent/RP
	3. Alma S. Petate	AES	Grade 3
	4. Girlie C. Campos	TES	Grade 6
	5. Jelyn T. Espinosa	LIS	Grade 10
	6. Almira Xenia Cuñado	MSHS	Grade 12
	7. Mhaygleen L. Lunar	LIS	Team Leader
SCIENCE	8. Armida Oblinada	SDO - CID	EPS In-Charge
	9. Clarisa C. Avila	SDO - CID	Co-Facilitator
	10. Jun L. Cabagtong	Sucat ES	Grade 3
	11. Henel T. Perez	MES	Grade 6
	12. Lydia Terrado	IES	Grade 6
	13. Abigail M. De Lios	MBHS-SA	Grade 10
	14. Jeremie Almarinez	PEDHS	Grade 10
	15. Kim Roger E. Alangcao	TNHS	Grade 12
	16. Mark Archei O. Javier	MSHS	Grade 12
MATHEMATICS	17. Emalyn Ballonado	SDO - CID	EPS In-Charge
	18. Jhemson C. Elis	SDO - CID	Co-Facilitator/PMT/RP
	19. Sony Recto	SESSPA Z3	Grade 3
	20. Ana Lyn S. Dacara	BESM	Grade 6
	21. Charisma Joy S. Lulu	MNHS	Grade 10
	22. Veterbo Torechilla	MSHS-SHS	Grade 12
	23. Marry Mar T. Arellano	MNHS	Grade 12
FILIPINO	24. John Albert B. Colle	SDO - CID	EPS In-Charge/RP
	25. Ma. Myra E. Namit	SDO - CID	Co-Facilitator/PMT
	26. Yaledegler D. Maligaya	SDO - CID	PMT
	27. Mildred A. Zabala	IES	Grade 3
	28. Maila C. Lorenzo	AES	Grade 6
	29. Kevin Darwin C. Balayan	PNHS	Grade 10
	30. Dr. Mylyn M. Vallejo	MNHS-SHS	Grade 12
	31. Marilou Gante	SSHS	Grade 12
ARALING PANLIPUNAN	32. Mariel Eugene L. Luna	SDO - CID	EPS In-Charge/RP
	33. Eric F. Fungo	SDO - CID	Co-Facilitator
	34. Cunegunda Mejica	Poblacion ES	Grade 3
	35. Annie D. Pesito	Bayanan ES-M	Grade 6
	36. Ginazel G. Beaulieu	FAES	Grade 6
	37. Carol C. Monroid	LIS	Grade 10
	38. Grace B. Columbino	MNHS	Grade 12
EPP/TLE	39. Leonida Gutierrez	SDO - CID	EPS In-Charge
	40. Jaime Bautista	SDO - CID	Co-Facilitator
	41. Gina Urquia	SDO - CID	PMT
	42. Jayson Manikan	Alabang ES	Grade 6
	43. Tessie T. Celestino	Tunasan ES	Grade 6
	44. Waren Tabulina	Victoria Homes ES	Grade 6
	45. Cecille Canalita	Muntinlupa ES	Grade 6



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	46. Kristine Joy T. San Pedro	POBES	Grade 6
	47. Ma. Lourdes B. Raymundo	MBHS SA	Grade 10
	48. Jellyne D. Joquico	LIS	Grade 10
	49. Chrizandy Bolado	PNHS	Grade 10
	50. Judy S. Dionglay	TNHS	Grade 10
	51. Precious B. Vasquez	MNHS	Grade 12
	52. Airo Tiama	CSHS	Grade 12
	53. Mary Michelle Enriquez	MNHS	Grade 12
	54. Gina Fetalsana	TNHS	Grade 12
MAPEH	55. Edison Enerlas	SDO - CID	EPS In-Charge
	56. Evangeline M. Aman	SDO - CID	Co-Facilitator/PMT
	57. Mary Ann B. Dalo	SHES	Grade 6
	58. Cielo R. Tojos	BESM	Grade 6
	59. Dominador Garcia Jr.	MNHS	Grade 10
	60. Racquel C. Navarro	PEDHS	Grade 10
	61. Zea G. Villanueva	TNHS	Grade 10
	62. Arliz L. Serrano	TNHS	Grade 12
EDUKASYON SA PAGPAPAKA- TAO	63. Lilia Palce	SDO - CID	EPS In-Charge
	64. Ada Trinidad A. Tagle	SDO - CID	Co-Facilitator/PMT
	65. Leonie C. Floresca	Tunasan ES	Grade 3
	66. Melissa C. Columna	Tunasan ES	Grade 6
	67. Katherine S. Canlas	PEDHS	Grade 10
	68. Jonathan Jalac	MNHS	Grade
	69. Andres Sicam Jr.	SDO - CID	PMT
	70. Chelo Rongavilla	SDO - CID	PMT
PMT/TWG	71. Dr. Violeta M. Gonzales	SDO - CID	Top Management
	72. Dr. Lilia A. Ricero	SDO - CID	Top Management
	73. Dr. Florante C. Marmeto	SDO - CID	Top Management
	74. Ms. Ma. Regaele Olarte	SDO - CID	Top Management
	75. Dr. Jayboy E. Evano	Sucat SHS	Resource Speaker