

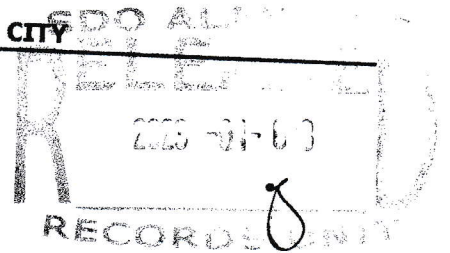


Republic of the Philippines
Department of Education
Region I

SCHOOLS DIVISION OFFICE OF ALAMINOS CITY

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
DM-2023-001



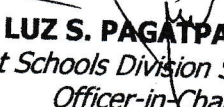
TO : Chief Education Supervisor - CID
Chief Education Supervisor - SGOD
Division Education Program Supervisors
Heads of Public Elementary and Secondary Schools
All other concerned

SUBJECT : **CHECKING OF QUARTERLY EXAMINATION TEST MATERIALS**

FROM : Office of the Schools Division Superintendent

DATE : January 3, 2023

1. To ensure the quality of test materials for quarterly examination given to the learners, School Heads are enjoined to collect and review the test materials two weeks before the conduct of the said tests.
2. Since Master Teachers and Key Teachers were already trained on how to prepare Table of Specification (TOS) and test materials, it is expected that all teachers were already trained through School LAC Sessions.
3. Make sure that all test materials were quality assured before printing and reproduction.
4. The School Heads may tap their master teachers or testing coordinators to help in the review and quality assurance of the said test materials.
5. The School Heads must affix their signatures on the reviewed test materials as evidence that they already reviewed the materials.
6. In connection to this, Education Program Supervisors will go to their cluster schools to further review and quality assure the said testing materials.
7. All corrections must be incorporated before the printing of the test materials.
8. For your information, guidance, widest dissemination, and compliance.


VIVIAN LUZ S. PAGATPATAN, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent

With hundred reasons to serve!



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