



*Republic of the Philippines  
Department of Education  
Region VI – Western Visayas  
Schools Division of Capiz*



**DIVISION MEMORANDUM**

No. 206, s. 2021

October 11, 2021

**Amendment to the Division Memorandum No.189, s. 2021 dated September 13,2021 entitled Workshop on the Crafting of Pre-Test on the Alignment of Competencies of the Intended Curriculum on All Subject Areas and Year Levels**

To: Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Elementary, Secondary and Integrated Schools

1. In order to make clear the process of Pre-test administration in the field this office issues the following amendments , specifically giving attention to enclosure No.2 of DM. 189, s. 2021 entitled Persons Responsible for the Attainment of the Activity wherein date and activities are stated.
2. To give time for printing , administration of the pre-test, collection and checking of test papers ,submission of test results to the district and to the division office the following dates are to be followed:
  - a. October 11-15,2021 – printing of the test papers
  - b. October 18-22,2021 - administration of the pre- test
  - c. October 25- 29,2021– retrieval and checking of test papers and item analysis
  - d. November 3-5, 2021- submission of pre-test results to the District office C/O School Testing Coordinators.
  - e. November 8-12, 2021- submission of the pre-test results to the Division office C/O District Coordinators.
  - f. Nov.23-26,2021 - analysis and intervention planning
  - g. December – March 2021 - intervention, giving of TA /Monitoring
  - h. April 2022 - Post test

3. Conveyance of the Pre-test Questions to the schools are entrusted to the Public Schools District Supervisors and the District Testing Coordinators.
4. Persons in charge for uploading the Google Drives to the PSDS's are Mr. Andres Quiachon for Elementary, Mr. Ronie Reteracion for the Secondary/SHS and Dr. Rolando Jamora for TLE/EPP/TVL. The same persons will be in charge of conveying the answer key to the districts as well as the retrieval of the test results.
5. A uniform template will be issued for easy consolidation of pre-test results in both the elementary and the secondary including a template for item analysis.
6. The school may print the test papers according to the needs of the learners and in the context of the school provided the font and the format will not be changed.
7. Expenses incurred in the reproduction of the test papers are chargeable to the school MOOE subject to the usual accounting and auditing procedures.
8. Items in DM 189,s.2021 specifically attachment No.2, entitled Persons Responsible for the Attainment of the Activity and the specified dates stated which is not in accordance with this Memorandum **are rescinded.**
9. Wide dissemination of this Memorandum is desired.

**SALVADOR O. OCHAVO, JR., Ed.D,CESO V**

Schools Division Superintendent

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