



Republic of the Philippines
Department of Education
Region VI - Western Visayas
SCHOOLS DIVISION OF CAPIZ

February 16, 2023

DIVISION MEMORANDUM

No. 114, s. 2023

WORKSHOP ON THE CRAFTING OF COMPETENCY BASED ASSESSMENT TOOLS


To: OIC, Office of the Asst. Schools Division Superintendent
Chief Education Supervisors
Curriculum Implementation Division
School Governance and Operations Division
Education Program Supervisors
Public Schools District Supervisors/OIC of the Districts
Heads of Public Secondary and Integrated Schools

1. This Office through the Curriculum Implementation Division will conduct a **Five-Day Workshop on the Crafting of Competency Based Assessment Tools** on March 25 – 29 , 2023. The venue will be announced later. This workshop will be done in a hybrid modality. The session on March 25-26, 2023 will be conducted in person while those on March 27-29, 2023 will be done online. The Education Program Supervisors will provide a link to their respective participants.
2. This activity aims to capacitate the participants to:
 - a. acquire skills in developing assessment tools that could accurately measure the learners' conceptual understanding in the eight subject areas.
 - b. know how to select the most important skills and processes to assess.
 - c. familiarize the process and format in crafting assessment tools.
 - d. focus on the importance of assessment and why it is considered a powerful tool in influencing the learning process.
3. Participants of this workshop are the 10 Education Program Supervisors ,10 public Schools District Supervisors, selected teacher writers, Language Editors , Content Editors and QAME Team. The names of participants will be stipulated in another memorandum. Each Education Program Supervisor will identify the participant in their respective subject area.
4. All participants are encouraged to bring their personal laptops, extension cord, Wi-Fi modem, copy of MELC, curriculum guides and other learning resources that may aid them in the crafting of the assessment tool.
5. Attached are the following for your guidance:
 - a. Enclosure No. 1---Training Matrix
 - b. Enclosure No. 2---Technical Working Group



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6. The participants are advised to observe minimum public health standards consistent with the existing rules and regulations set forth by the authorized agencies and the DepEd.
7. Expenses relative to the conduct of this workshop such as food, lodging and incidental expenses of trainers, participants and Training Management Team shall be charged against the Division HRTD Funds while the travel expenses of the participants and technical working group/resource speakers /facilitators shall be charged to School MOOE subject to the usual accounting and auditing rules and regulations.
8. Non- teaching participants, QAME Team Members, Training Management Team shall be entitled to Compensatory Time-Off (CTO) in accordance with CSC and DBM Joint Circular No. 2, s. 2004 on Non-Monetary Remuneration for Overtime Service Rendered
9. It is understood that on the conduct of this activity, there shall be no discrimination in the provision of learning and development program on account of age, civil status, disability, religion and other personal circumstances that run counter to the principles of equal opportunity.
10. Immediate dissemination of and compliance with this memorandum is desired.


MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent



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Enclosure No. 1 to Division Memorandum No. 114, s. 2023

Training Matrix
WORKSHOP ON THE CRAFTING OF COMPETENCY BASED ASSESSMENT TOOLS
March 25-29,2023

Time	Activity/Session	Speaker/In-Charge
DAY 1 March 25, 2023 - First Batch	In Person	
DAY 2 March 26, 2023 - Second Batch	In Person	
DAY 3 March 27, 2023 - Workshop	Virtual	
DAY 4 March 28,2023 - Workshop	Virtual	
DAY 5 March 29, 2023 - Workshop	Virtual	
8:00-9:00 AM	Preliminaries National Anthem Prayer Regional Hymn Capiz Hymn (To be played on air) Opening Remarks: Dr. Segundina F. Dollete Chief, Curriculum Implementation Division Inspirational Message: Dr. Miguel Mac D. Aposin, CESO V Schools Division Superintendent	Dr. Judith P. Tu Lady Dean
	Setting of Expectations	Dr. Maria Theresa V. Villagracia
9:00- 10:00	Assessment and How it influences the Learning process	Mrs. Elenia P. Baranda
10:00-11:00	Unpacking of MELC using the Bloom's Taxonomy	Mr. Ronie C. Reteracion
11:00-12:00	Characteristics of the 21 st Century Assessment	Dr. Merlie J. Rubio
1:30-2:30	Meta Cognitive Assessment	Mr. Alan Vincent B. Altamia
2:30-4:00	Process and Format in Crafting Assessment Tools Quality Assurance Methods and Process	Mrs. Shirley A. De Juan
4:00-5:00	Synthesis /Reminders/ Agreements	Mrs. Sephora M. Roldan



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Enclosure No. 2 to Division Memorandum No. 114, s. 2023

List of Training Management Team, Trainers, Quality Assurers and Facilitators

Roles	Persons Involved
Overall Program Lead	DR. MIGUEL MAC D. APOSIN, CESO V Schools Division Superintendent Segundina F. Dollete EdD Chief-Curriculum Implementation Division
Training Managers	MRS. SEPHORA M. ROLDAN EPS-ARALING PANLIPUNAN Mr. Alan Vincent B. Altamia EPS- Edukasyon sa Pagpapakatao Mr. Ronie C. Reteracion EPS- MAPEH

Course Facilitators and TWG

Name	Learning Area	Activity
Salvador Dale B. Artates Ma. Theresa V. Villagracia	English/GAS	workshop
Merly J. Rubio EdD. Heidelyn P. Geromiano EdD.	Filipino/GAS	workshop
Elenia P. Baranda Calin A. Bernales EdD Ruth G. Gervero EdD	Mathematics/ABM	workshop
Andres D. Quiachon Lalain E. Delos Santos EdD	Science/STEM	workshop
Sephora M. Roldan Fe D. Banez EdD Judith P. Tu EdD.	Araling Panlipunan/HUMMS	workshop
Alan Vincent B. Altamia Angel G. Payo	Edukasyon sa Pagpapakatao/Philosophy	workshop
Rolando B. Jamora EdD. Zaldy Caalam Shirley A. Dejuan	TLE/TVL	workshop
Ronie C. Reteracion Lallaine G. Fundal EdD.	MAPEH/HOPE	workshop
Mr. Ronald Dile	QAME Associate	



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**COMMITTEES ON THE CONDUCT OF THE CRAFTING OF COMPETENCY BASED
ASSESSMENT TOOLS**

March 25-29, 2023

Activity	Persons in Charge
Registration/ Certificates/ Attendance	Mr. Andres Lyndon Quiachon Dr. Angel Payo Mrs. Therese Zamora
Program and Invitation	Dr. Lalain Delos Santos Dr. Judith P. Tu Mrs. Sephora M. Roldan
Physical Arrangement and Venue	Dr. Rolando B. Jamora Mr. Zaldy Caalam Dr. Rey Azcarraga
Food and Refreshments	Dr. Fe D. Banez Dr. Lallaine G. Fundal Dr. Ma. Theresa V. Villagracia
Documentation	Mr. Glenn Dollete
Secretariat	Mr. Lloyd Benjamin
QAME Associate	Mr. Ronald Dile