



DIVISION MEMORANDUM

No. 90 s. 2018

**TEST DEVELOPMENT PROCESS AND 'STRICTLY CURRICULUM'
YEAR – END CONFERENCE AND WORKSHOP**

To: OIC – Assistant Schools Division Superintendent
OIC – Chief, Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Education Program Specialists - CID
All Others Concerned

1. As a measure to capacitate the Curriculum Implementation Division and selected Principal – Consultants on the theories, principles and practice in curriculum development, management and implementation, this office announces the conduct of the Deped Antipolo's Test Development Process and 'Strictly Curriculum' Conference Workshop at Ciudad Christia 9 Waves Resort, San Mateo Rizal on December 17-19, 2018 from 8:00 – 5:00 pm.
2. The activity aims to:
 - A. explain the test development process in the light of iso 9011:2015
 - B. explain and discuss curriculum, frameworks, models and standards;
 - C. situate the context of the Division using the existing data in curriculum management and instructional supervision, including the status of madrasah education;
 - D. apply principles of curriculum in the practice of technical assistance through simulation; and
 - E. discuss customer's feedback and produce a KRA - aligned action plan for the succeeding fiscal year using the existing data as baseline.
3. Participants to this activity are the OIC – Assistant Schools Division Superintendent, OIC – Chief of Curriculum Implementation Division; Education Program Supervisors, Public Schools District Supervisors, Project Development Officer III – LRMDs, Division Librarian, and Education Program Specialists – ALS. Each is required to bring a laptop, IPCRF, and portfolio of MOVs.
4. Expenses relative to this activity shall be charged against the Division Human Resource Development (HRD Fund)
5. Attached herewith are the following enclosures for your reference:

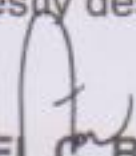


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CITY SCHOOLS DIVISION OF ANTIPOLO



- A. Enclosure 1 – Training Matrix
 - B. Enclosure 2 – Working Committees
 - C. Enclosure 3 – Program of Activities
6. Immediate dissemination of this Memorandum is earnestly desired.


DR. ROMMEL C. BAUTISTA, CESO V
City Schools Division Superintendent



Enclosure No. 1 to Division Memorandum No. 90, s. 2018

**TEST DEVELOPMENT PROCESS AND STRICTLY CURRICULUM
YEAR-END CONFERENCE WORKSHOP
Indicative Matrix**

DAY 1: December 17, 2018

Time	Activity
7:00 – 8:00	Registration
8:00 – 8:30	Opening Program
8:30 -10:00	KRA 1: MANAGEMENT OF CURRICULUM IMPLEMENTATION Curriculum, Framework and Models DR. GREG PAWILEN UP Diliman
10:00 – 10:30	Break
10:30 – 12:00	The K-12 Curriculum ROWEL PADERNAL SEPS – DepEd Central Office
12:00 – 1:00	Lunch
1:00 – 3:00	KRA 2: CURRICULUM DEVELOPMENT, ENRICHMENT AND LOCALIZATION Focus on Reading DR. RUTH GUTTIEREZ Philippine Normal University
3:00 – 3: 30	Break
3:30 – 5:00	KRA 3: TECHNICAL ASSISTANCE Presentation: Division Data on Instructional Supervision LITO A. PALOMAR OIC – Chief, Curriculum Implementation Division



DAY 2: December 18, 2018

Time	Activity
7:00 – 8:00	Management of Learning
8:00 – 10:00	KRA 3: TECHNICAL ASSISTANCE Presentation: Division Data on Technical Assistance Workshop on data analysis for TA and decision making LITO A. PALOMAR OIC – Chief, Curriculum Implementation Division
10:00 – 10:30	Break
10:30 – 12:00	KRA 4: LEARNING OUTCOMES ASSESSMENT Presentation: Test Development Process JOHN KELVIN BRIONES SEPS – DepEd Central Office
12:00 – 1:00	Lunch
1:00 – 3:00	UNIT PERFORMANCE Workshop (Portfolio Preparation)
3:00 – 3:30	Break
3:30 – 4:30	UNIT PERFORMANCE Workshop (Portfolio Preparation)
4:30 – 5:00	Closing Ceremonies



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DAY 3: December 19, 2018

Time	Activity
7:00 – 8:00	Management of Learning
8:00 – 10:00	<i>UNIT PERFORMANCE</i> IPCRF Presentation LRMDS
10:00 – 10:30	Break
10:30 – 12:00	<i>UNIT PERFORMANCE</i> IPCRF Presentation District Instructional Section
12:00 – 1:00	Lunch
1:00 – 3:00	<i>RECOUNTING THE MILESTONES:</i> IPCRF Presentation Instructional Supervision Section
3:00 – 3:30	Break
3:30 – 4:30	<i>MOVING FORWARD:</i> Customer's Feedback and Strategic Planning for FY 2019 LITO A. PALOMAR OIC – Chief, Curriculum Implementation Division
4:30 – 5:00	Closing Ceremonies



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Enclosure No. 2 to Division Memorandum No. 90, s. 2018
List of Participants

No	Name	Designation	Van No
1	Dr. Rommel C. Bautista	SDS	-
2	Dr. Gloria C. Roque	ASDS	-
3	Lito A. Palomar	OIC – Chief CID/ EPS	*
Instructional Management Section			
4	Reynaldo Andrade Jr.	Education Program Supervisor	1
5	Anselmo Celeste Jr	Education Program Supervisor	1
6	Cristina Salazar	Education Program Supervisor	1
7	Bernadette I. Berber	Education Program Supervisor	1
8	Dolores O. Agong	Education Program Supervisor	1
9	Melanie F. Burgonia	Education Program Supervisor	1
10	Merlita O. Sayago	Education Program Supervisor	1
11	Dr. Arnel Buena	Education Program Supervisor	1
12	Lorena Bautista	Administrative Aide	1
13	Armand Eric Caasi	Administrative Aide	1
14	Roberto Cayanan	Administrative Aide	1
15	Caludette Encela	Administrative Aide	1
District Instructional Section			
16	Dr. Nimrod Tupas	Public Schools District Supervisor	2
17	Marilyn Zapanta	Public Schools District Supervisor	2
18	Marilou Lico	Public Schools District Supervisor	2
19	Luz Cayanong	Public Schools District Supervisor	2
20	Dr. Gloria Benedicto	Public Schools District Supervisor	2
21	Dr. Emily Concio	Public Schools District Supervisor	2
22	Michael Tayona	Public Schools District Supervisor	2
23	Vivienne Martinez	Public Schools District Supervisor	2
24	Jocelyn Perez	Public Schools District Supervisor	2
25	Ranito Gallego	EPS – ALS	2
26	Myrna Bautista	EPS - ALS	2
27	Rose Ambus	Administrative Aide	2
Learning Resource Section			
28	Priscilla V. Salo	Education Program Supervisor	1
29	Rosanito Paras	Project Development Officer	1
30	Bernadette Patag	Librarian	1
Technical Working Committee			
31	Melchor Naval	Logistics	1
32	Kenneth Arante (San Isidro NHS)	Documentation	*
33	Michelle Cabot (Sta Cruz ES)	ICT	*
34	Joel Raule (San Jose NHS)	Health	*



Enclosure No. 3 to Division Memorandum No. 90, s. 2018

EXECUTIVE COMMITTEE

Chairperson

DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Vice-Chairperson

DR. GLORIA C. ROQUE
Assistant Schools Division Superintendent

Member

LITO A. PALOMAR
OIC – Chief, Curriculum Implementation Division

TECHNICAL WORKING COMMITTEE

COMMITTEE	IN-CHARGE	TERMS OF REFERENCE
Registration	Armand Eric Caasi Lorena Bautista Rose Cabus	Incharge of Attendance Ensure that participants are registered
Program / Invitation, Certificates (participation and appreciation, registration form and meal attendance)	Mrs. Priscilla V. Salo Rosanito Paras	Prepare distribute program and invitation Prepare certificate of participation and appreciation
Documentation	Kenneth Arante San Isidro NHS	Documents event's significant details and submit narrative and pictorial report to the program-in-charge
Technical / ICT	Melchor Naval Antipolo NHS Michelle Cabot Sta Cruz ES	Assist in setting up powerpoint, projector and sound system as well as video presentation. Ensures that projector, screen and sound system is available in the hall.
Health and Welfare	Joel Raule San Jose NHS	Ensures that provisions for health and security are taken care of
Logistics / Supplies	Claudette Encela	Ensures that facilities, supplies and materials are made available
Monitoring and Evaluation	Bernadette Patag	Monitors and evaluates the conduct of the program-in-charge Administers and evaluates tool used Submits results of the evaluation to the program-in-charge



Enclosure No. 4 to Division Memorandum No. 90, s. 2018

OPENING PROGRAM

National Anthem	Dr. Arnel Buena, EPS - EsP
Prayer	Mrs. Dolores J. Agong, EPS - Science
Checking of Attendance	Mr. Miachel Tayona, PSDS
Welcome Remarks	Ms. Luz Cayanong, PSDS
Message	Dr. Gloria C. Roque Assistant Schools Division Superintendent
Statement of Purpose	Mr. Lito A. Palomar OIC – CID Chief/ EPS - AP
Conference Proper	

MR. KENNETH ARANTE
Master of Ceremonies

CLOSING PROGRAM

Nationalistic Song	Mr. Nimrod Tupas, PSDS
Prayer	Ms. Marilou Lico, PSDS
Impression	Mrs. Myrna Bautista, EPS II - ALS
Challenge	Mr. Lito A. Palomar OIC – CID Chief / EPS – AP
Acceptance of Challenge	Mrs. Cristina Salazar EPS English
Awarding of Certificates	
Closing Remarks	Mr. Anselmo Celeste Jr EPS – MAPEH

MR. KENNETH ARANTE
Master of Ceremonies