



Republic of the Philippines  
**DEPARTMENT OF EDUCATION**  
Region VIII



**SCHOOLS DIVISION OF CATBALOGAN CITY**

June 6, 2018

**DIVISION MEMORANDUM**

No. 200 s. 2018

**ORIENTATION-WORKSHOP ON THE PREPARATION AND CONDUCT OF PRETEST/POST TEST**

To: Chief Education Program Supervisors  
Education Program Supervisors  
Public School District Supervisors  
Elementary and Secondary School Heads  
All Others Concerned

1. In line with the implementation of a centralized test item bank by the region, and as agreed upon during the orientation, this office advises all concern to conduct a pretest before formal instructions in the classroom begin.
2. Since the pretest/post test will be given one time for the entire school year, the following considerations should be observed in the preparation of the pretest/post test:
  - a. table of specifications covering the Revised Bloom's Taxonomy of objectives;
  - b. the number of items per grade level, and;
  - c. the required competencies from quarter 1 to quarter 4.
3. Relative to this, an orientation-workshop on the administration of the pretest/post test shall be conducted on **June 18, 2018 @ 8:00AM** at a venue to be announced later.
4. The objectives of the orientation-workshop are the following:
  - a. re-orient Master Teachers on the preparation of **table of specifications**.
  - b. acquaint them of the item analysis procedure using **the test analyzer**.
  - c. prepare an action plan for the testing program of their school.
5. The participants to this orientation-workshop are six (6) Master Teachers of every district for the elementary and six (6) Master Teachers of every school from the secondary. If the district/school has no master teacher, the most senior or the most capable teacher may represent the school/district. All participants must bring their own laptop and extension wire. Attach is the list of assignments for the preparation of the Table of Specifications (TOS).
6. In view, thereof, all concern shall bring their pretest with the TOS during the orientation-workshop.
7. A registration fee of Ph400.00 shall be collected from each participant to defray expenses for food and venue which shall be charged against school MOOE subject to the usual accounting and auditing rules and regulations.
8. Wide dissemination and strict compliance of this Memorandum are earnestly desired.



**CRISTITO A. ECO, CESO V**  
Schools Division Superintendent