



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Reference No.:RU-2026-117

Office of the Schools Division Superintendent

October 29, 2026

DIVISION MEMORANDUM
NO. 498 s. 2026

CONDUCT OF DIVISION TRAINING WORKSHOP ON THE DEVELOPMENT AND QUALITY ASSURANCE OF ALS A&E-ALIGNED PRACTICE TEST QUESTIONS

TO: Chief Education Supervisor- Curriculum Implementation Division
Public Schools District Supervisors
School Heads
Identified Teachers (Formal)
ALS Teachers
All Others concerned

1. The Schools Division Office of Tabuk City, through the Alternative Learning System (ALS), shall conduct a Division Training Workshop on the Development and Quality Assurance of ALS A&E-Aligned Practice Test Questions on November 7, 8 and November 14, 2026 at Kagitingan Hall, SDO Tabuk City.
2. This activity aims to strengthen the capacity of identified ALS personnel and subject-area test developers in preparing valid, reliable, learner-appropriate, and curriculum-aligned practice test questions for the Accreditation and Equivalency (A&E) Program. It will provide participants with guidance on test blueprint analysis, item-writing standards, technical review, peer evaluation, validation, and quality assurance.
3. Specifically, the workshop aims to:
 - a. Review the A&E assessment framework, and relevant item-writing guidelines;
 - b. Develop practice test questions aligned with ALS learning competencies and A&E assessment requirements;
 - c. Review and improve draft items for accuracy, clarity, relevance, fairness, and appropriate level of difficulty;
 - d. Apply quality assurance tools and peer-review procedures to validate and finalize the test items; and
 - e. Organize the approved outputs for use as a division-level ALS A&E practice test question bank, subject to appropriate review and approval.
4. The identified ALS personnel, subject-area test developers/evaluators, and other concerned personnel are expected to participate in the entire duration of the workshop. The concerned offices and personnel shall ensure that assigned tasks and workshop outputs are completed within the prescribed schedule.





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5. Participants are requested to bring their laptops, extension cords, relevant ALS learning resources, curriculum and assessment references, and any assigned draft test items.
6. The participants in this activity are the following:

DISTRICT/ SCHOOL/ OFFICE	NAME	POSITION
NTD 1- APPAS IS	SUSAN WANDAG	T-6
NTD 1 – CASIGAYAN ES	SHIRLEY PEKAS	T-2
NTD 1- TCCS	CEFERINO PASABING	T-3
NTD 2 – LAYA IS	LANNIE ADDAMO	T-2
NTD 2 – DILAG IS	LYNN WYNETTE B. DIVIN	SUBSTITUTE
STD1 – STIS	ROSE EILEEN U. BULWAYAN	T-3
STD1- GREENHILLS	HILDA MIGUEL	T-6
STD 2- MAGGABANGON	DEXTER QUANZO	T-6
STD 3- ADDANG ES	LIBERTY F. MEDRANO	T-4
WTD 1- CALANAN ES	RODE PASCUA	T-3
WTD 1- WTCS	FREDA PASCUA	T-3
WTD 2-NANENG NHS	BERNALYN BALNAO	T-6
WTD 2-BADO DANGWA	JANET ALCANTARA	T-3
WTD 2- GUILAYON ES	LIZETTE DAYAWON	T-6
ETD1- BCS	CESAR RANJO	T-6
ETD 2- LACNOG IS	REGINA DAGYO	T-1
ETD2- NEW BALBALAN ES	HUBERT ELIG	T-6
ETD3- HILLTOP ES	VIC WEGAN LOTON	T-6
ETD3- AGBANNAWAG ES	LALAIN ORYA	T3
EVALUATORS/ SPEAKERS		
CID	GEMMALINE BUMANGLAG	PSDS
CID	EMILY LANGKIT	PSDS
CID	JOSEFINA BALISONG	EPS- TVL
CID	HELEN B. ORAP	EPS-LRMDS
IPIL IS	GRACE ASSAYCO	P-1
CALACCAD NHS	JONATHAN N. GARCIA	MT-1
BULANAO EAST ES	DOLORES GANOTICE	P-2
BALONG NHS	JOY TAYNAN	P-1
MAGNAO ES	ABEGAIL H. LACQUIAO	P-1
PMT		
CID	JESSICA POLIG	EPSA
CID	RUSSENDYLL GUILAY	EPSA

7. As the activity will be conducted on Saturdays and Sunday, participants shall be given service credits subject to existing Civil Service Commission and Department of Education rules and regulations.



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8. Expenses relative to the conduct of the activity shall be charged against available ALS Program Support Funds and/or other local funds, subject to the usual government accounting, auditing, and budgeting rules and regulations.
9. Immediate dissemination of and strict compliance with this memorandum are desired.


CHRISTOPHER C. BENIGNO PhD, EdD, CESO VI
Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent


SCHOOLS DIVISION OFFICE OF TABUK CITY
DIVISION TRAINING WORKSHOP ON THE DEVELOPMENT AND QUALITY ASSURANCE
OF ALS A&E-ALIGNED PRACTICE TEST QUESTIONS
THREE-DAY TRAINING MATRIX 1! (NOVEMBER 7, 8 & 14 at KAGITINGAN HALL)

Time	Activity	Topic / Session / Expected Output	Resource Speaker / Facilitator
DAY 1 FOUNDATIONS, ASSESSMENT BLUEPRINTING, AND INITIAL ITEM DEVELOPMENT			
8:00-8:30 AM	Registration	Arrival and registration of participants	Secretariat
8:30-9:00 AM	Preliminaries	Opening program, workshop expectations, and pre-training needs assessment	PMT / ALS Focal Supervisor
9:00-9:30 AM	Session 1	Workshop rationale, objectives, expected outputs, and overview of ALS A&E-aligned practice test development	PMT
9:30-10:15 AM	Session 2	A&E assessment framework and Table of Specifications (TOS): mapping competencies, content coverage, cognitive demand, and item distribution	HELEN B. ORAP
10:15-10:30 AM	Health Break	Health break	
10:30 AM-12:00 NN	Workshop 1	TOS blueprinting by Learning Strand; output: draft TOS and item allocation plan	Evaluators
12:00-1:00 PM	Lunch Break	Lunch break	
1:00-2:00 PM	Session 3	Anatomy of effective multiple-choice items: stem construction, plausible distractors, one best answer, and common item-writing flaws	Abigail H. Lacquiao
2:00-3:00 PM	Session 4	Item construction principles: alignment, clarity, fairness, appropriate difficulty, and avoiding ambiguity or unintended clues	Grace Assayco
3:00-3:15 PM	Health Break	Health break	
3:15-5:00 PM	Workshop 2	Initial item-writing workshop based on approved TOS; draft questions, answer keys, and brief rationales	Learning Strand Team Leaders / Facilitators
DAY 2 CONTINUED ITEM WRITING ACROSS THE SIX LEARNING STRANDS			
8:00-8:30 AM	Recap	Review of Day 1 outputs, clarifications, and targets for the day	Secretariat
8:30-10:15 AM	Workshop 3A	Item writing and alignment review — LS1: Communication Skills (English and Filipino)	LS1 Subject Team / Evaluators
10:15-10:30 AM	Health Break	Health break	
10:30 AM-12:00 NN	Workshop 3B	Item writing and alignment review — LS2: Scientific and Critical Thinking Skills; LS3: Mathematical and Problem-Solving Skills	LS2 and LS3 Subject Teams / Evaluators
12:00-1:00 PM	Lunch Break	Lunch break	
1:00-2:30 PM	Workshop 3C	Item writing and alignment review — LS4: Life and Career Skills; LS5: Understanding the Self and Society	LS4 and LS5 Subject Teams / Evaluators
2:30-3:00 PM	Workshop 3D	Item writing and alignment review — LS6: Digital Citizenship	LS6 Subject Team / Evaluators
3:00-3:15 PM	Health Break	Health break	
3:15-4:30 PM	Workshop 4	Cross-strand consistency check: TOS coverage, item numbering, language level, answer-key accuracy, and duplication check	Subject Team Leaders / QA Team
4:30-5:00 PM	Progress Sharing	Submit draft item sets; report progress and identify gaps for Day 3	Group Representatives / PMT
DAY 3 QUALITY ASSURANCE, VALIDATION, FINALIZATION, AND NEXT STEPS			
8:00-8:30 AM	Recap	Review of Day 2 outputs and quality assurance targets	Secretariat
8:31-10:00 AM	Session 5	Quality assurance and validation protocol: content validity, curriculum alignment, language precision, cultural sensitivity, inclusivity, structural accuracy, and appropriate difficulty	Evaluators
10:00-10:15 AM	Health Break	Health break	
10:15 AM-12:00 NN	Workshop 5	Use of item-review checklist and validation rubric; peer review and technical editing of developed items	Evaluators
12:00-1:00 PM	Lunch Break	Lunch break	
1:00-2:00 PM	Session 6 / Plenary	Critiquing of developed items: sample-item presentation, reviewer comments, and consensus on revisions	Panel of Reviewers / Group Representatives
2:00-3:00 PM	Workshop 6	Revise and finalize items, answer keys, rationales, TOS mapping, and item metadata; flag items requiring further verification	Subject Teams / QA Team
3:00-3:15 PM	Health Break	Health break	
3:15-4:20 PM	Output Presentation	Present final workshop outputs and agree on post-workshop review and updating process	Group Representatives / Panel
4:20-5:00 PM	Evaluation and Closing	Post-training evaluation, synthesis, next steps, and closing program	PMT / Division ALS Team