



Republic of the Philippines
Department of Education
 REGION XI
 SCHOOLS DIVISION OF DAVAO DEL NORTE

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

CID-2023-0733

To: Eduard C. Amoguis, EdD – Chief Education Supervisor, CID
 Public Schools District Supervisors
 Public Secondary School Heads
 Private School Administrators
 All Others Concerned

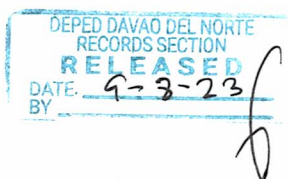
Subject: **PRE-VALIDATION OF TEST ITEMS**

Date: September 8, 2023

1. Attached is the letter from the Bureau of Education Assessment (BEA) relative to the conduct of test item pre-validation in our division from September 11-15, 2023.
2. The test items will be pre-validated by four sample schools with a target of 240 Grade 7 students in public school and 120 Grade 7 students in the private school.
3. In relation, this office informs the following schools to prepare the Grade 7 students for the said activity:

School	No. of Students	Date of Test Validation
Asuncion NHS (public)	240	September 12, 2023 (whole day)
Kapalong NHS (public)	240	September 13, 2023 (whole day)
Maryknoll High School of Sto. Tomas (private)	65	September 14, 2023 (morning)
Kapalong College of Technology Inc. (private)	55	September 14, 2023 (afternoon)

4. In addition, Edgar L. Manaran and Charlene V. Udani are requested to assist the BEA personnel during conduct of the test pre-validation activity from September 11-15, 2023.
5. All other details relative to the said activity and the guidelines for selecting sample schools and students for the pre-validation of test items are in the enclosure.
6. Travel and other incidental expenses are chargeable against division/school and other local funds subject to the usual accounting, auditing rules and regulations.
7. All are encouraged to continuously support and value equality and diversity in all activities related to this endeavor.
8. Immediate dissemination of this Memorandum to all concerned is desired.



REYNALDO B. MELLORIDA, CESO V
 Schools Division Superintendent

ROSALINDA N. DIONIC
 Administrative Officer V

CID/elm
 Enclosure: As stated





Republic of the Philippines
Department of Education
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Office of the Director

September 6, 2023

REYNALDO B. MELLORIDA
Schools Division Superintendent
Schools Division Office of Davao del Norte

Attention: **ARNEL F. LABASAN**
Division Testing Coordinator

Dear **Supt. Mellorida**,

Greetings!

This Bureau will conduct a test development activity in your Division from **September 11 to 15, 2023**. The test items will be prevalidated in **four sample schools with a target of 240 Grade 7 students in the public school and 120 Grade 7 students in the private school**. The objective of the prevalidation is to obtain psychometric properties for the test items, and these properties (e.g., difficulty, discrimination) will be used in deciding which test items are valid for item banking.

The Schools Division Office (SDO) of Davao del Norte meets the selection criteria for this activity; hence, we seek your support and cooperation for its successful conduct with the assistance of your Division Testing Coordinator (DTC). As an overview, here is the schedule of activities:

Date	Activity	Testing Session	Time	No of. Testing Room	No of. Students per Testing Room	Total No. of Participating Students
Sept. 11 (Monday)	Coordination/BEA staff's arrival to SDO					
Sept. 12 (Tuesday)	Prevalidation in Public School #1	AM	8:00-10:00	2	Batch 1 (30 x 2 rooms = 60)	240 Grade 7 students
			10:00-12:00	2	Batch 2 (30 x 2 rooms = 60)	
		PM	1:00-3:00	2	Batch 1 (30 x 2 rooms = 60)	
			3:00-5:00	2	Batch 2 (30 x 2 rooms = 60)	



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Sept. 13 (Wednesday)	Prevalidation in Public School #2	AM	8:00- 10:00	2	Batch 1 (30 x 2 rooms = 60)	240 Grade 7 students
			10:00- 12:00	2	Batch 2 (30 x 2 rooms = 60)	
		PM	1:00- 3:00	2	Batch 1 (30 x 2 rooms = 60)	
			3:00- 5:00	2	Batch 2 (30 x 2 rooms = 60)	
Sept. 14 (Thursday)	Prevalidation in Private School #3	AM	8:00- 10:00	2	Batch 1 (30 x 2 rooms = 60)	60 Grade 7 students
	Prevalidation in Private School #4	PM	1:00- 3:00	2	Batch 1 (30 x 2 rooms = 60)	60 Grade 7 students
Sept. 15 (Friday)	BEA staff's travel back to Manila					

We seek your assistance in selecting sample schools and students for this activity. For your reference, kindly check the attachment for the guidelines. Our staff, **Ms. Joan Bernadette Vicente**, Education Program Specialist II from the Education Assessment Division of this Bureau will coordinate with your DTC regarding the guidelines. She is also assigned to administer the test items in schools. Any kind assistance given to her will be highly appreciated. Her contact details are shown below:

Email : joanbernadette.malong@deped.gov.ph
Contact Number : 09605342530

We look forward to your usual support of our assessment activities in line with DepEd Order No. 55, s. 2016 (Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program).

Very truly yours,


NELIA V. BENITO, PhD, CESO IV
Director IV

Copy furnished:

ATTY. REVSEE A. ESCOBEDO, Undersecretary for Operations
ALLAN G. FARNAZO, Regional Director, Region XI



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**GUIDELINES FOR SELECTING SAMPLE SCHOOLS AND STUDENTS FOR THE
PREVALIDATION OF TEST ITEMS.**

Schools and Students. Each SDO will have two public Junior High Schools and two private Junior High School. Public schools will have a sample of **480 students** and **120 students** for private schools.

Type of School	Number of Schools	Number of Students per School
Public	2	$240 \times 2 = 480$
Private	2	$60 \times 2 = 120$
Total	4	600

A. Criteria in selecting schools:

1. Two public schools and two private schools must be represented in each SDO.
2. If proximity permits, **at least two sample schools should come from different municipalities.** For logistical reasons and due to the timeframe for data collection, these four schools may come from at least two municipalities.
3. The schools should have a large population (i.e., categorized under Cluster 1) to accommodate the required number of students.

Cluster 1 – 400 and above

Cluster 2 – 200 to 399

Cluster 3 – 100 to 199

Cluster 4 – 55 to 99

Cluster 5 – 20 to 54

Cluster 6 – 19 and below

Note: If available, National High Schools are preferred because of their large population size.

4. If the SDO does have enough private schools that meet the required sample of 120 students, then if necessary, get additional students from the public schools to complete the sample.



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B. Criteria in selecting students:

1. Four classes/sections are needed per school for the public schools and 2 classes for the private schools.
2. Select the first four classes/sections with a **heterogeneous** grouping of students.

Notes: Heterogenous sections have a mixture of high-, middle-, and low-ability students.

Exclude in the sample those classes with a homogeneous grouping of students (e.g., special sections with high-ability students).

3. Each testing room shall have 30 students.
4. Each testing room shall have an equal number of male and female students (i.e., **15 males, and 15 females**). In case this is not possible, additional male/female students may be sourced from other sections.

Note: If the actual enrollment cannot provide an equal distribution of sex per class/section, the BEA staff/researcher will proceed with the pre-validation activity as long as there are 30 students per room.

5. Using the class list, the first 15 male and first 15 female students shall be sampled in the pre-validation. The excess students shall not participate in the activity.
6. The last names of the students should be arranged alphabetically. **First the males, then the females.** Do this per class/section.
7. The final list of sample students shall be submitted to the BEA staff/researcher on the day of the exam.
8. **There will be 4 batches in each Public School, the first batch of two classes/sections will take the test simultaneously** in the morning session at 8:00 – 10:00, **the second batch of two classes/sections** will take the test at 10:00 – 12:00, the **third batch** will take the test at 1:00-3:00 and the **fourth batch** will take the test at 3:00- 5:00.
9. **There will be 2 batches in each Private School, the first batch of two classes/sections will take the test simultaneously** in the morning session at 8:00 – 10:00, and **the second batch of two classes/sections** will take the test at 10:00 – 12:00. The same scheme for the remaining private school in the afternoon.



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Other Requirements:

1. Sample students are required to bring **a pencil and an eraser** for the pre-validation activity.
2. The school is requested to provide an adequate number of **blank sheets of paper** for computation purposes only.

Note: The sheets of paper will be collected by the BEA staff/researcher after each testing session.

3. Two adjacent rooms with a **6 x 5 seat plan** will be used for the activity.
4. Preferably, the classrooms to be used as testing rooms are in a quiet and unpopulated area in the school and with a nearby restroom for student use.
5. These rooms should be conducive for the testing activity (e.g., spacious, well-lighted, and ventilated).
6. Each BEA staff/researcher shall have **two teacher assistants per school**.