



Republic of the Philippines
Department of Education
Region X - Northern Mindanao
DIVISION OF MALAYBALAY CITY
Purok 6, Casisang, Malaybalay City

DIVISION MEMORANDUM

No. 153 s. 2020

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
Elementary and Secondary School Principals
Elementary and Secondary School Teachers
All Others Concerned
THIS DIVISION

From: **VICTORIA V. GAZO, Ph.D. CESO V**
Schools Division Superintendent

Subject: **ADDENDUM TO THE COMPLIANCE TO THE GUIDELINES FOR THE
REMAINDER OF SCHOOL YEAR 2019-2020 VIS-À-VIS COVID-19
MEASURES**

Date: March 17, 2020

1. Pursuant to the Executive Order No. 13 series of 2020 of the Provincial Government of Bukidnon placing the entire Province of Bukidnon in a general community quarantine to prevent the spread and contain the transmission of COVID-19, the Executive Order No. 79, series of 2020 of the City Government of Malaybalay and the DepED Memorandum No. 42, s. 2020 also known as the Social Distancing Measures for the Remainder of the School Year 2019-2020 of the Department of Education; this office hereby reiterate to all Division and School Personnel to comply with the issued regulatory guidelines of the Inter-Agency Task Force relative to the precautionary measures against the spread of COVID-19.

2. All DepED Personnel particularly those suffering from chronic cardiovascular and respiratory diseases, hypertension, diabetes mellitus, cancer, and those on dialysis are advised to stay at home for the duration of the general community quarantine or until advised otherwise.

3. While under general community quarantine, the Office is also reiterating to all DepED personnel of Malaybalay City Division the continuation of the preparations of the department for School Year 2020-2021 in the light of the improved delivery of quality basic education focusing on the learners' mastery of the required competencies for each grade level; particularly reading and numeracy skills.

4. Anent thereto, all public elementary and secondary schools of the Division are required by the Regional Office of DepED Northern Mindanao to set a benchmark of the practices of all concerned (i.e. teachers, TIC, school heads, public schools district supervisors, and education program supervisors) and competency mastery among the learners. The benchmark shall serve as reference of the Division for the formulation of the Instructional Supervision Plan of instructional leaders (i.e. principals, head teachers, district and education program supervisors). The same shall also serve for the enhancement of instructional practices of teachers. Thus, an **online survey for the Inventory of Practices** of all concerned shall be launched on the second quarter of CY 2020. A separate memorandum shall be issued for this purpose.

5. Simultaneously, all teachers (i.e. Teacher I, II, III and Master Teacher I, II & III) are required to formulate the **Diagnostic Test Questions** of the subject(s) they are teaching to be used come June 2020 for School Year 2020-2021. All school heads (i.e. school principals, head teachers, and TIC) are hereby directed to consolidate the **soft copies** of the following documentary requirements of the Diagnostic Test formulation:

- a. **Table of Specifications** indicating the percentage distribution of items per competency covering the Revised Blooms Taxonomy of skills, whenever applicable;
- b. **Test Questions**; and
- c. **Answer Key**

6. The test items shall not be limited to multiple choice type of test. Teachers are encouraged to formulate test questions in varied types (i.e. multiple choice type test, enumeration, Cloze type, true or false, modified true or false, matching type, etc.).

7. Competencies that requires the incoming learner to perform or manifest the skill must be tested in such manner (i.e. oral reading, compute, perform, etc.). Thus, the Diagnostic Test requiring learners to perform a task or activity shall clearly describe the directions for the learners to perform.

8. The written Diagnostic Test shall consist of at least the minimum number of items indicated below for each grade level:

Kindergarten to Grade 1	25 items
Grade 2	30 items
Grade 3	40 items
Grade 4	50 items
Grade 5	60 items
Grade 6	80 items
Grade 7 to 8	100 items
Grade 9 to 10	120 items

Grade 11 to 12

130 items

8. Submission of the soft copies of the above mentioned requirements shall be through email. The soft copies of the three (3) files shall be placed in a folder to be renamed following the format <School ID-School Name>.

Example of Folder Name: 126593–SumpongCS
 303950-BukidnonNHS
 (no space between words or symbols)

9. All soft copies must be emailed to srfadepedbukidnon@gmail.com on or before April 3, 2020.

10. Queries relative to this memorandum may be relayed to **Sunny Ray F. Amit**, OIC-Assistant Schools Division Superintendent through **0995-538-0601** or email at srfadepedbukidnon@gmail.com.

11. For dissemination and compliance.