



Republic of the Philippines  
 Department of Education  
 Region X-Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
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August 31, 2016

MEMORANDUM

To Education Program Supervisors  
 PS District Supervisors  
 Education Program Specialists

From **CHERRY MAE L. LIMBACO, Ph.D., CESO V**  
 Schools Division Superintendent *Cherry*

Subject **TIMELINE FOR THE PREPARATION OF TEST PAPERS FOR  
 SECOND QUARTER EXAMINATION**

Please be informed of the timeline for the Preparation of Test Papers for the Second Quarter Examination. The details are as follows:

Activities/Tasks (in this sequence)	Date	In-charge
1. Preparation of TOS and Test Questions	Sept. 1- 15 , 2016	Personnel In-charge
2. Submission of ▶ Table of Specification (TOS), and ▶ Draft of Test Paper in print and e-copies (saved in flash disk or compact disk)	September 16 , 2016	Mr. Rudy O. Magdugo Dr. Erlinda G. Dael
3. Submission of : ▶ Table of Specification (TOS), and ▶ Draft of Test Paper in print and e-copies (saved in flash disk or compact disk)	September 23, 2016	Editors assigned (see enclosure)
4. Submission of : ▶ Table of Specification (TOS), and ▶ Draft of Test Paper in print and e-copies (saved in flash disk or compact disk)	September 30, 2016	Lay-out or Stylists assigned (see enclosure)
5. Submission of : ▶ Final Test Papers in print and e-copies (saved in flash disk or compact disk)	October 7, 2016	Mr. Danny A. Asio
6. Reproduction and Delivery	<b>October 14-31, 2016</b>	Mrs. Eleanor Paderog
7. Second Quarter Examination	November 3 & 4, 2016	Supervisors, School Heads and Teachers

Please see enclosure for the assigned personnel per subject area.

For guidance and compliance.

CLL/egd

*Enclosure No. 1 to unnumbered Memorandum entitled **Timeline for Preparation of Test Papers for Second Quarter Examination** dated August 31, 2016*

**Supervisors and Specialists Assigned to Prepare Test Papers**

Name	Subject Area
1. Mrs. Horace Nacua	English - Grades 2, 3, 4
2. Mrs. Maria Teresa Absin	English -Grades 4, 5, 6, 11
3. Mrs. Marife Balaba	English – Grades 7,8
4.Mr. Jerry Fabria	English – Grades 9,10
5. Mrs. Beatriz Acdal	Filipino – Grades 2, 3, 4
6. Mrs. Merly Mabelin	Filipino – Grades 5,6
7. Mrs. Rhodora Gallares	Filipino - Grades 7,8
8. Mrs. Sally Aguilar	Filipino – Grades 9,10,11
9. Mrs. Pamfila Zarate	Mathematics – Grades 2,3,4
10.Mr. Joel Jayme	Mathematics – Grades 5,6
11. Mr. Nelson Absin	Mathematics – Grades 7,8,11
12. Mr. Danny Asio	Mathematics – Grades 9,10 , 11 (MIL)
13. Mrs. Nilda Mejos	Science – Grades 3,4
14.Mrs. Cydel Valmores	Science – Grades 5,6
15. Mr. Celieto Magsayo	Science – Grades 7,8 , 11
16. Mrs. Catherine Orasan	Science – Grades 9,10
17. Mrs. Evah Entusiasmo	Aralin Panlipunan – Grades 2,3,4
18. Mrs. Imelda Galarrita	Aralin Panlipunan – Grades 5,6, 7
19. Mrs. Ferminia Labis	Aralin Panlipunan – Grades 8, 9,10,11
20. Mr. Johnny Redondo	Contemporary Arts – Grade 11

**Supervisors and Specialists Assigned as EDITORS**

Name	Subject Area
1. Mrs. Mary Grace Gallana	English - Elementary
2. Mr. Jerry Madrid	English -Secondary
3. Mr. Norberto Rosules	Filipino - Elementary
4.Mr. Johnny Redondo	Filipino – Secondary Contemporary Arts – G 11
5. Mr. Ric Gabe	Mathematics- Elementary
6. Mr. Lindo Cayadong	Mathematics- Secondary
7. Mrs. Daylinda Vequezo	Science – Elementary
8. Miss. Irish Monte	Science- Secondary
9. Mr. Joylito Villateque	Aralin Panlipunan – Elementary
10. Mrs. Evah Guillaran	Aralin Panlipunan - Secondary

**Specialists Assigned as LAY OUT IN-CHARGE/ STYLISTS**

Name	Subject Area
1. Mrs. Marife Balaba	English
2. Mrs. Cheryl Ubalde	Mathematics and Science
3. Mr. Gerry Madrid	Filipino and Aralin Panlipunan Contemporary Arts- G 11

Number of Items:	
Grade 2	- 30
Grades 3 & 4	- 40
Grades 5 to 11	- 50

SEPARATE PAGE for signatories:

Prepared by \_\_\_\_\_  
TOS & Test Papers \_\_\_\_\_  
\_\_\_\_\_  
Editor \_\_\_\_\_  
Lay- out/ Stylist \_\_\_\_\_