




Republic of the Philippines  
Department of Education  
Region X-Northern Mindanao  
**DIVISION OF MISAMIS ORIENTAL**  
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October 25, 2016

MEMORANDUM

To Education Program Supervisors  
PS District Supervisors  
Education Program Specialists

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

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

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

Activities/Tasks (in this sequence)	Date	In-charge
1. Preparation of TOS and Test Questions	Nov 2-14, 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)	Nov 15, 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)	Nov 18, 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)	Dec 1, 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)	Dec 12, 2016	Mr. Danny A. Asio
6. Procurement	Dec 16 - 23, 2016	Mrs. Eleanor Paderog
7. Reproduction and Delivery	Jan 2-18, 2017	Printing Press
8. Third Quarter Examination	Jan 19- 20, 2017	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 Third Quarter Examination** dated Oct 25, 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
19. Mrs. Nieva Bitonga	Aralin Panlipunan – Grades 7,8
20. Mrs. Ferminia Labis	Aralin Panlipunan – Grades 9,10,11

**Supervisors and Specialists Assigned as EDITORS  
(Grades 2 to 11)**

Name	Subject Area
1. Mrs. Mary Grace Gallana	English - Elementary
2. Mr. Jerry Madrid	English -Secondary
3. Mr. Norberto Rosales	Filipino - Elementary
4.Mr. Johnny Redondo	Filipino – Secondary
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  
(Grades 2 to 11)**

Name	Subject Area
1. Mrs. Marife Balaba	English
2. Mrs. Cheryl Ubalde	Mathematics and Science
3. Mr. Gerry Madrid	Aralin Panlipunan
4. Mr. Andrian Tecson	Filipino

<p>Number of Items:</p> <p>Grade 2            - 30</p> <p>Grades 3 &amp; 4     - 40</p> <p>Grades 5 to 11   - 50</p>
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SEPARATE PAGE for signatories:

Prepared by \_\_\_\_\_

TOS & Test Papers \_\_\_\_\_

Editor \_\_\_\_\_

Lay out/ Stylist \_\_\_\_\_