



Republic of the Philippines  
**Department of Education**  
 NATIONAL CAPITAL REGION

**REGIONAL MEMORANDUM**  
 ORD-2024- 962

**TO :** **SCHOOLS DIVISION SUPERINTENDENTS**  
 SDO Manila  
 SDO Quezon City  
 SDO Pasig City  
 SDO Valenzuela City

**FROM :** **JOCELYN DR ANDAYA**  
 Director IV

**SUBJECT :** **ITEM WRITING WORKSHOP ON VARIOUS NATIONAL ASSESSMENT PROGRAMS**

**DATE :** September 23, 2024

1. This has reference to the attached letter dated September 20, 2024, from Kevin Carl P. Santos, PhD, Director IV, Bureau of Education Assessment relative to the above-captioned activity.
2. In connection with this, the enclosed participants are enjoined to:
  - bring their own laptop and extension cord for the writeshop
  - related reading materials as references
  - travel authority
  - observe the time-on task policy based on DepEd Order No. 9, s. 2005

Division	Name	Designation
Quezon City	Jamaica Kristel B. Ojacastro	ALS Teacher
	Maria Divina N. Bambe	ALS Teacher
Manila	Annielyn C. Tagongtong	ALS Teacher
Pasig City	Christine B. Banzuela	ALS Teacher
Valenzuela City	Henry P. Ilagan	ALS Teacher
	Ma. Jennica B. Sy	Educ. Prog. Specialist II-ALS

3. Board and lodging and all workshop expenses will be charged to BEA funds, while transportation allowance of the participants will be downloaded to their respective divisions, subject to the usual government accounting and auditing rules and regulations.
4. Immediate dissemination of this Memorandum is desired.

CAVillanueva2024



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Republic of the Philippines  
**Department of Education**  
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

September 20, 2024

**JOCELYN DR. ANDAYA**  
 Regional Director  
 DepEd-National Capital Region

**Attention: Regional Testing Coordinator**

Re: Invitation to ALS Teacher for the Item Writing Workshop at Tanza Oasis Hotel and Resort on **September 23-27, 2024**

Dear **Dir. Andaya**:

Greetings!

In reference to the letter sent on 9 August 2024 re: Item Writing Workshop on Various National Assessment Programs, this Bureau, through the Education Assessment Division (EAD) will conduct the **Item Writing Workshop on various National Assessment Programs at Tanza Oasis Hotel & Resort KM 41 A Soriano Highway, Barangay Tanza, Cavite from September 23-27, 2024**. The workshop aims to develop test items for National Assessment Programs vis-à-vis the K to 12 Basic Education Program and qualified item writers are requested to serve as participants in this workshop.

In lieu of this, the following ALS teachers in the attached list are invited to serve as item writers based on the recommendation of the Bureau of Alternative Education.

Kindly inform the additional teachers regarding the workshop details below:

First Meal – Breakfast Opening Program at 10:00 AM	<b>Day 1 : September 23, 2024</b>
Last Meal – PM Snack End of the Workshop at 5:00 PM	<b>Day 5: September 27, 2024</b>
Materials to Bring	Laptop computer and charger, extension cords, and reference materials (i.e. textbooks, curriculum guide, and teaching guide, if available).



2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600  
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Additionally, the teachers are requested to accomplish the Google Link Form below on or before September 23, 2024:

<https://forms.gle/Bt9umpFgtx1a8s2q8>

All workshop expenses, such as hotel accommodations, and full board meals, will be charged to BEA funds subject to the usual accounting and auditing rules and regulations. Payment for the transportation allowance of the teachers will be downloaded to their respective schools division offices (SDO).

For queries or clarifications, please contact **Ms. Armida R. Celeste** at [armida.celeste@deped.gov.ph](mailto:armida.celeste@deped.gov.ph) or **Ms. Ann Josephine C. Ladica** at [ann.ladica@deped.gov.ph](mailto:ann.ladica@deped.gov.ph) or via email at 8631-2589.

Thank you for your usual support in our endeavors and we are looking forward to working with you in this activity.

Very truly yours,



**KEVIN CARL P. SANTOS, PhD**  
Director IV  
Bureau of Education Assessment



Republic of the Philippines

**Department of Education**

**BUREAU OF EDUCATION ASSESSMENT**

**Attachment 1 - Corrected Copy  
National Capital Region (NCR)**

**List of Participants in Various National Assessment Programs**

September 23-27, 2024

**Tanza Oasis Hotel and Resort, Tanza, Cavite**

**A. Primary Participants (expected to attend)**

No.	Division	Name	Learning Area	Grade Level	School
1	Quezon City	Jamaica Kristel B. Ojacaastro	LS 1 - Filipino	JHS	Masambong Elementary School
2	Quezon City	Maria Divina N. Bambe	LS 2	Elementary	Betty Go-Belmonte Elementary School
3	Quezon City	Annielyn C. Tagongtong	LS 2	Elementary	Felipe G. Calderon Integrated School
4	Valenzuela City	Henry P. Ilagan	LS 3	JHS	ALS Valenzuela
5	Valenzuela City	Marie Jennica Sy	LS 4	JHS	SDO
6	Pasig City	Christine B. Banzuela	LS 5	JHS	Napico Elementary School