



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

28 May 2026

DIVISION MEMORANDUM

No. 363 s. 2026

### **DIVISION ORIENTATION ON THE ADMINISTRATION AND UTILIZATION OF THE RAPID MATHEMATICS ASSESSMENT: GENERATION OF ITEMS FOR REPOSITORY AND BANKING**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. In support of the National Learning Recovery Program (NLRP), and pursuant to **Republic Act No. 12028** and **DepEd Order No. 18, s. 2025** *Implementing Guidelines of the Academic Recovery and Accessible Learning (ARAL) Program*, this Office, through the Curriculum Implementation Division, shall conduct the **Division Orientation on the Administration and Utilization of the Rapid Mathematics Assessment: Generation of Items for Repository and Banking** at **M. I. Sevilla Resort, Lucena City** on **May 30 and June 06, 2026**.

2. This program aims to:

- a. orient participants on the standards and guidelines in writing assessment items aligned with RMA competencies and proficiency levels;
- b. capacitate teachers in developing valid, reliable, and fair numeracy assessment items;
- c. generate a pool of assessment items categorized by key stage, competency, and proficiency level; and
- d. establish a division-level repository and banking system for mathematics assessment items.

3. Participants are select CID personnel and Mathematics teachers. Participants are requested to bring their own laptop, charger, and extension cord for the preparation of outputs. For list of participants, see Enclosure 1. For matrix of activities, see Enclosure 2.

4. Transportation and other incidental expenses shall be charged to school/local funds, subject to the usual existing budgeting, accounting, auditing, and procurement laws, rules and regulations.



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5. Immediate dissemination of this Memorandum is desired.

For:

**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

By:

**IMELDA C. RAYMUNDO**  
Chief Education Supervisor – SGOD  
Officer-in-Charge

Encl.: As stated

References: RA No. 12028

DO No. 18, s. 2025

To be indicated in the Perpetual Index  
under the following subjects:

ARAL PROGRAM      NUMERACY  
LEARNERS            RAPID MATHEMATICS ASSESSMENT

CID- division orientation on the administration and utilization of the rapid mathematics assessment: generation of items for repository and banking  
CIDEQ2SG-003138/May 28, 2026

Enclosure 1

**LIST OF PARTICIPANTS**

No	Participants	Office/School	Position
1	Edwin R. Rodriguez	Schools Division Office	Chief, CID
2	Jerome A. Chavez	Schools Division Office	EPS
3	Generosa F. Zubieta	Schools Division Office	EPS
4	Ermelo A. Escobiñas	Schools Division Office	PDO II
5	Erison D. Albis	Schools Division Office	ADA VI
6	Jerome A. Javin	Schools Division Office	Data Analyst
7	John Menard R. Lavadia	Alsam IS	Teacher
8	Garry S. Villaverde	Buenaventura Alandy NHS	Master Teacher
9	Alvin M. Cabalsa	Buenaventura Alandy NHS	Teacher
10	Aira Miguille D. Remolona	Busal IS	Teacher
11	Maricon A. Durante	Calumpang IS	Teacher
12	Charlyn C. Amparo	Cipriano J. Querubin ES	Master Teacher
13	Remenchie G. Palines	Dapdap Integrated School	Teacher
14	John Michael G. Losanez	Dapdap Integrated School	Teacher
15	Jewel S. Olivera	Dapdap Integrated School	Teacher
16	Imelda M. Zarsadias	Domoit ES	Teacher
17	Jessette O. Cabriga	East Palale ES	Teacher
18	Fitz James J. Lavadia	Eugenio Francia ES	Master Teacher
19	Jeffrey G. Dimailig	Froilan E. Lopez ES	Teacher
20	Leuvin D. Naynes	Gibanga ES	Teacher
21	Lino P. Rabuel	Ilasan IS	Teacher
22	Marvin O. Sumilang	Ipilan - Alitao ES	Teacher
23	Jenny Rose P. Cabalsa	Katigan - Alupay ES	Teacher
24	Glenda A. Capistrano	Lakawan ES	Master Teacher
25	Abbiegail A. Nañez	Lalo ES	Teacher
26	Walter R. Pagana	Lawigue ES	Master Teacher
27	Laarni Q. Lachica	Luis Palad IHS	Master Teacher
28	Sherelyn S. Alcantara	Luis Palad IHS	Master Teacher
29	Ryan R. Sayson	Luis Palad IHS	Teacher
30	Jacinta R. Abulencia	Luis Palad IHS	Master Teacher
31	Nelda L. Oabel	Luis Palad IHS	Master Teacher
32	Marlon P. Villa	Luis Palad IHS	Teacher
33	Joe Victoria B. Daelo	Luis Palad IHS	Teacher
34	Roderick S. Placino	Luis Palad IHS	Teacher
35	Anabel D. Ermidilla	Malao-a - Calantas ES	Teacher
36	Kaye O. Abejo	Masin ES	Teacher

37	Mariel C. Oabel	Mate IS	Teacher
38	Michelle C. Anyayahan	Mayuwi IS	Teacher
39	Rochelle P. Ibarolla	North Palale ES	Teacher
40	Marianne Q. Padua	Pandakake IS	Teacher
41	Maria Concepcion R. Cuadra	Potol ES	Teacher
42	Anna B. Dañez	Rosario Quesada INHS	Teacher
43	Joane D. Galapati	Rosario Quesada INHS	Teacher
44	Shella P. Naynes	South Palale ES	Teacher
45	Jena N. Aloner	Talolong IS	Teacher
46	Rhoda B. Salipande	Tayabas CS	Teacher
47	Marian O. Flores	Tayabas East CS	Master Teacher
48	Joan Joy J. Eclarin	Tayabas East CS	Teacher
49	Melde E. Jalbuena	Tayabas West CS I	Teacher
50	Glenda S. De los Reyes	Tayabas West CS I	Teacher
51	Rainier Roie M. Rea	Tayabas West CS II	Teacher
52	May Ester M. Rubio	Tayabas West CS III	Master Teacher
53	Arieta S. Mabilin	Tayabas West CS IV	Teacher
54	Karmela A. Veluz	Valencia ES	Teacher
55	Leanne O. Pornela	West Palale ES	Teacher
56	Jerwin Talisic	West Palale NHS	Teacher
57	Sjerilyn B. Reyes	West Palale NHS	Teacher
58	Jomari D. Recto	ALS	Teacher
59	Remedios L. Placino	Tayabas West CS II	Master Teacher
60	Esmeralda J. Quesea	Tayabas West CS I	Master Teacher
61	Rebecca P. Villarama	Cipriano J. Querubin ES	Teacher
62	Armando M. Dayapan	Mate IS	Teacher
63	Rowena A. Abdon	Tayabas East CS	Teacher
64	Lester R. Gob	Tayabas West CS III	Teacher

Enclosure 2

**MATRIX OF ACTIVITIES**

Session No.	Duration (minutes)	Day & Time	Topic	Resource Person
<b>Arrival and Registration</b>	30	Day 1 (8:00 AM – 8:30 AM)	---	PMT
<b>Opening Program</b>	30	Day 1 (8:30 AM – 9:00 AM)	<ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Ecumenical Prayer</li> <li>• Acknowledge of Participants</li> <li>• Activity Norms</li> <li>• Welcome/ Inspirational Messages</li> </ul>	PMT
	30	Day 1 (9:00 AM – 9:30 AM)	<ul style="list-style-type: none"> <li>• Leveling of Expectations</li> <li>• Activity Objectives and Matrix</li> <li>• Photo Documentation Reminders</li> </ul>	
<b>Health Break</b>	30	Day 1 (9:30 AM – 10:00 AM)		
<b>Pretest</b>	30	Day 1 (10:00 AM-10:30 AM)		
<b>Session 1</b>	60	Day 1 (10:30 AM-12:00 PM)	Item Analysis	Nelda L. Oabel
<b>Lunch Break</b>	60	Day 1 (12:00 PM – 01:00 PM)		
<b>Session 2</b>	90	Day 1 (01:00 PM – 02:30 PM)	Data Gathering and Collection for Item Analysis <ul style="list-style-type: none"> <li>• Zipgrade</li> <li>• Template of Answer Sheets</li> <li>• Technical Demonstration</li> </ul>	Joe Victoria B. Daelo
<b>Health Break</b>	30	Day 1 (02:30 PM – 03:00 PM)		

<b>Session 2 (continuation)</b>	90	Day 1 (3:00 PM - 4:30 PM)	Data Gathering and Collection for Item Analysis <ul style="list-style-type: none"> <li>• Crafting Answer Sheets</li> <li>• Submission and Presentation of Outputs</li> </ul>	Joe Victoria B. Daelo
<b>Wrap-up/ Reminders/ Debriefing</b>	30	Day 1 (4:30 PM - 5:00 PM)		
<b>Management of Learning</b>	15	Day 2 (08:00 AM - 08:15 AM)	<ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Ecumenical Prayer</li> <li>• Energizer</li> <li>• Recap</li> <li>• Reminders</li> </ul>	
<b>Clearing House</b>	15	Day 2 (08:15 AM - 08:30 AM)		
<b>Session 3</b>	90	Day 2 (08:30 AM - 10:00 AM)	Presentation of the Division Wide Item Analysis Consolidation Excel	Roderick S. Placino
<b>Health Break</b>	30	Day 2 (10:00 AM - 10:30 AM)		
<b>Session 3 (continuation)</b>	90	Day 2 (10:30 AM - 12:00 PM)		Roderick S. Placino
<b>Lunch Break</b>	60	Day 2 (12:00 PM - 01:00 PM)		
<b>Session 4</b>	120	Day 2 (01:00 PM - 03:00 PM)	Item Banking Mechanics	Roderick S. Placino Joe Victoria B. Daelo
<b>Health Break</b>	30	Day 2 (03:00 PM - 03:30 PM)		
<b>Closing Program</b>	90	Day 2 (03:30 PM - 05:00 PM)	<ul style="list-style-type: none"> <li>• Nationalistic Song</li> <li>• Ecumenical Prayer</li> <li>• Insights</li> <li>• Challenge</li> <li>• Accepting the Challenge/ Pledge of Commitment</li> <li>• Closing Remarks</li> <li>• Daily Evaluation</li> </ul>	