



Republic of the Philippines
Department of Education
Region VIII
SCHOOLS DIVISION OF TACLOBAN CITY
Tacloban City

October 10, 2022

DIVISION MEMORANDUM

No. 524, s. 2022

ADOPTION OF A DIVISION TEMPLATE OF TABLE OF SPECIFICATIONS (TOS)

TO: Chief, Curriculum Implementation Division
Education Program Supervisors
Public School District Supervisors
Public Secondary and Elementary School Heads
All Others Concerned

1. Supervisory reports indicate that schools in this Division are using different Table of Specifications (TOS) templates. Many of the current templates do not emphasize the item placement corresponding to the competency nor do they specify the distribution of items according to the levels of cognition as specified in the Bloom's revised taxonomy. Cognizant of the fact that assessment is a very important aspect in the total teaching-learning process as it plays a significant role in developing learners' higher order thinking skills (HOTS), this Office finds it necessary to adopt a unified Division TOS template. This template will emphasize the distribution of items in all levels of cognitive taxonomy.

2. Moreover, TOS is the basis for constructing test items. Hence, it must be appropriately done. The making of TOS is indispensable as it is the only way to ascertain proportional distribution of items to the different learning competencies and levels of cognition. Without TOS, the test may have no content validity as there is no way of determining whether or not items are distributed according to the importance/emphasis of the competency. That is, some competencies/topics may be "over-emphasized" or "under-emphasized" in a test.

3. Considering the premises presented, this Office orders all concerned to adopt this **Division TOS Template** (Enclosure No. 1) **starting Quarter 1 of school year 2022-2023**. This template must be used by all teachers in all levels in every quarterly examination only. Furthermore, everyone is enjoined to religiously accomplish TOS as a pre-requisite to constructing quarterly examinations. Each teacher must submit a quarterly examination with TOS


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to his/her immediate supervisor for quality assurance and recording purposes.

4. A training on test construction based on TOS was conducted in August 2022 to all teachers in the entire Division. Hence, it is presumed that everybody is properly oriented with this template.

5. Immediate Supervisors (HTs/MTs/SHs) are instructed to keep copies of the quarterly examinations with TOS, and make these available to the PSDSs and EPSs during monitoring and other related activities.

6. For wide dissemination and strict compliance of all concerned.


MARIZA S. MAGAN, EdD, CESO V
Schools Division Superintendent

Enclosure: Division Unified TOS Template and Sample of Accomplished TOS

References:

Monthly Monitoring and Supervisory Reports, Policy Recommendation dated May 17, 2022, Other Pertinent DepEd Orders

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

ASSESSMENT

CURRICULUM ENHANCEMENT

INTERVENTION PLANS

Enclosure to Division Memo. No. _____, s. 2022

Table of Specifications for a (No. of Items) - Item Test in (Subject)

Grade _____

Quarter: _____, SY: _____

School: _____

Competencies	No. of Recitation Periods	%	No. of Items	Item Numbers with Emphasis on the following Levels of Cognitive Taxonomy		
				Remembering & Understanding (Easy) 70%	Applying & Analyzing (Average) 20%	Evaluating & Creating (Difficult) 10%
1.						
2.						
3.						
4.						
5.						
...						
TOTAL						

Example:

Table of Specifications for a 50 - Item Test in Mathematics
Grade 6

Quarter: **First**, SY: **2022-2023**

School: **San Fernando Central School**

Competencies	No. of Recitation Periods	Percent	No. of Items	Item Numbers with Emphasis on the following Levels of Cognitive Taxonomy		
				Remembering & Understanding (Easy) 70%	Applying & Analyzing (Average) 20%	Evaluating & Creating (Difficult) 10%
Competency 1	6	15% or 0.15	8	1, 2, 3, 4, 5, 6,	7, 8	
Competency 2	6	15% or 0.15	8	9, 10, 11, 12, 13,	14, 15, 16	
Competency 3	8	20% or 0.20	10	17, 18, 19, 20, 21, 22, 23, 24	25, 26	
Competency 4	10	25% or 0.25	12	27, 28, 29, 30, 31, 32, 33, 34	35, 36,	37, 38
Competency 5	10	25% or 0.25	12	39, 40, 41, 42, 43, 44, 45, 46	47	48, 49, 50
TOTAL	40	100%	50	35	10	5