



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO
DISTRICT 4A
MARINIG SOUTH ELEMENTARY SCHOOL

**A NARRATIVE REPORT ON SCHOOL-BASED TRAINING ON RULES IN WRITING
MULTIPLE CHOICE QUESTIONS IN A CLASSROOM ASSESSMENT**



I. INTRODUCTION

Marinig South Elementary School conducted the School - Based Learning Action Cell entitled “Rules in Writing Multiple Choice Questions in a Classroom Assessment” on October 21, 2022. This activity is anchored on the project PDAT (Professional Development for Aspiring Teachers) of the Enhance School Improvement Plan and Basic education Development Plan.

The session aimed to: (a) determine the rules in writing multiple choice questions; (b) understand the rules to consider in writing multiple choice questions; and (c) design a formative test/summative test with multiple choice questions.





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II. TRAINING PROPER

The resource speaker for this Learning Action Cell was the school's very own Master Teacher, Maria Eda C. Lapidez. She stated that the classroom assessment is an integral part of curriculum implementation as it allows the teachers to track and measure the learner's progress, assure quality of learning, and adjust instruction accordingly. It will give proficient and highly proficient teachers an opportunity to reflect and improve their ways on crafting assessment.



The workshop helped the teachers review and enhance their knowledge in writing multiple choice questions.





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The training concluded with the awarding of certificates and a prayer.

Prepared by:

VILLA A. CERDA
Teacher I

Noted by:

AURENE O. ALOQUIN
Principal I





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APPENDICES:

Approved Proposal

CM: 2022 - 1024, 8
For Release

Republic of the Philippines
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CITY SCHOOLS DIVISION OF CABUYAO

1st Indorsement
October 25, 2022

Respectfully returned to **MRS. AURENE O. ALOQUIN**, Principal, Marinig South Elementary School, City Schools Division of Cabuyao, City of Cabuyao, Laguna, the herein response to the request for the conduct of **SCHOOL-BASED TRAINING ON RULES IN WRITING MULTIPLE CHOICE QUESTIONS IN A CLASSROOM ASSESSMENT** on October 28, 2022, at Marinig South Elementary School, City of Cabuyao, Laguna.

This office interposes no objection to the holding of the proposed conduct of the activity, provided it adheres to the provisions of DepEd Order No. 35, s. 2016 (**Learning Action Cell as a K + 12 Basic Education Program School-based Continuing Professional Development Strategy for the Improvement of the School teaching and learning**); Division Memo No. 45, s. 2017 (**Conduct of School Learning Action Cell**); DepEd Order No. 32, s. 2011 (**Policies and Guidelines on Training and Development (T&D) Programs and Activities**) and DepEd Order No. 14, s. 2020 (**Guidelines on the Required Health Standards in Basic Education Offices and Schools**); and strictly should not disrupt classes as indicated in DepEd Order No. 9, s. 2005 (**Instituting Measures to Increase Engage Time-On-Tasks and Ensuring Compliance Therewith**).

Documents submitted to this office were evaluated and rated as **EXTREMELY HIGH COMPLIANCE**, thus recommended to proceed but advised to correct deficiencies and may be subject to audit.

Likewise, activity reportorial documents are expected to be submitted to the Public Schools District-Supervisor for information and evaluation reference.

HEREBERTO JOSE D. MIRANDA, CESO VI
Schools Division Superintendent

Copy furnished:
-PSDS

SCOD-HRDS/SP-09-28-2022

Address: Cabuyao Enterprise Park, Cabuyao Athletes Basic School (CABS)
Brgy. Banay-Banay, City of Cabuyao, Laguna
Contact No.: +63 991 470 1994
Email Address: division.cabuyao@deped.gov.ph
Website: depedcabuyao.ph





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PROGRAM/ ACTIVITY PROPOSAL

I. PROJECT TITLE:	SCHOOL- BASED TRAINING ON RULES IN WRITING MULTIPLE CHOICE QUESTIONS IN A CLASSROOM ASSESSMENT
II. VENUE:	MARINIG SOUTH ELEMENTARY SCHOOL
III. DATE:	OCTOBER 28, 2022 8:00-12:00 PM
IV. PROPONENT/S:	AURENE O. ALOQUIN <i>Principal I</i> DORIS D. HERBOSA <i>Master Teacher I</i>
V. PROJECT/ TRAINING DESCRIPTION	
A. RATIONALE:	<p>In line with the implementation of Enhanced Basic Education Act of 2013 (Republic Act No. 10533), the Department of Education adapt DepEd Order No. 8 s. 2015 entitled Policy Guidelines on Classroom Assessment for K to 12 Basic Education Program and DepEd Order No. 34 s. 2022, re: School Calendar and Activity for SY 2022-2023 which state that classroom assessment is an integral part of curriculum implementation as it allow the teachers to track and measure learner's progress, assure quality of learning and to adjust instruction accordingly.</p> <p>This activity is anchored on the Project PDAT (Professional Development for Aspiring Teachers) of the Enhanced School Improvement Plan and Basic Education Development Plan. Based on observation and constant communication with the faculty, School Head and Master Teachers come up with an indication that reveals the need to formally give technical assistance on construction of classroom assessment.</p> <p>In connection to this, <u>Marinig</u> South Elementary School will be holding a School Learning Action Cell (SLAC) this coming October 28 Friday at 8am -12pm. Teachers of both sexes will surely benefit from the activity through discussions and workshop. It will give proficient and highly</p>



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<p>proficient teachers an opportunity to reflect and capture their ways on crafting assessment.</p>				
B. OBJECTIVES:				
B.1 TERMINAL OBJECTIVE:	At the end of the activity, the participants shall be able to re- enhance knowledge in writing multiple choice questions.			
B.2 ENABLING OBJECTIVES:	Specifically, this activity aims to: a. Determine the rules in writing multiple choice questions. b. Simulate the guidelines to consider in writing multiple choice questions in an assessment. c. Design a formative test/ summative test with multiple choice questions.			
C. TARGET PROFESSIONAL STANDARD DOMAIN/ STRANDS (PPST/ PPSSH/ PPSS)				
	STANDARDS	PPST	PPSSH	PPSS
	DOMAIN/S	5. Assessment and Reporting	3. Teaching and Learning	
	STRAND/S	5.1 Design, selection, organization and utilization of assessment strategies 5.5 Use of assessment data to enhance teaching and learning practices and programs	3.5 Learning Assessment	
	INDICATOR/S	12. Utilized assessment data to inform the modification of teaching and learning practices and programs	1. Increased learning outcomes of the school through promotion rate of at least 4%	



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D. METHODOLOGY:

D.1 STRATEGIES: To ensure productive results and quality assure the effective implementation of the program, the following strategies shall be utilized:

1. Coordination Meeting.
2. Small Group Discussion.
3. Process Monitoring
4. Workshop

D.1.1 EVALUATION:	LEVEL 1 (REACTION)	LEVEL 2 (LEARNING)
	Pre- test and Post- test	Workshop

E. PARTICIPANTS:

NO.	NAME	SEX	DESIGNATION/ OFFICE
1	AURENE O. ALOQUIN	F	Principal I
2	MYLEN O. CORDENETE	F	Teacher I
3	VILLA A. CERDA	F	Teacher I
4	LEONIDA L. ABAÑO	F	Teacher I
5	MARIA SHIELA S.J. VENECIO	F	Teacher I
6	MARY ANN A. CANCISIO	F	Teacher I
7	JHENELYN B. VILLEGAS	F	Teacher I
8	PRINCESS GLORIE R. SANCHEZ	F	Teacher II
9	MYRNA B. BONAGUA	F	Teacher I
10	MERIAM A. ANGAC	F	Teacher I
11	JOY L. NIDOY	F	Teacher I
12	ZENAIDA D. ALLAYBAN	F	Teacher I
13	MARIMAR V. VALENZUELA	F	LSB-Teacher I
14	JULIETA M. CAYAS	F	Teacher I
15	ARLENE P. CHAN	F	Teacher I
16	MERLY T. SAYGO	F	Teacher I
17	MARY JANE R. MARQUEZ	F	Teacher I
18	CATHERINE N. ANABO	F	Teacher I
19	JULIA B. RIZALDO	F	Teacher I
20	MARICEL B. SUMA-OY	F	Teacher II
21	MARIANE L. CIDRO	F	Teacher I
22	IMIE DIANN C. PAJARES	F	Teacher I
23	ROSEFE B. BERNABE	F	Teacher III
24	LUNINGNING P. MABUTI	F	Teacher I
25	JOAN J. AMANO	F	Sub- Teacher I
26	LLOYD CHRISTOPHER R. DIAMANTE	M	Sub- Teacher I



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27	MARIA CORAZON J. BALTAZAR	F	Teacher I
28	ALMA D. GATON	F	LSB- Teacher I
29	ROSE KAREEN T. RAYEL	F	Teacher I
30	DORIS D. HERBOSA	F	Master Teacher I
31	IMELDA M. LIBROJO	F	Teacher III
32	MARIETA C. TAYO	F	Teacher I
33	EDGAR G. AQUINO	M	Teacher III
34	IMEE CZERINA D. DELOS SANTOS	F	Teacher I
35	JUAN MARIO P. YUMENA	M	Teacher III
36	MARIA EDA C. LAPIDEZ	F	Master Teacher I
37	LEILA F. JAVIER	F	Master Teacher I
38	EDELENE T. ESCALANTE	F	Teacher III
39	ARTURO P. GALANG	F	Teacher I
40	KIM ALDEN O. AIDALLA	M	Teacher I
41	LILIBETH P. VILLAMIN	M	Teacher I
42	ALICIA M. GUEVARA	F	Teacher III
43	BEVERLY R. CABATO	F	Teacher I
44	ARISHA MAY N. ALMONTE	F	Sub- Teacher I
45	JINGIE D. ULGASAN	F	LSB- Teacher I
46	DYRILLE R. VALENCIA	F	LSB- Teacher I

F. PROGRAM MANAGEMENT TEAM AND TERMS OF REFERENCES

DESIGNATION	NAME	FUNCTION
Program Director	AURENE O. ALOQUIN	Supervises the planning and implementation of the training program.
Program Manager/s	DORIS D. HERBOSA VILLA A. CERDA	Oversees the entire program, coordinates all efforts and focuses on actual training to ensure that the program is implemented as planned.
Program Coordinator	LEILA F. JAVIER	Ensure that the program for the day is implemented as planned, manage the activities for the day.
Resource Persons	MARIA EDA C. LAPIDEZ	Deliver the training
Logistics Officer	EDGAR G. AQUINO	Plan and secure logistics to support the training.
Welfare Officers	EDMOND O. GALANG	Ensure that the provisions for health, wellness and security are in place.



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Finance Officers	IMEE CZERINA D. DELOS SANTOS ALICIA M. GUEVARA	Oversee the efficient allocation of funds and timely release of payments as well as documentation for liquidation.
Documenters	MYLEN O. CORDENETE VILLA A. CERDA	Take note of the important details, prepare documentation and accomplishment report.
Monitoring & Evaluation	MARIETA C. TAYO	Responsible for designing and implementing the MSE activities of the training.
Program Facilitators	JHENELYN B. VILLEGAS	Prepares and facilitates the opening and closing program
Hall and Sound Preparation	ARTURO P. GALANG	Prepare and assure functional sound system and convenient hall accommodation and ventilation for conducive learning.
Secretariat	LEONIDA L. ABAÑO MARIA SHIELA S.J. VENECIO	Attend to the daily records of attendance, meal attendance, prepare certificates of participation, recognitions, and appearances.

G. TRAINING MATRIX:

TIME	NO. OF MINUTES	ACTIVITIES/ TOPICS	PERSON IN-CHARGE
8:00 - 8:30	30	Preliminaries Pre Test	Jhenelyn B. Villegas
8:30 - 9:00	30	Opening Program	Jhenelyn B. Villegas
9:00 - 11:00	60	Rules in Writing Multiple Choice Questions in a Classroom Assessment	Maria Eda C. Lapidez
11:00 - 11:30	30	Workshop	Maria Eda C. Lapidez


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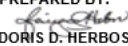
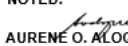

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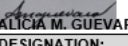
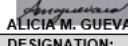
11:30 - 12:00	30	Post Test and Closing Program	Marieta C. Tayo Jhenelyn B. Villegas
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H. FUNDING SOURCE:
Expenses to be incurred in this activity shall be charged to the school canteen subject to usual accounting and auditing rules and procedures.

ITEMS	AMOUNT	NUMBER OF PARTICIPANTS	AMOUNT	TOTAL
Sandwich	P 15.00	46	P 690.00	P 690.00
Bottled water	P 10.00	46	P 460.00	P 460.00
Printed certificates	P 3.00	46	P 138.00	P 138.00
TOTAL AMOUNT				P 1,288.00

I. EXPECTED OUTPUT:
The participants are expected to have:
a. Presented a formative/summative assessment simulating the rules in writing multiple choice questions.

PREPARED BY:  DORIS D. HERBOSA		NOTED:  AURENE O. ALOQUIN	
DESIGNATION:	DATE:	DESIGNATION:	DATE:
Master Teacher I	October 12, 2022	Principal I	October 12, 2022


APPROVED BUDGET:  ALICIA M. GUEVARA		FUNDS AVAILABLE:  ALICIA M. GUEVARA	
DESIGNATION:	DATE:	DESIGNATION:	DATE:
Canteen Manager	October 12, 2022	Canteen Manager	October 12, 2022

RECOMMENDING APPROVAL:

ATTY. JERICA CLARA S. MACHADO
Attorney III
 DATE:

APPROVED:

HEREBERTO JOSE D. MIRANDA, CESO VI
Schools Division Superintendent
 DATE:


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**SCHOOL- BASED TRAINING ON RULES IN WRITING MULTIPLE CHOICE QUESTIONS
 IN A CLASSROOM ASSESSMENT**
 Marinig South Elementary School
 October 28, 2022
 8:00 am- 12:00 pm

Topic: _____ Date: _____
 Venue: _____ Sex: _____
 Name: _____ Grade Level: _____
 Designation: _____

AREAS OF CONCERN	Strongly Agree	Agree	Disagree	Strongly Disagree
A. Session	4	3	2	1
1. Session started on time.				
2. Session ended on time.				
3. Topic was relevant to the teachers' needs.				
4. Objectives of the session were achieved.				
5. Learning episode was structured in congruent with the session objectives.				
6. Interaction between the participants and the speaker is evident.				
7. Relevant Learning materials were used.				
8. Enough time was allotted to the learning session.				
Total				
B. Speaker:	Highly Evident	Moderately Evident	Evident	Not Evident
1. Speakers exhibited mastery of the topic.				
2. Speakers expressed ideas clearly.				
3. Speakers were sensitive to the participants' mood.				
4. Speakers maintained positive learning environment.				
5. Speakers observed proper attire.				



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C. Program Management and Operation	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Easy to use				
2. Appropriate for adult participants				
3. Adequate to accommodate participants				
4. With good audio quality				
5. With good video quality				
Total				
D. Program Management Team	Strongly Agree	Agree	Disagree	Strongly Disagree
1. Provided on time accommodation of participants				
2. Disseminated program and invitation ahead of time				
3. Communicated properly the program flows				
4. Accommodating to offline/ online queries and concerns.				
5. Facilitated advance try out on teleconferencing preliminaries and protocols.				
Total				
Average				

What is/are the good points about the delivery of over- all program operation?

What do you consider the most significant learning from the activity?

What will you do differently in your work because of your learning from the activity?

Comments/ Suggestions for the improvement of the session.

Thank you for your cooperation and sincerest response.

Monitored:

MARIETA C. TAYO
 School M & E Focal Person

Noted:

AURENE O. ALOQUIN
 Principal I



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