



February 23, 2018

TRAVEL ORDER
NO. 242, s. 2018

TO : **RACHEL B. PICARDAL, Ed. D**
Chief Education Supervisor – SGOD

DENNIS CHARL F. ANDALAJAO
SEPS – M & E

OFFICE : **SGOD Office - Division of Negros Oriental**

PURPOSE : **To conduct TIMSS Orientation & Assessment**

DATE OF TRAVEL : **February 26-27, 2018**

VENUE/PLACE : **Bigaa ES, La Libertad District**

ALLOWED/CHARGED TO: *(Division MOOE Funds subject to the usual accounting and auditing rules and regulations)*

 X : Transportation and other Incidental Expenses

Note: For the details of your travel, please see attached communication.

For: **SALUSTIANO T. JIMENEZ, CESO VI**
OIC-Office of the Asst. Regional Director
Concurrent, Schools Division Superintendent

23 FEB 2018



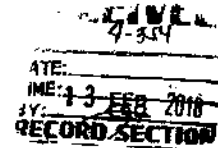
DR. CALUMPANO / DR. PIGAYAL

Republic of the Philippines
Department of Education
Curriculum and Instruction Strand
Bureau of Education Assessment
2nd Floor, Bonifacio Bldg., DepEd Complex, Meralco Avenue, Pasig City



January 24, 2018

SALUSTIANO T. JIMENEZ
Schools Division Superintendent
Division of Negros Oriental



Attention: **Division Testing Coordinator**

Dear Supt. Jimenez:

Greetings!

Please be informed that the administration of **TIMSS 2019 Field Trial** for select Grade 4 students in your Division is scheduled on **February 26 – March 2, 2018**. The itinerary of the field trial is listed below:

Date	Activity	Sampled School
February 27, 2018 (Tuesday)	Administration of the following TIMSS 2019 Field Test Instruments: 1. TIMSS 2019 Achievement Booklet 2. Context Questionnaire a. Student Questionnaire b. Home Questionnaire c. Teacher Questionnaire d. School Questionnaire	Big-a ES

In this regard, we are sending our staff, **Ms. Armida Celeste** to deliver and retrieve the TIMSS 2019 Field Test Instruments and monitor and supervise the conduct of the field trial in the sampled school in your Division. Any kind assistance given to her will be highly appreciated.

Thank you for your continued support and cooperation in this international endeavor.

Very truly yours,

NELIA V. BENITO, Ph.D., CESO IV
Director IV

Proposed Timing for the Administration of TIMSS 2019 Field Trial

February 19-March 2, 2018

Activity	Time Allotment	Suggested Schedule
A. Preparation for the Test Administration Session		
Arrival at the school site	1 hour before the assessment session starts	6:10 am – 7:10 am
Wrap-up meeting with NQCMs, OTC, SC and TAs	30 minutes (approximately)	7:10 am – 7:40 am
Check physical arrangement and appropriate labels in the Testing Room		
B. Test Administration Session		
Distribution of Achievement Test Booklet (Part I)	10 minutes (approximately)	7:40 am – 7:50 am
Reading of Administration Script/General Instructions		
Practice questions	10 minutes (approximately)	7:50 am – 8:00 am
Achievement Test Booklet -- Part I	36 minutes (exactly)	8:00 am – 8:36 am
Break	5 minutes (approximately)	8:36 am – 8:41 am
Distribution of Achievement Test Booklet (Part II)	10 minutes (approximately)	8:41 am – 8:51 am
Reading of Administration Script/General Instructions		
Practice questions	10 minutes (approximately)	8:51 am – 9:01 am
Achievement Test Booklet -- Part II	36 minutes (exactly)	9:01 am – 9:37 am
Break	15 minutes (approximately)	9:37 am – 9:52 am
Distribution of Student Questionnaire	10 minutes (approximately)	10:02 am – 10:12 am
Reading of Administration Script/General Instructions		
Student Questionnaire	30 minutes (approximately)	10:12 am – 10:42 am
Retrieval and Accounting of Test Materials to be endorsed to the DTC and NQCMs	10 minutes (approximately)	10:42 am – 10:52 am
Total Test Administration Session	3 hours and 12 minutes	3 hours and 12 minutes