

April 21, 2021

DIVISION MEMORANDUM
OSDS-CID-DM-162 S. 2021

**CONTEXTUALIZED GUIDELINES AND MECHANICS ON THE ADMINISTRATION OF
INTER-DISTRICT FINAL VALIDATION & REVALIDATION OF THE
PRESENTATION PORTFOLIO ASSESSMENT FOR ALS ELEMENTARY
AND JUNIOR HIGH SCHOOL PROGRAM COMPLETERS
OF SY 2019-2020 AND PREVIOUS YEARS**

To: Chiefs, CID & SGOD

Education Program Supervisors
Public Schools District Supervisors
Division ALS Focal Person
EPSAs
ALS Teachers
All concerned

1. In addition to the guidelines stipulated in the Joint Memorandum DM-OUCI-2021-049, (Presentation Portfolio Assessment for ALS Elementary and Junior High School Program Completers of SY 2019-2020 and Previous Years) the following should be given primary considerations:

BEFORE

The Division ALS Focal Person shall:

- Oversee the administration of the presentation portfolio assessment for ALS Elementary and Junior High School Program Completers of SY 2019-2020 and Previous Years
- conduct final briefing to the EPSAs and Division monitoring team on the process of presentation portfolio assessment
- check and validate the test questions made by the EPSA

The EPSAs shall:

- download the ALS Elementary & Junior High School LIS completers of SY 2019-2020 and previous years
- verify from the ALS Teachers if the identified completers are willing to undergo the final validation of presentation portfolio assessment.
- prepare the list of qualified completers who passed the initial assessment
- prepare schedule of validation per completer to avoid mass gathering.
- prepare simple test questions along numeracy and reading skills to test the competency mastery of the candidates for validation.

The PSDS and ALS Teachers shall:

- secure permit from the local IATF to conduct the face to face activity in the designated venue.
- ensure that health and safety protocols are strictly followed. Thus, the use of the following shall be observed :
 - plastic barrier/Face shield – optional but preferable
 - face mask
 - hand sanitizer or alcohol for personal use
- prepare and install signage from the entrance/gate to the designated rooms.
- Designate rooms/tables for:
 1. final validation
 2. revalidation
 3. holding area

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DURING:

- Post the list of LIS completers at the door or conspicuous place of the validation venue

- Candidates for validation must come on their assigned schedule.
- Morning session will start at 8:00 AM while afternoon session at 1:00 PM. Candidates must be at the venue 20 minutes before their scheduled time.
- Only five candidates shall be accommodated at the holding area and three at the validation room.
- All personnel involved and ALS completers must follow the signage "ENTRANCE" & "EXIT".

The Candidates for Validation shall:

Step 1. From the gate, proceed to the holding area.
Clean hands with a hand sanitizer or alcohol.
Check body temperature with the use of a forehead thermometer.
Get the portfolio at the holding area.

Step 2. Proceed to Validation room/table
Hold & present the portfolio to the EPSA for validation.

The EPSA shall:

- orient the candidate/s on the validation process before the validation proper.
- score immediately the documents of the candidates.
- inform the candidate of the result of the validation.
- instruct the candidate who passed the validation to proceed to the revalidation room.
- advise the candidate who failed the validation to continue reading answering modules or to attend intervention activities designed by the ALS teachers in preparation to the next A&E Test.
- congratulate the candidates.

Step 3: Revalida

- The EPSA shall validate the mastered competencies of the candidates by giving some questions along numeracy and reading skills.
- congratulate the candidates.

AFTER:

The EPSA shall:

- Finalize the master list of SY 2019-2020 ALS Elementary and Junior High School Program completers.
- Final briefing with the Education Program Specialists and the Division Focal person shall be conducted on April 22, 2021, 8:00 AM at the CID office.
- For information, guidance and compliance.

SUSAN S. COLLANO

Asst. Schools Division Superintendent

Officer-In-Charge

Office of the Schools Division Superintendent