



Republic of the Philippines  
**Department of Education**  
REGION VII - CENTRAL VISAYAS  
DIVISION OF CITY SCHOOLS - TAGBILARAN CITY

**Office of the Schools Division  
Superintendent**

DIVISION MEMORANDUM  
No. 394 , s. 2023

September 11, 2023

**ORIENTATION ON THE ADMINISTRATION OF THE TEST OF FUNDAMENTAL  
ACADEMIC SKILLS (TOFAS) IN MATHEMATICS FOR KEY STAGES 2 AND 3  
(GRADE 4-10)**

To: Assistant Schools Division Superintendent  
Chiefs-SGOD and CID  
Education Program Supervisor  
School Heads-Elementary & Junior HS

1. This Office, through the Curriculum Implementation Division (CID) in partnership with the SPRIX Ltd., represented by *MS. ALGRACE AVANCENA*-Chief Representative of the Philippines will conduct an orientation on the Administration of the Test of Fundamental Academic Skills (TOFAS) in Mathematics for Key Stages 2 and 3 (Grade 4-10) on September 22, 2023, 1:00 PM to 5:00 PM at Tagbilaran City Central Elementary School AV hall.
2. The activity aims to:
  - a. provide a clear understanding of the content and structure of the TOFAS (Topics covered, format, scoring criteria).
  - b. administer the TOFAS to Key Stages 2 and 3 (Grade 4-10) in this Division.
  - c. develops a positive and professional attitude towards the administration of the test while maintaining the confidentiality and integrity throughout the testing process and being open to feedback and continuous improvement.
3. The participants are the Division Testing Coordinator, Division IT Officer, School Heads both Elementary and Junior HS and School ICT/Testing Coordinators.
4. Immediate dissemination of, and compliance with this Memorandum is desired.

**WILFREDA D. BONGALOS PhD, CESO V**  
Schools Division Superintendent  
Office of the Schools Division Superintendent

WDB/EQA/OFFICE/INITIALS OF THE HEAD/EBG



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