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Renew our **faith**,
draw from the living
waters of **hope**, and
receive with open hearts
the **love** of God.

- Pope Francis
Message for Lent 2021



Spiritual Wellness Program 2021: Meaning of My Life

CEM held its *Spiritual Wellness Program: Meaning of My Life* last March 31, 2021 from 9:00 am to 12:00 nn. *Dr. Juan A. Kanapi, Jr.* facilitated the online event to help CEM employees discover the purpose of living a meaningful life and help achieve great motivational aims towards work and family, especially during the pandemic.



Dr. Juan A. Kanapi, Jr.

A LENTEN AND EASTER REFLECTION

MISANGDIWANGAN: Cherishing Life, Celebrating Mass



Father Roderick C. Salazar, Jr., SVD

SIMBA is the Filipino word we would probably use, whether we speak in Bicol, Bisaya, Tagalog, or any of our many languages, when we want to say we **WORSHIP (SAMBA)** God in the Sacrament of the Holy Eucharist.

It is a good word, a convenient word. But it covers a multitude of poses, positions, postures, attitudes, and aspects of prayer. What we are actually doing when we are at prayer in a chapel, church, cathedral or formal place of worship (**SIMBA-HAN**) is not evident.

If we spoke or wrote in English the same Filipino word or phrase how would we do it? What verb would we use?

We probably would say: **"I HEARD Mass."**
I "WENT to Mass". "I ATTENDED Mass".

Enter Pope Francis.

In a homily delivered in his private chapel on February 3, 2021, this is part of what he said:

"The Mass CANNOT simply be 'LISTENED TO. It is an expression INCORRECT: 'I'm going to HEAR Mass'".

"Mass cannot merely be LISTENED TO, as if we were merely spectators of something that slips away without our involvement."

"The Mass is always CELEBRATED, and NOT ONLY BY THE PRIEST who presides over it, but BY ALL CHRISTIANS WHO EXPERIENCE IT. "

"And the Center is CHRIST! All of us, in the diversity of gifts, and ministries, join in His action, because He, Christ, is the Protagonist of the Liturgy."

"Life is called to become WORSHIP to God, but this cannot happen without prayer, especially Liturgical prayer."

"May this thought help us all when we go to Mass: I GO TO PRAY IN THE COMMUNITY. I GO TO PRAY WITH CHRIST WHO IS PRESENT."

CELEBRATE, then, is the proper word for our action at Holy Mass. Understandably, many of us hesitate to use the verb, as we think that it is reserved for the priest-presider.

Hesitate no longer, the Pope reminds us. The priest may be the **MAIN** celebrant or **PRESIDER**, but all who are there, at that particular liturgical prayer, **CELEBRATE**.

JOY is the heart of celebration.

Sometimes, it comes with smiles and singing and dancing. Sometimes, too, there is silence and heaviness, sorrow and pain and tears. But at bottom, though it may not be felt outright, what peace and calm there may be is **JOY**.

JOY, after all, according to St. Paul (Chapter 5, Galatians) is one of the fruits of the Holy Spirit. (There are 12 in the Latin Bible, 9 in the Greek Bible).

JOY in Latin is **GAUDIUM**, in Greek, **CHARA**.

To celebrate is to mark with appreciation and gratitude something happy and significant in one's life. It is to have a **FIESTA** – an outpouring of **FE (Faith)**.

We **CELEBRATE** Mass at a wedding, a happy occasion. But we also **CELEBRATE MASS** at a funeral, because though we cry at one's leaving us in death, there is **FAITH** that God who is greater

than all of us knows best. We do not immediately see it or feel it but this is why we hold on to our Faith.

Years ago, in the 1970s, in our Divine Word Seminary in Tagaytay City, we produced a theatrical dance form of the Holy Mass. We called it **MISANGDIWANGAN**.

It was a word we coined to incorporate different ideas: **MISA, DIWA, ISANG DIWA, DIWANG, DIWANGAN. MASS, WORD, ONE WORD, CELEBRATION.**

Within half an hour, we acted out, mimed, danced, sang the parts of the Holy Mass with explanatory voice-over and recorded music when needed. As an ending, the whole theater was darkened leaving only candles lit and held by the dancers as they walked rhythmically down from stage to audience, to the majestic music *This Land is Mine*, from the film *Exodus*, and the reminder that our Mass Prayer ended as our Mass Mission began – **to fill the world with love.**

It is a new century now, a different millennium even. The Sacrament remains. Our ways of celebrating Holy Mass have been changed by the persistent virus. Medical masks and facial shields are what we see around us. We try to keep as much safe distance as we can so we do not infect one another. Where we dare not leave house but feel an aching for the Sacrament of the Presence of the Lord, we stay at home and participate on-line or before the television.

We are reminded that despite these external changes, the internal disposition must remain: **celebratory reverence, reverential celebration.**

The manner varies among cultures. In the west, and to the extent that the Philippines is involved, most of our Masses are subdued: no dancing except on certain occasions, low choral or congregational singing, and we have been used to keep our Masses within an hour at most, shorter if possible, we hope.

In Africa, our missionaries report, a homily of ten minutes (long for people in the West or the North) may be taken as a sign that the presider is not prepared. Holy Masses last for more than an hour with much music and dancing and communal joy.

We are who we are and do what we do where we are, but in whatever form may there be **JOY** at Mass – **celebration.**

In the 1980s, just a few years after our **MISANGDIWANGAN**, Kool and the Gang released their song which reached No. 1 in the pop charts: **CELEBRATION**. It may not be the music we would expect at Holy Masses, but the joy the group shown in their singing – in a video, their feet in white shoes rhythmically beating to their tune – is something that I hope we may have in our Holy Masses.

It is not easy: to hold the mean between **reverential prayer** and **celebratory mood**. Neither priest-presider or congregation, in most of our contexts, is expected to be jumping and singing and dancing at Holy Mass as in other cultures. What is expected is that our whole demeanor flows from a grateful acknowledgment of the **Grace of Life and Love and of the Holy Mass**, and that this is seen and felt in our prayer as addressed to God our Father, through Jesus Christ, and in the Holy Spirit.

As the same Kool and the Gang sang in **CHERISH**,

"Cherish the love we have, we should cherish the life we live, cherish the love, cherish the life, cherish the love, cherish the love we have, for as long as we all shall live..."

CEM Data Utilization Training Goes Online

CEM, through its Professional Development Section, recently conducted its first short online course on *Improving Career Guidance Program through CEM Test Data Utilization*. It was held on March 22-27 2021 through CEM's e-learning platform, [CEM CPD Online](#). A total of 46 participants from various CEM member schools completed the course which involved approximately 16 hours of combined synchronous and asynchronous sessions. They were trained by Ms. Ma. Gloria Alda Sumbingco and Ms. Imelda Tabrilla on how to build their competencies in communicating CEM career guidance test results to stakeholders and to use the test results to help guide students in making good career decisions.

This short online course was granted 22 CPD points by PRC for Registered Guidance Counselors (RGC).



Resource speakers (left) Ms. Ma. Gloria Alda Sumbingco and (right) Ms. Imelda Tabrilla.

Workshop on Analyzing Data from Key Informant Interviews

As a follow-up to the in-house webinar on *Key Informant Interviews as a Tool for Qualitative Research* held last February 8, Dr. Victoria N. Apuan of Miriam College conducted a workshop on *Analyzing Data from Key Informant Interviews* held last March 5, 2021. The session was attended by selected CEM employees from the Test Development, Research, Professional Development, and Client Relations Sections.

The 2.5 hour-session began with a description of qualitative data, the purpose of doing qualitative data analysis, and the two main approaches to qualitative data analysis.

Dr. Apuan then presented five steps to effectively undertake qualitative data analysis. It begins with transcribing the data, followed by organizing, coding, validating the data and finally, validating conclusions from data analysis. Transcription means converting all data into textual form. Organizing the data can be

achieved by using tables where to input research objectives or questions and the collected data that answer each question. Coding the data helps the researcher in giving meaning to data collected from the field. It involves categorizing the data into concepts, properties and patterns. Some popular coding methods were shared to the participants, such as descriptive, in-vivo, and pattern coding. Data validation is done all throughout the data analysis process to ensure that the data is not flawed. In the last step, validating conclusions from data analysis, the researcher should be able to find a link between the analyzed data and the research question or objectives which should be included in the final report together with the study limitations, the implications of your findings and areas of future research. The discussion of the steps was enriched with sample outputs from earlier researches done using qualitative analysis. The session ended with Dr. Apuan providing tips for an effective data analysis.

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NEWSLETTER

Editorial Staff

Editor

Aileen A. Cartagena

Contributors

Frances F.M.B. Cardona

Janet T. Evasco

Father Roderick C. Salazar, Jr., SVD

Design and Layout:

Frances F.M.B. Cardona

Ralph Ronald J. Baniqued

EMAIL ETIQUETTE

Email etiquette refers to the code of conduct that guides behavior when writing or responding to emails. These principles are intended to maintain professionalism and demonstrate a mutual show of respect between email correspondents.



1. Use a professional email address

Use your company email address if possible. However, if you are using a personal email address it must be appropriate for use in the workplace and should include your name so that the recipient knows exactly who is sending the email.

2. Include a clear, direct subject line

Title your email in a way that the recipient immediately knows what the message is about before opening it. For example, if you're emailing about a change of time for a meeting, you may use "Meeting time changed to 2 pm." Check that the subject line matches the content.

3. Use standard formatting

Keep your fonts, sizes and colors classic, use a standard font such as Arial, Calibri or Times New Roman in 10- or 12-point font and in black.

4. Use professional greetings/ salutations

Choose a salutation that is appropriate for the relationship you have with the recipient. If you are sending an email to a coworker, a casual greeting such as "Hi" or "Hello" may be appropriate. If you're contacting someone for the first time or if they are a professional acquaintance, use a more formal greeting like "Dear Sarah/Ms. Atkins." Use the person's name exactly as it's shown too unless you know they go by a nickname.

5. Keep your tone professional

Think carefully about your word choice and how someone else could read them. Be intentional about maintaining a positive tone in emails because they lack the benefit of facial expressions and our true voices. Avoid negativity, sarcasm and adjectives that can cause you to sound overly emotional. Be careful when using humor too, as it can be misinterpreted. Read the content out loud to check the tone before hitting send.

6. Proofread

After you finish writing an email, read it out loud to ensure there are no errors. Taking the time to read it out loud will increase the likelihood of catching any mistakes that your eyes may have skimmed over had you read it silently. Don't rely on spell-checkers.

7. Include an email signature

Your signature should include only your name, job title, company website, and a phone number where you can be reached. You may also want to include your photo or your company's logo.

8. Double check attachments

Let the recipient know in the body of your email that you have attached a document. It's also good etiquette to compress or zip the attachment so it takes up less space in their inbox. Also consider uploading them to the cloud and giving the recipient the link to download at their convenience.

9. Think twice before hitting "Reply All"

The benefit of using "Reply all" is that you can respond to everyone at once to let them know an issue has been addressed. However, when in doubt, use "Reply" to avoid inundating a list of people with unnecessary emails.

10. Reply to your emails within 24 to 48 hours—even if the email wasn't intended for you

Replying within 24 to 48 hours is common courtesy. If you have unintentionally passed this timeframe, express your apologies and politely explain the delay. This also applies when the email was accidentally sent to you, especially if the sender is expecting a reply. On the sender's part, feel free to put "No Reply Necessary" at the top of the e-mail when you don't anticipate a response.

11. Double-check the recipient's name and email address before sending

Always check the recipient's name and email address in the "To" line one last time before you send the email. Be aware that sometimes the autocorrect function incorrectly changes some names so do a final proofread too. Pay careful attention when typing a name from your address book on the email's "To" line.

References:

<https://www.inc.com/business-insider/email-etiquette-rules.html>

<https://www.indeed.com/career-advice/career-development/email-etiquette>

NMAT

National Medical Admission Test

ONLINE

AVAILABLE TEST DATES
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REGISTRATION PERIOD
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