



Republic of the Philippines

**DepED**  
DEPARTMENT OF EDUCATION

Region I

**SCHOOLS DIVISION OFFICE**

Dagupan City



**DIVISION MEMORANDUM**

No. 71, s. 2018

**RELEASED**  
DEFED  
DATE: 3/09/18  
BY: [Signature]

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

From: *[Signature]*  
**LORNA G. BUGAYONG, Ph. D., CESO VI**  
Schools Division Superintendent *[Signature]*

Subject: **MONITORING OF THE CONDUCT OF FOURTH QUARTER EXAMINATIONS**

Date: March 9, 2018

- As per DepEd Order No. 25, s. 2017 entitled "School Calendar for School Year 2017 – 2018, this Office reminds all public elementary and secondary schools in the division the conduct of the following activities:
  - March 15-16, 2018 (Thursday & Friday)- Fourth Quarter Examinations for Grades 6 and 12
  - March 19-20, 2018 (Monday & Tuesday)- Fourth Quarter Examinations for Grades 1-5 and Grades 7-11
- This is also to reiterate the **Regional Policy on the Administration of Quarterly Examinations in Public Schools through Regional Order No. 1, s. 2017** which states the following:
  - ✓ that the quarterly examination measures whether learners have met the content and performance standards at the end of a period of learning. That in order for assessment to be more meaningful and authentic, teachers must use methods to measure student learning that have been deliberately designed to assess how well students have learned and able to apply their learning in different contexts;
  - ✓ only teacher made test shall be administered to the learners, **not** test constructed by assigned group in the division;
  - ✓ the results of the assessment test are **recorded and used** to report on the learner's achievements, the same are primarily reported to the learners and to the parents/guardians; and
  - ✓ quarterly examinations shall be monitored by the Regional and Division teams.

3. The Regional Office has directed all Chief Education Supervisors and Education Program Supervisors through **Regional Memorandum No. 14, s. 2018** to monitor the conduct of the Fourth Quarter Examinations and submit a Consolidated SDO Monitoring Report to the Quality Assurance Division (QAD), DepEd Regional Office I on or before **April 6, 2018**-by Functional Division (FDs) for Regional Office and SDOs for field offices.
4. To facilitate the preparation of the consolidated SDO Monitoring Report, all monitors are hereby directed to submit a Monitoring Report to the School Management Monitoring and Evaluation (SMME) Unit of the SDO c/o Mr. Isagani D. Rosario on or before **March 26, 2018**. The report should contain among others the general conduct of the Fourth Quarter Examination, manner of reproduction of test materials, involvement of Teachers in the preparation of the test, source of fund for the reproduction of test materials and other issues and challenges in the conduct of the quarterly examinations as stated in the said Regional Memorandum.
5. Since the EPSs and PSDSs will be on Official Business on the said dates, the SGOD personnel are hereby deputized to serve as monitors. The assignment of the monitoring officials are as follows:

<b>Lead Group</b>	Dr. Venus Maria SM. Estonilo Mdm. Maria Linda R. Ventenilla
<b>District I</b>	Dr. Marissa O. Perez
<b>District II</b>	Ms. Diana Irish J. Solis
<b>District III</b>	Mdm. Myrel Angelica N. Lopez
<b>District IV</b>	Ms. Joann L. Jimenez
<b>District V</b>	Dr. Mitchellene V. Rivo
<b>District VI</b>	Dr. Ma. Victoria Antonio
<b>District VII</b>	Dr. Vladimir C. Parayno
<b>District VIII</b>	Dr. Marissa O. Perez/ Ms. Diana Irish J. Solis
<b>District IX</b>	Dr. Haydee C. Maiquez
<b>District X</b>	Mr. Isagani D. Rosario

6. Immediate dissemination of the contents of this Memorandum is enjoined.