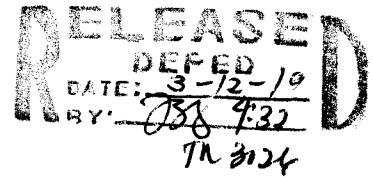


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMORANDUM No. 112, s. 2019



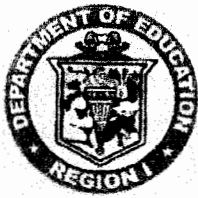
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

From: Office of the Schools Division Superintendent

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

Date: March 12, 2019

1. As per DepEd Order No. 25, s. 2018 entitled "School Calendar for School Year 2018 – 2019, this Office reminds all public elementary and secondary schools in the division the conduct of the following activities:
March 14-15, 2018 (Thursday & Friday)-Fourth Quarter Examinations for Grades 6 and 12
March 18-19, 2018 (Monday & Tuesday)- Fourth Quarter Examinations for Grades 1-5 and Grades 7-11
2. This is also to reiterate the **Regional Policy on the Administration of Quarterly Examinations in Public Schools through Regional Order No. 1, s. 2018** 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 Office directs all Chief Education Supervisors, EPSs, PSDSs and SGOD Personnel to monitor the conduct of the Fourth Quarter Examinations and submit a Monitoring Report to the (SMME) Unit of the SDO c/o Mr. Isagani D. Rosario on **March 22, 2019** for consolidation and submission to the Quality Assurance Division, DepEd Regional Office I on or before **March 28, 2019**. 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. It is likewise



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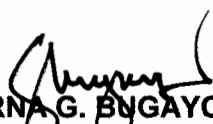
reiterated that the attached monitoring tool be completely filled up by the monitoring officials/team members.

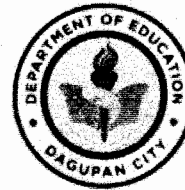
4. The assignment of the monitoring officials are as follows:

DIVISION MONITORING TEAM

Division Lead Group: DR. LORNA G. BUGAYONG, CESO VI, SDS DR. LOURDES D. SERVITO, CESE, ASDS DR. VENUS MARIA SM. ESTONILO, CID CES MDM. MARIA LINDA R. VENTENILLA, SGOD CES			
Instructional District I	Dr. Isabelita N. Daroya	Mdm. Sheryl C. Villacorta	Dr. Mitchellene V. Rivo
Instructional District II	Dr. Debbie C. Gan	Dr. Marissa O. Perez	Dr. Ma. Victoria Antonio
Instructional District III	Dr. Alicia B. Quimboy	Dr. Gemma M. Erfelo	Isagani D. Rosario
Instructional District IV	Mdm. Ophelia Q. Vergonia	Dr. Liezl S. Cancino	Dr. Haydee C. Maiquez
Instructional District V	Dr. Jaime C. Siapno	Dr. Rosalind R. Lomibao	Dr. Vladimir C. Parayno
Instructional District VI	Mr. Ronie D. Bonao	Mdm. Renata G. Rovillos	Joann L. Jimenez
Instructional District VII	Mrs. Jane T. Cajayon	Mdm. Cherry A. Cayabyab	Gilliane Jessa C. Sable
Instructional District VIII	Mdm. Rowena O. Lapaan	Dr. Liberty G. Roxas	Diana Irish J. Solis
Instructional District IX	Dr. Perpetua V. Barongan	Dr. Ma. Socorro G. Dimalanta	Bethany Venice S. Bautista
Instructional District X	Dr. Leonarda J. Manansala	Mdm. Agnes P. Bacugan	Dr. Edgar T. Timbol

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


DR. LORNA G. BUGAYONG, CESO VI
 Schools Division Superintendent



**ADMINISTRATION OF THE FOURTH QUARTER EXAMINATION
 SCHOOL YEAR 2018-2019**

District/School: _____ Date of Monitoring: _____
 School Head: _____

First Day	
Number of Enrolment: _____	Number of Actual Examinees: _____
Second Day	
Number of Enrolment: _____	Number of Actual Examinees: _____

PARTICULARS	OBSERVATIONS/REMARKS
Preparation of Teacher Made Test with Table of Specifications	
Reproduction of Test Materials a. Manner of Reproduction b. Source of Fund for Reproduction	
Examination Scheme	
Posting of Examination Schedule	
Preparation of Board work (Time to Start and Time to End for every subject)	
Observance of One – seat apart sitting arrangement	
Teacher – in – charge in the administration of the quarter test	
OTHERS	
ISSUES AND CHALLENGES	RECOMMENDATIONS

Prepared by: _____

Conforme: _____

 Monitoring Official

 School Head