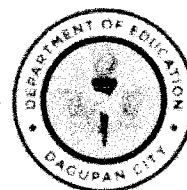


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMORANDUM No. 272, s. 2019

To: Assistant Schools Division Superintendent
Chief Education Supervisors-CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals/Asst. Principals/OICs
All Others Concerned

RELEASED
DEFED
DATE: 8-5-19
BY: [Signature]
724657

From: Office of the Schools Division Superintendent

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

Date: August 05, 2019

1. As per **DepEd Order No. 007, s. 2019** entitled "**School Calendar for School Year 2019 – 2020**", this Office reminds all public elementary and secondary schools in the division the conduct of the following activities:

- | | | |
|---------------------|---|---|
| a. August 8-9, 2019 | - | First Quarter Examinations |
| b. August 17, 2019 | - | Distribution of Report Cards and
2 nd Parent – Teacher Conference |

2. This is also to reiterate the **Policy on the Administration of Quarterly Examinations in Public Schools through Regional Order No. 1, s. 2018** which states the following:

- 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.

4. The Office directs all Chief Education Supervisors, EPSs, PSDSs and SGOD Personnel to monitor the conduct of the **First Quarter Examinations** and submit a Monitoring Report to School Management Monitoring & Evaluation (SMME) Unit of SDO on or before **August 14, 2019** for consolidation and submission to the Quality Assurance Division, DepEd Regional Office I. The report should contain among others the general conduct of the First 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 reiterated that the attached monitoring tool be completely filled up by the monitoring officials/team members.

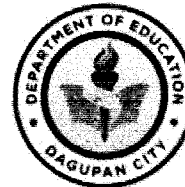
5. The assignment of the monitoring officials are as follows:

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 DR. MARISSA O. PEREZ, SGOD EPS			
District I	Dr. Isabelita N. Daroya		Mdm. Joann L. Jimenez
District II	Dr. Perpetua V. Barongan	Dr. Rosalind R. Lomibao	Dr. Mitchellene V. Rivo
District III	Dr. Leonarda J. Manansala	Dr. Liezl S. Cancino	Dr. Haydee C. Maiquez
District IV	Mdm. Jane T. Cajayon	Mdm. Cherry A. Cayabyab	Dr. Ma. Victoria Antonio
District V	Mdm. Rowena O. Lapaan	Mdm. Sheryl C. Villacorta	Mdm. Diana Irish J. Solis
District VI	Dr. Alicia B. Quimboy	Dr. Gemma M. Erfelo	Mr. Isagani D. Rosario
District VII	Mdm. Ophelia Q. Vergonia	Mdm. Renata G. Rovillos	Mdm. Bethany Venice S. Bautista
District VIII	Mr. Ronie D. Bonao	Dr. Liberty G. Roxas	Dr. Edgar T. Timbol
District IX	Dr. Jaime C. Siapno	Mdm. Agnes P. Bacugan	Dr. Vladimir C. Parayno
District X	Dr. Debbie C. Gan	Dr. Ma. Socorro G. Dimalanta	Mdm. Gilliane Jessa C. Sable

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


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



ADMINISTRATION OF THE FIRST QUARTER EXAMINATION
 School Year 2019-2020

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: _____

 Monitoring Official

 School Head