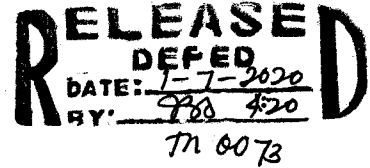


Republic of the Philippines
DEPARTMENT OF EDUCATION
Region I
SCHOOLS DIVISION OFFICE
DAGUPAN CITY



DIVISION MEMORANDUM No. 003, s. 2020



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

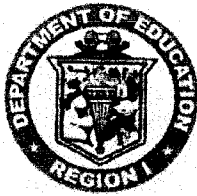
From: *Maria Celia Junio-Fernandez*
MARIA CELIA JUNIO-FERNANDEZ, Ed.D., MDM-SEC
Schools Division Superintendent

Subject: **MONITORING OF THE CONDUCT OF THE THIRD QUARTER EXAMINATIONS AND OTHER ACTIVITIES**

Date: January 6, 2020

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. January 9-10, 2020 - Third Quarter Examinations
 - b. January 18, 2020 - Distribution of Report Cards and 4th Parent – Teacher Conference
2. 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 Office directs all Chief Education Supervisors, EPSs, PSDSs and SGOD Personnel to monitor the conduct of the **Third Quarter Examinations** and submit a Monitoring Report to School Management Monitoring & Evaluation (SMME) Unit of SDO on or before **January 15, 2020** for consolidation and submission to the Quality Assurance Division, DepEd Regional Office I. The report should contain among others the general conduct of the Third 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 Order. It is likewise **reiterated** that the attached monitoring tool **be completely filled up** by the monitoring officials/team members.

1/6/2020
4.28
SANTA R. MONTANO



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

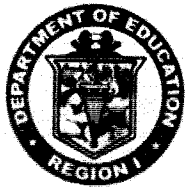


4. In relation to this, there will be an **orientation** of all monitoring official/team members on **January 8, 2020 (Wednesday), 3 o'clock in the afternoon** at the **SGOD Office**.
5. The assignment of the monitoring officials are as follows:

DIVISION MONITORING TEAM

| | |
|---|--|
| Division Lead Group: DR. MARIA CELIA JUNIO-FERNANDEZ, MDM-SEC, 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 | |
| Suit ES Pugaro IS Salapingao ES Salapingao NHS Lomboy ES | Mr. Alfred B. Gonzales Dr. Jaime C. Siapno Mdm. Bethany Venice S. Bautista |
| T. Ayson Rosario ES Carael ES Carael NHS Calmay ES | Mdm. Sheryl C. Villacorta Dr. Debbie C. Gan Dr. Edgar T. Timbol |
| Federico N. Ceralde IS North Central ES Gen. Gregorio Del Pilar ES Sabangan ES | Dr. Liezl S. Cancino Dr. Alicia B. Quimboy Mdm. Diana Irish J. Solis |
| BBNHS Bonuan Boquig ES Leon Francisco Maramba ES Bliss ES | Dr. Rosalind R. Lomibao Mdm. Rowena O. Lapaan Mdm. Gilliane Jessa C. Sable |
| Victoria Q. Zarate ES Pantal ES Bolosan ES Tambac ES | Dr. Gemma M. Erfelo Mr. Ronie D. Bonao Mr. Isagani D. Rosario |
| Salisay ES JJDVSTVSS Mamalingling ES | Mdm. Cherry A. Cayabyab Mdm. Ophelia Q. Vergonia Dr. Vladimir C. Parayno |
| Mangin-Tebeng ES Tebeng ES Lasip Grande ES Pogo-Lasip ES Juan L. Siapno ES | Mdm. Renata G. Rovillos Dr. Leonarda J. Manansala Dr. Haydee C. Maiquez |
| Caranglaan ES East Central IS Bacayao Sur ES Pascuala Villamil ES | Dr. Liberty G. Roxas Mdm. Jane T. Cajayon Mdm. Joann L. Jimenez |
| Lucao ES West Central ES I West Central ES II | Dr. Ma. Socorro G. Dimalanta Dr. Perpetua V. Barongan Dr. Ma. Victoria Antonio |
| Juan P. Guadiz ES Malued ES Dagupan City NHS (JHS/SHS) | Mdm. Agnes P. Bacugan Dr. Isabelita N. Daroya Dr. Mitchellene V. Rivo |

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



ADMINISTRATION OF THE THIRD 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: _____

Conforme: _____

 Monitoring Official

 School Head