



Republic of the Philippines
Department of Education
REGION I

SCHOOLS DIVISION OFFICE DAGUPAN CITY



Office of the Schools Division
Superintendent

DIVISION MEMORANDUM No. 418, s. 2022

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Principals/Head Teachers
All Others Concerned

From: Office of the Schools Division Superintendent

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

Date: October 20, 2022

1. As per DepEd Order No. 034, s. 2022 entitled "School Calendar and Activities for the School Year 2022- 2023", this Office reminds all public elementary and secondary schools in the division the conduct of the following activities:

October 27-28, 2022 (Thursday & Friday)- First Quarter Examinations
November 12, 2022 - Parent-Teacher Conference and Distribution of Report Cards

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:
 - 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 to assess how well students have learned and have been 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 the learner's achievements; The same is 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 First Quarter Examinations and submit a Monitoring Report to the (SMME) Unit of the SDO for consolidation and submission on or before



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November 04, 2022. The report should consist of, among others, the general conduct of the First Quarter Examinations, 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 out by the monitoring officials/team members.

4. Attached is the assignment of the monitoring officials.

DIVISION MONITORING TEAM

Division Lead Group.	
AGUEDO C. FERNANDEZ, CESO V, SDS MARCIANO U. SORIANO, JR., CESO VI ASDS MARIA LINDA R. VENTENILLA, CID CES EDILBERTO R. ABALOS, SGOD CES	
Juan L. Siapno ES Lucao ES Malued ES and Special Science ES West Central ES I West Central ES II	Marissa O. Perez Ma. Socorro G. Dimalanta Jane T. Cajayon
East Central IS (Elementary) Bacayao Sur ES Pascuala G. Villamil ES Pogo-Lasip ES Lasip Grande ES	Cherry A. Cayabyab Isabelita N. Daroya Tatum Grace L. Manzano
Mangin-Tebeng ES Tambac ES Tebeng ES Caranglaan ES	Gemma M. Erfelo Alicia B. Quimboy Isagani D. Rosario
Bliss ES Bonuan Boquig ES Leon-Francisco Maramba ES Federico N. Ceralde IS (Elementary)	Renata G. Rovillos Leonarda J. Manansala Joann L. Jimenez Diana Irish J. Solls
Sabangan ES Gregorio Del Pilar ES North Central ES	Rosalind R. Lomibao Debbie C. Gan Gilliane Jessa S. Casaclang
Mamalingling ES Bolosan ES Salisay ES Victoria Q. Zarate ES	Liberty G. Roxas Rowena O. Lapaan Vladimir C. Parayno



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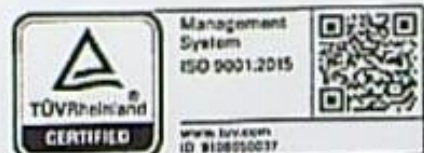
Lomboy ES Suit ES Pugaro IS (Elementary) Pantal ES Salapingao ES	Agnes P. Bacugan Edwin R. Ferrer Edgar T. Timbol
Juan P. Guadiz ES T. Ayson Rosario ES Calmay ES Carael ES	Liezl S. Cancino Perpetua V. Barongan Haydee C. Maiquez
Dagupan City NHS East Central IS (JHS & SHS) Carael NHS Federico N. Ceraide IS (JHS & SHS)	Sheryl C. Villacorta Jaime C. Siapno Mitchelline V. Rivo
Bonuan Boquig NHS Salapingao NHS Judge Jose De Venecia Sr. TVSS Pugaro IS (JHS & SHS)	Alfred B. Gonzales Ronie G. Bonao Elvira N. Villamor

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


AGUEDO C. FERNANDEZ, CESO V
Schools Division Superintendent 



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Superintendent **ADMINISTRATION OF THE FIRST QUARTER EXAMINATION**
School Year 2022-2023

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 Principal/Head



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