



Republic of the Philippines  
**Department of Education**  
REGION I

**SCHOOLS DIVISION OFFICE DAGUPAN CITY**



**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**

No. 243, s. 2023

To: Assistant Schools Division Superintendent  
Chief Education 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 FOURTH QUARTER EXAMINATION**

Date: June 26, 2023

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:

June 22-23, 2023 (Thursday & Friday) - Fourth Quarter Examination (Final Examinations for Grades 6 and 12)

June 29-30, 2023 (Thursday & Friday) - Fourth Quarter Examination (Final Examinations for Grades 1-5 & 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. 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.



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- The Office directs all Chief Education Supervisors, PSDSs, and SGOD Personnel to monitor the conduct of the Fourth Quarter Examination and submit a Monitoring Report to the (SMME) Unit of the SDO for consolidation and submission on or before **July 5, 2023**. The report should consist of, 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 reiterated that the attached monitoring tool be completely filled out by the monitoring officials/team members.
- Below is the assignment of the monitoring officials/team.

**DIVISION MONITORING TEAM**

Division Lead Group:	
ROWENA C. BANZON, 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 Leonarda J. Manansala
East Central IS (Elementary) Bacayao Sur ES Pascuala G. Villamil ES Pogo-Lasip ES Lasip Grande ES	Debbie C. Gan Tatum Grace L. Manzano
Mangin-Tebeng ES Tambac ES Tebeng ES Caranglaan ES	Rowena O. Lapaan Diana Irish J. Solis
Bliss ES Bonuan Boquig ES Leon-Francisco Maramba ES Federico N. Ceralde IS (Elementary)	Jane T. Cajayon Vladimir C. Parayno
Sabangan ES Gregorio Del Pilar ES North Central ES	Perpetua V. Barongan Gilliane Jessa S. Casaclang



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Mamalinging ES Bolosan ES Salisay ES Victoria Q. Zarate ES	Alicia B. Quimboy Isagani D. Rosario
Lomboy ES Suit ES Pugaro IS (Elementary) Pantal ES Salapingao ES	Isabelita N. Daroya Haydee C. Maiquez
Juan P. Guadiz ES T. Ayson Rosario ES Calmay ES Carael ES	Jaime C. Siapno Maria Victoria S. Antonio
Dagupan City NHS (JHS) Bonuan Boquig NHS (JHS) Carael NHS (JHS) Salapingao NHS (JHS) Judge Jose De Venecia Sr. TVSS (JHS) East Central IS (JHS) Federico N. Ceralde IS (JHS) Pugaro IS (JHS)	Ronie G. Bonao Mitchelline V. Rivo
Dagupan City NHS (SHS) Bonuan Boquig NHS (SHS) Carael NHS (SHS) Salapingao NHS (SHS) Judge Jose De Venecia Sr. TVSS (JHS) East Central IS (SHS) Federico N. Ceralde IS (SHS) Pugaro IS (SHS)	Edwin R. Ferrer Elvira N. Villamor

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

**ROWENA C. BANZON, EdD, CESO V**  
Schools Division Superintendent



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Office of the Schools Division

Superintendent **ADMINISTRATION OF THE FOURTH QUARTER EXAMINATION**

School Year 2022-2023

District/School: \_\_\_\_\_ Date of Monitoring: \_\_\_\_\_

School Head: \_\_\_\_\_

<b>First Day</b>	
Number of Enrolment: _____	Number of Actual Examinees: _____
<b>Second Day</b>	
Number of Enrolment: _____	Number of Actual Examinees: _____
<b>PARTICULARS</b>	<b>OBSERVATIONS/REMARKS</b>
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	
<b>OTHERS</b>	
<b>ISSUES AND CHALLENGES</b>	<b>RECOMMENDATIONS</b>

Prepared by: \_\_\_\_\_

Conforme: \_\_\_\_\_

Monitoring Official

School Principal/Head



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