



Republic of the Philippines  
**Department of Education**  
REGION I  
SCHOOLS DIVISION OF DAGUPAN CITY

DepEd SDO Dagupan City  
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Office of the Schools Division  
Superintendent

September 18, 2024

**DIVISION MEMORANDUM**  
No. 372, s. 2024

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

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

1. As per **DepEd Order No. 009, s. 2024** entitled "*Implementing Guidelines on the School Calendar and Activities for the School Year 2024– 2025*", this Office announces the change in the schedule of the 1st Quarter Examination. Originally set for September 23 & 24, 2024 (Monday & Tuesday), it has been moved to September 25 & 26, 2024 (Wednesday & Thursday) to provide ample time for teachers to cover missed lessons. Consequently, the Parent-Teacher Conference and Distribution of Report Cards will be held on October 12, 2024 (Saturday).
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 Examination and submit a Monitoring Report to the (SMME) Unit of the SDO for consolidation and submission on or before **September 30, 2024**.



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4. The report should consist of, 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 out by the monitoring officials/team members.
  
5. Below is the assignment of the monitoring officials/team.

**DIVISION MONITORING TEAM**

Division Lead Group:	
DR. ROWENA C. BANZON CESO V, SDS	ANNA LIZA M. CHAN CESE, OIC-ASDS
MARIA LINDA R. VENTENILLA, CID CES	DR. EDILBERTO R. ABALOS, SGOD CES
Isagani D. Rosario, SEPS – M&E	
Edgar T. Timbol, EPS II-M&E	
Juan L. Siapno ES Lucao ES Malued ES and Special Science ES West Central ES I West Central ES II	Leonarda J. Manansala Renata G. Rovillos
East Central IS (Elementary) Bacayao Sur ES Pascuala G. Villamil ES Pogo-Lasip ES Lasip Grande ES	Debbie C. Gan Alfred B. Gonzales
Mangin-Tebeng ES Tambac ES Tebeng ES Caranglaan ES	Rowena O. Lapaan Ma. Socorro G. Dimalanta
Bliss ES Bonuan Boquig ES Leon-Francisco Maramba ES Federico N. Ceralde IS (Elementary)	Jane T. Cajayon Agnes B. Royulada
Sabangan ES Gregorio Del Pilar ES North Central ES	Perpetua V. Barongan Liberty G. Roxas
Mamalingling ES Bolosan ES Salisay ES Victoria Q. Zarate ES	Alicia B. Quimboy Cherry A. Cayabyab



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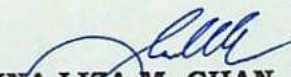
**Office of the Schools Division  
Superintendent**

Lombay ES Suit ES Pugaro IS (Elementary) Pantal ES Salapingao ES	Isabelita N. Daroya Liezl S. Cancino
Juan P. Guadiz ES T. Ayson Rosario ES Calmay ES Carael ES	Jaime C. Siapno Sheryl S. Villacorta
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 Edwin R. Ferrer Cristina C. Aquino
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)	

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

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

For the Schools Division Superintendent:

  
**ANNA LIZA M. CHAN, CESE**  
Supervising Senior Education Specialist  
OIC, Assistant Schools Division Superintendent



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**ADMINISTRATION OF THE FIRST QUARTER EXAMINATION**  
 School Year 2024-2025

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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