



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

DepEd SDO Dagupan City  
RECORDS OFFICE



Office of the Schools Division  
Superintendent

March 31, 2025

**DIVISION MEMORANDUM**  
No. 153, s. 2025

**MONITORING OF THE CONDUCT OF FOURTH QUARTER EXAMINATION**

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

1. In reference to **Division Memorandum No. 152, s. 2025**, titled "*Adjusted Schedule for Q4 Test and EOSY Activities*" this Office announces the **rescheduling of Fourth Quarter (Q4) Test SY 2024-2025** from April 7-8 to April 3 & 4, 2025 (Thursday & Friday). This adjustment will provide the necessary time for the checking of forms and preparation for the upcoming recognition, completion, and graduation rites.

2. Please be advised that the **Q4 test for all Grade 6 learners** will be administered on April 5, 2025 (Saturday), since NATG6 is scheduled for April 3, 2025.

3. 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.

4. The Office directs all Chief Education Supervisors, EPSS, PSDSS, and SGOD Personnel to monitor the conduct of the Fourth Quarter Examination and submit a *District Consolidated Monitoring Report* to the (SMME) Unit of the SDO for consolidation



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and submission on or before **April 08, 2025**. 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.

5. Below is the assignment of the monitoring officials/team.

**DIVISION MONITORING TEAM**

Division Lead Group:	
ROWENA C. BANZON CESO V, SDS MARIA LINDA R. VENTENILLA, CID CES	ANNA LIZA M. CHAN CESE, OIC-ASDS EDILBERTO R. ABALOS, SGOD CES
Isagani D. Rosario, SREPS – M&E Edgar T. Timbol, EPS II-M&E	
102140 Juan L. Siapno ES 102150 Lucao ES 102151 Malued ES and Special Science ES 102152 West Central ES I 102153 West Central ES II	Leonarda J. Manansala Ronie G. Bonao
500053 East Central IS (Elementary) 102154 Bacayao Sur ES 102156 Pascuala G. Villamil ES 102160 Pogo-Lasip ES 102158 Lasip Grande ES	Markconi F. Taroma Renata G. Rovillos
102159 Mangin-Tebeng ES 102161 Tambac ES 152501 Tebeng ES 102155 Caranglaan ES	Rowena O. Lapaan Alfred B. Gonzales
102162 Bliss ES 102165 Bonuan Boquig ES 102166 Leon-Francisco Maramba ES 500053 Federico N. Ceralde IS (Elementary)	Jane T. Cajayon Ma. Socorro G. Dimalanta
102171 Sabangan ES 102168 Gregorio Del Pilar ES 102167 North Central ES	Perpetua V. Barongan Agnes B. Royulada
102169 Mamalingling ES 102163 Bolosan ES 102172 Salisay ES 102167 Victoria Q. Zarate ES	Alicia B. Quimboy Liberty G. Roxas



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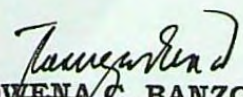
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102176 Lomboy ES 102180 Suit ES 500055 Pugaro IS (Elementary) 102177 Pantal ES 102179 Salapingao ES	Isabelita N. Daroya Cherry A. Cayabyab
102181 Juan P. Guadiz ES 102173 T. Ayson Rosario ES 102174 Calmay ES 102175 Carael ES	Jaime C. Siapno Liezl S. Cancino
300367 Bonuan Boquig NHS (JHS) 300368 Dagupan City NHS (JHS) 300369 Carael NHS (JHS) 300370 Salapingao NHS (JHS) 300371 Judge Jose DVSTVSS (JHS) 500053 East Central IS (JHS) 500054 Federico N. Ceralde IS (JHS) 500055 Pugaro IS (JHS)	Cristina C. Aquino Gemma M. Erfelo
300367 Bonuan Boquig NHS (SHS) 300368 Dagupan City NHS (SHS) 300369 Carael NHS (SHS) 300370 Salapingao NHS (SHS) 300371 Judge Jose DVSTVSS (SHS) 500053 East Central IS (SHS) 500054 Federico N. Ceralde IS (SHS) 500055 Pugaro IS (SHS)	Edwin R. Ferrer Sheryl S. Villacorta

6. Teachers who will serve during the conduct of the Q4 test shall be entitled to service credit in accordance with DepEd Order no. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*. On the other hand, all the monitors shall be provided with *Compensatory Time-Off (CTO)* per Civil Service Commission (CSC) and DBM Joint Circular No. 2, s. 2004 entitled *Non- Monetary Remuneration of Overtime Service Rendered*.

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

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



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**ADMINISTRATION OF THE FOURTH 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



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