



Republic of the Philippines
Department of Education
REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

06 January 2026

DIVISION MEMORANDUM
No. **008** s. 2026

**ADMINISTRATION OF THIRD QUARTERLY ASSESSMENT
SCHOOL YEAR 2025-2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. In reference to DepEd Order 012, s. 2025 titled **Multi-Year Implementing Guidelines on the School Calendar and Activities School Year 2025-2026**, the schedules for the Third Quarterly Assessment shall be on **22 and 23 January 2026**.
2. The said dates shall cover all Key Stages and **NO ADVANCED** conduct of quarterly assessment shall be conducted in all public elementary and secondary schools.
3. Enclosed are the list of scheduled quarterly assessments per grade level (Enclosure 1), List of Division Monitoring Officials Per School (Enclosure 2), and the Division Quarterly Assessment Monitoring Tool (Enclosure 3).
4. Immediate dissemination of and strict compliance with this Memorandum is desired.


CELEDONIO B. BALDERAS, JR.
Schools Division Superintendent

Encl.: As stated
Reference: DO 012, s.2025
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT

CID – administration of third quarterly assessment school year 2025-2026
CIDP6IGA-002508/January 06, 2026

Enclosure 1

LIST OF SCHEDULED QUARTERLY ASSESSMENTS PER GRADE LEVEL

KEY STAGE 1		
GRADE LEVEL	JANUARY 22, 2026 (DAY 1)	JANUARY 23, 2026 (DAY 2)
1	Language Makabansa Reading and Literacy English*	Mathematics GMRC Science*
2	Filipino Makabansa English	Mathematics GMRC Science*
3	Filipino Makabansa English	Mathematics GMRC Science

**for Special Science Elementary School (SSES) Program only*

KEY STAGES 2 – 3		
GRADE LEVEL	JANUARY 22, 2026 (DAY 1)	JANUARY 23, 2026 (DAY 2)
4 to 10	Filipino Araling Panlipunan English EPP/TLE Elective 1*	Mathematics GMRC/Values Education Science MAPEH Elective 2*

**for Special Curricular Programs (SCPs) only*

KEY STAGE 4		
GRADE LEVEL	JANUARY 22, 2026 (DAY 1)	JANUARY 23, 2026 (DAY 2)
11	Effective Communication Life Skills General Mathematics Elective*	Mabisang Komunikasyon Pag-aaral ng Lipunan at Kasaysayang Pilipino General Science Elective*
12	Introduction to the Philosophy of the Human Person Contemporary Philippine Arts from the Regions Health Optimizing Physical Education *Specialized Subject	Understanding Culture, Society, and Politics Inquiries, Investigations, and Immersion (3Is) *Specialized Subject

**depends on the chosen strand*

Enclosure 2

LIST OF DIVISION MONITORING OFFICIALS PER SCHOOL

Monitoring Official	Time	JANUARY 22, 2026 (DAY 1)	JANUARY 23, 2026 (DAY 2)
Louie L. Fulleo	08:00 AM – 12:00 NN	Mayuwi Integrated School	Ilasan Integrated School
	01:00 PM – 05:00 PM	Mate Integrated School	Eugenio Francia Integrated School
Jerome A. Chavez	08:00 AM – 12:00 NN	Luis Palad Integrated High School	West Palale National High School
	01:00 PM – 05:00 PM		Tayabas City National High School
Michael Leonard D. Lubiano	08:00 AM – 12:00 NN	Rosario Quesada Memorial Integrated High School	Buenaventura Alandy National High School
	01:00 PM – 05:00 PM	Dapdap Integrated School	Busal Integrated School
Mikael Sandino T. Andrey	08:00 AM – 12:00 NN	Alsam Integrated School	Valencia Elementary School
	01:00 PM – 05:00 PM	Pandakaki Integrated School	Katigan-Alupay Elementary School Talolong Integrated School
Mildred Z. Galleno	08:00 AM – 12:00 NN	Tayabas West Central School II	Domoit Elementary School
	01:00 PM – 05:00 PM	Masin Elementary School	
Luzviminda Cynthia Richelle F. Quintero	08:00 AM – 12:00 NN	South Palale Elementary School	West Palale Elementary School
	01:00 PM – 05:00 PM	North Palale Elementary School	Tayabas West Central School IV
Christian J. Bables	08:00 AM – 12:00 NN	Lakawan Elementary School	Tayabas East Central School
		Lawigue Elementary School	Cipriano J. Querubin Elementary School
	01:00 PM – 05:00 PM	East Palale Elementary School	Tongko Elementary School
Sherwin C. Quesea	08:00 AM – 12:00 NN	Tayabas West Central School I	Potol Elementary School
	01:00 PM – 05:00 PM	Lalo Elementary School	Malaoa-Calantas Elementary School
		Ipilan-Alitao Elementary School	
Joseph Jay U. Aureada	08:00 AM – 12:00 NN	Tayabas West Central School III	Calumpang Integrated School
	01:00 PM – 05:00 PM	Gibanga Elementary School	Froilan E. Lopez Elementary School

Enclosure 3

DIVISION QUARTERLY ASSESSMENT MONITORING TOOL

_____ (Grades 6 and 12)

Date

_____ (All Other Grades)

Date

School: _____ School ID: _____ School Head: _____

Date and Time of Monitoring: _____ Schedule of Test: _____

A. ATTENDANCE

GRADE LEVEL	ENROLMENT M / F = TOTAL	ATTENDANCE	
		DAY 1 M / F = TOTAL	DAY 2 M / F = TOTAL
SPED			
KINDERGARTEN			
GRADE 1 / 7			
GRADE 2 / 8			
GRADE 3 / 9			
GRADE 4 / 10			
GRADE 5 / 11			
GRADE 6 / 12			

B. TESTING IMPLEMENTATION

D. TESTING AND EXAMINATION				
NO.	INDICATORS	Put a check mark (/) which one applies.		REMARKS
		EVIDENT	NOT EVIDENT	
Test Preparation				
1	School head (SH) informs the teachers about the schedule and plan for the conduct of quarterly assessment ahead of time.			
2	School head (SH) sets a deadline for the submission of test items.			
3	School head (SH) assists the teachers in the preparation of Table of Specification (TOS) and test items.			
4	School head (SH) checks and quality assures TOS and test items.			
5	Test papers were packed and stored in a clean, and safe place a day before its administration.			
Test Proper				
6	Test papers are stored in the Office of the Principal or any designated place in the school for teachers' retrieval/submission.			
7	Test papers are systematically arranged by grade level per learning area with label and number of examinees.			
8	Testing rooms are neat and conducive for the learners.			
9	Chairs are properly arranged in 5 rows with 6 learners per row holding a maximum of 30 examinees per room.			
10	Rooms are well-ventilated and well-lit.			
11	The schedule of examination, list of examinees, and seat plan are posted on a conspicuous place (e.g. door, chalkboard, etc.)			

12	Learners are seated properly according to a seat plan.			
13	Test papers are only released to the room examiners before the start of the exam.			
14	Test taking started and ended on time.			
15	Test papers are distributed and retrieved properly.			

C. TEST CONTENT

NO.	STATEMENT	LEARNING AREAS										FINDINGS
		Filipino	English	Mathematics	Science	Araling Panlipunan	TLE	MAPEH	EsP	MTB/MLE	Others	
1	The test materials are free from grammatical errors.											
2	All test questions have definite answers.											
3	The test materials used are free from plagiarized works, and unshared on websites without consent from the division office.											
4	The summative and unit tests are different from one another.											
5	The test materials used are gender sensitive and provide equal opportunities to learners to answer them promptly.											

Other Issues and Concerns: _____

Recommendations: _____

Prepared by:

Conforme:

(Name and Signature Over Printed Name)
Monitoring Official
Date: _____

(Name and Signature Over Printed Name)
School Head
Date: _____

Doc. Ref. Code	SDO-CID-F001	Rev	0
Effectivity	01.08.24	Page	5 of 5