



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

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12 JAN. 2023

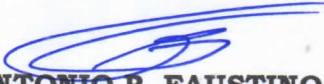
DIVISION MEMORANDUM

No. 014 s. 2023

**MONITORING OF THE SECOND QUARTERLY ASSESSMENT**

To: Chief Education Supervisors  
Education Program Supervisors/PSDS  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Pursuant DepEd Order No.34, s.2022 entitled "School Calendar and Activities for the School Year 2022-2023", this office through the School Governance and Operations Division, shall conduct monitoring of Second Quarterly Assessment from January 26-27, 2023.
2. Attached are Enclosure 1 for the list of Monitoring Officials and Enclosure 2 for the copy of the Monitoring Tool.
3. Compliance with DepEd Order no. 014 s. 2020 known as "Guidelines on the Required Health Standards in Basic Education Offices and Schools", required minimum health standards must be strictly followed to ensure protection and safety of teachers and personnel to prevent further transmission of COVID -19.
4. Immediate dissemination of this memorandum is desired.

  
**ANTONIO P. FAUSTINO, JR.**  
Education Program Supervisor  
Officer-in-Charge  
Office of the Schools Division Superintendent



Brgy. Pitol, Tayabas City



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**Enclosure 1: List of Monitoring Officials**

<b>Date</b>	<b>No.</b>	<b>Monitoring Officials</b>	<b>Schools</b>
January 26-27, 2023	1.	Nicole May R. Lagar / Louie L. Fullido	Gibanga ES, TWCS I, TWCS III, WPNHS and Lawigue ES
	2.	Engr. Jaypee Escobar / Richelle F. Quintero	Alsam ES, RQIHS, TECS, Wakas ES and TWCS II
	3.	Dr. Montano Agudilla Jr. / Sherwin C. Quesea	Ipilan Alitao ES, Malaoa/ Calantas ES, LPIHS and Pandakake ES
	4.	Joan Kathleen Talabong / Dr. Christian J. Bables	BANHS, EFES, Lakawan ES and Poto ES.
	5.	Dr. Maria Corazon A. Borbon / Mildred Z. Gallenon	Dapdap IS, Lalo ES, TWCS IV and WPES
	6.	Marvin J. Rosales / Dr. Joseph Jay U. Aureada	Busal ES, EPES, NPES and SPES
	7.	Dr. Luzviminda E. Saludaes / Sancho C. Calatrava	Domoit ES, Kalumpang, FELES, Mayuwi Community School and Mate ES
	8.	Dr. Jean Rose B. Rabano / Dr. Jerome A. Chavez	Katigan Alupay ES, Ilasan ES, Masin and Valencia ES



**Enclosure 1: Monitoring Tool**

**SECOND QUARTER ASSESSMENT**

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

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

Date and Time Of Monitoring : \_\_\_\_\_

Schedule of

Test: \_\_\_\_\_

**A. ATTENDANCE**

GRADE LEVEL	ENROLMENT			DAY 1 ATTENDANCE			DAY 1 ATTENDANCE		
	M	F	Total	Total	Total	Total	M	F	Total
SPED									
Kinder									
Grade 1 / 7									
Grade 2 / 8									
Grade 3 / 9									
Grade 4 / 10									
Grade 5 / 11									
Grade 6 / 12									

**B. TESTING ADMINISTRATION**

NO.	INDICATORS	EVIDENT (Y/N)	NOT EVIDENT (Y/N)	REMARKS
<b>Test Preparation</b>				
1.	SH informs the teachers abt the schedule and plan for the conduct of quarterly test ahead of time.			
2.	SH sets a deadline for the submission of test items.			
3.	SH assists the teachers in the preparation of test items and TOS.			
4.	SH checks and QA test items and TOS.			
5.	Test papers were prepared a day before the conduct of the test.			
<b>Test Proper</b>				
6.	Test papers are stored in the Principal's Office or any designated palce for safekeeping.			
7.	Test papers are systematically arranged by grade level per learning area with label and number of examinees.			



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8.	Testing rooms are neat and tidy.			
9.	Chairs are properly arranged with 30 examinees of 5x6.			
10.	Rooms are well ventilated and lighted.			
11.	The schedule of the examination, list of examinees and seated plan are posted on the board/door.			
12.	Pupils/Students are seated properly according to the seat plan.			
13.	Test papers are only released to the room examiners before the start of the exam.			
14.	Test test started and ended on time.			
15.	Test papers are distributed and retrieved properly.			

Issues and Concerns

Encountered: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Name)

Monitoring Official  
 (Signature over Printed



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