



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

26 March 2025

DIVISION MEMORANDUM
No. 217 s. 2025

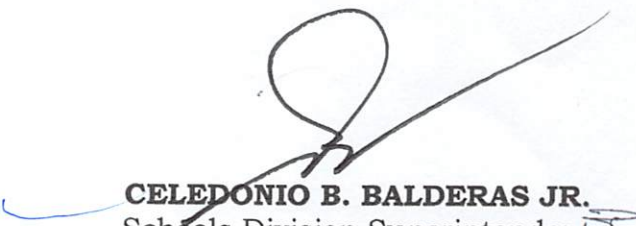
**CONDUCT OF DIVISION MONITORING OF THE FOURTH QUARTERLY
ASSESSMENT SCHOOL YEAR 2024-2025**

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

1. With reference to **DepEd Order No. 009, s. 2024** titled **Implementing Guidelines on the School Calendar and Activities for the School Year (S.Y.) 2024 - 2025**, this Office, through the Curriculum Implementation Division, shall conduct the division monitoring of the **Fourth Quarterly Assessment School Year 2024-2025** to be conducted on **April 07-08, 2025**. As such, no advanced conduct of quarterly assessment shall be done to graduating (Grades 6 and 12)/moving-up (Kindergarten and Grade 10) learners.

2. Enclosed are the list of monitoring officials per school (Enclosure 1), and the division monitoring tool of the Fourth Quarterly Assessment School Year 2024-2025 (Enclosure 2).

3. Immediate dissemination of and strict compliance with this Memorandum is desired.


CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

Encl.: As stated
Reference: DO 009, s.2024
To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT
LEARNERS
MONITORING

CID- conduct of division monitoring of the fourth quarterly assessment school year 2024-2025
CID151M4-001660/March 26, 2025



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Enclosure 1

LIST OF MONITORING OFFICIALS AND SCHOOLS

Monitoring Official	April 07, 2025 (Day 1)	April 08, 2025 (Day 2)
Louie L. Fulleo	Mayuwi Integrated School	Ilasan Integrated School
	Mate Integrated School	Eugenio Francia Integrated School
Jerome A. Chavez	Luis Palad Integrated High School	West Palale National High School
		Tayabas City National High School
Michael Leonard D. Lubiano	Rosario Quesada Memorial Integrated High School	Buenaventura Alandy National High School
	Dapdap Integrated School	Busal Integrated School
Mikael Sandino T. Andrey	Valencia Elementary School	Alsam Integrated School
	Katigan-Alupay Elementary School	Pandakake Integrated School
	Talolong Integrated School	
Mildred Z. Galleno	Tayabas West Central School II	Domoit Elementary School
	Masin Elementary School	
Luzviminda Cynthia Richelle F. Quintero	South Palale Elementary School	West Palale Elementary School
	North Palale Elementary School	Tayabas West Central School IV
Christian J. Bables	Lakawan Elementary School	Tayabas East Central School
	Lawigue Elementary School	Wakas Elementary School
	East Palale Elementary School	
Sherwin C. Quesea	Tayabas West Central School I	Potol Elementary School
	Lalo Elementary School	Malaoa-Calantas Elementary School
	Ipilan-Alitao Elementary School	
Joseph Jay U. Aureada	Tayabas West Central School III	Kalumpang Elementary School
	Gibanga Elementary School	Froilan E. Lopez Elementary School

Enclosure 2

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

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 in the test 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: _____

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