



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

8 Sept 2023

DIVISION MEMORANDUM

No. 464 s. 2023

**PROTOCOLS ON THE CONDUCT OF QUARTERLY ASSESSMENTS FOR
SCHOOL YEAR 2023 - 2024**

To: OIC-Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary, Junior, and Senior High Schools
Heads, Unit/Section
All Others Concerned

1. Relative to the conduct of Quarterly Assessment as per Department Order No. 8, s. 2015 entitled Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program dated 1 April 2015, this Office, through the Curriculum Implementation Division, releases the Protocols on the Conduct of Quarterly Assessments.

2. The protocols contain practices that schools should adhere to in the proper conduct of quarterly assessment. This includes the pre-administration, during administration, and post-administration activities. Please see attached Enclosure 1 SDO Tayabas City Quarterly Assessment Handbook of Administration and Enclosure 2 General Directions.

3. Pursuant to DepEd Order No. 22, s. 2023 entitled Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024 dated 4 August 2023, quarterly assessments are scheduled as follows:

Quarterly Assessments	Dates
First Quarter Examination	October 26 – 27, 2023
Second Quarter Examination	January 22 – 23, 2024
Third Quarter Examination	April 3 – 4, 2024
Fourth Quarter Examination	
For Grades 6 and 12	May 23 – 24, 2024
For Grades 1 – 5 & 7 – 11	May 30 – 31, 2024

4. Immediate dissemination of and compliance with this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR
Schools Division Superintendent

By:


EDWIN R. RODRIGUEZ, EdD
Chief Education Supervisor – CID
Officer-In-Charge



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Encl.: As stated

Reference: Department Order No. 8, s. 2015

To be indicated in the Perpetual Index
under the following subjects:

Assessment

CID – Protocols on the Conduct of Quarterly Assessment for School Year 2023-2024
None/Sep 8, 2023



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Enclosure 1

**SDO Tayabas City Quarterly Assessment
Handbook of Administration**

1 Introduction

This handbook is a guide for schools, school heads, and teachers in the conduct of the administration of the Quarterly Assessment. To ensure uniformity in the administration procedures, all instructions in this handbook must be followed accordingly.

2 Apportionment of the Assessment Session

The quarterly assessment is administered at the end of each quarter for all learning areas. The session is apportioned in the following manner:

1. Pre-Administration Activities
2. Administration Proper
3. Post-Administration Activities

2.1 Pre-Administration Activities

Before the actual administration of the assessment, school heads should ensure that the following are prepared:

- a. School Memorandum on Quarterly Assessment
- b. Assessment Schedule
- c. Assessment Materials
- d. Answer Sheets
- e. Handbook of Administration
- f. List of Examinees
- g. Seating Arrangement Plan
- h. Class Proctors
- i. Assessment Rooms
- j. Proctor's Report Sheet

a. School Memorandum on Quarterly Assessment

The school head shall issue a school memorandum on the administration of the quarterly assessments including but not limited to the following:

- date of assessment
- subjects to be taken as scheduled
- orientation meeting for teachers, learners, and parent

b. Assessment Schedule

The Division Office, through the Curriculum Implementation Division (CID), shall issue a proposed schedule of learning areas to be taken during a specific time and day for all key stages. However, the school head may decide on the suitability of the schedule to the school, teachers, and learners.

To avoid cheating or copying, learners in a single period may take different learning areas at the same time. For instance, the first column of learners may take Mathematics, the second column may take Filipino, the third may take Araling Panlipunan, the fourth may take TLE, and so on. This somehow shall save paper and time for printing. However, this mechanism is entirely the discretion of the school head.



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The proposed schedules are as follows:

For elementary and junior high schools

Period	Day 1	Day 2
1	Mathematics	Science
2	Filipino	Edukasyon sa Pagpapahalaga
3	MTB-MLE	English
4	Araling Panlipunan	MAPEH
5	EPP/TLE	

For senior high schools semester 1

Grade	Period	Day 1	Day 2
11	1	General Mathematics	Earth and Life Science/ Earth Science
	2	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	21 st Century Literature from the Philippines and the World
	3	Practical Research 1	Empowerment Technologies
	4	Oral Communication	Health Optimizing Physical Education (HOPE)
	5	Organization and Management/ Philippine Politics and Governance/Pre-Calculus/ TVL Specialization	Business Math/ Discipline and Ideas in the Social Sciences/ General Biology 1/ TVL Specialization 2
12	1	Introduction to the Philosophy of the Human Person	Contemporary Philippine Arts from the Regions
	2	Filipino sa Piling Larang	Inquiries, Investigations, and Immersion
	3	Understanding Culture, Society, and Politics	Health Optimizing Physical Education (HOPE)
	4	Creative Writing/ Malikhaing Pagsulat/ Fundamentals of Accountancy, Business and Management 2/ General Physics 1/ TVL Specialization 1	Community Engagement, Solidarity, and Citizenship/ Applied Economics/ General Chemistry 1/ TVL Specialization

*Learning areas are based on the unified curriculum as stated in Division Memorandum No. 632, s. 2022.

For senior high schools semester 2

Grade	Period	Day 1	Day 2
11	1	Statistics and Probability	Physical Science
	2	Reading and Writing Skills	Pagbasa at Pagsusuri ng Iba't Ibang Teksto sa Pananaliksik
	3	Personal Development	Health Optimizing Physical Education (HOPE)
	4	Disaster Readiness and Risk Reduction	English for Academic and Special Purposes
	5	Practical Research 2	Basic Calculus/ General Biology 2/ Discipline and Ideas in the Applied Social Sciences/



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			Introduction to World Religions and Belief Systems/ Fundamentals of Accountancy, Business and Management 1/ Principles of Marketing
12	1	Creative Non-Fiction	General Chemistry 2
	2	General Physics 2	Trends, Networks and Critical Thinking in the 21 st Century Culture
	3	Business Ethics and Social Responsibility	Business Finance
	4	Media and Information Literacy	Entrepreneurship

*Learning areas are based on the unified curriculum as stated in Division Memorandum No. 632, s. 2022.

c. Assessment Materials

There shall be common assessment materials for all learning areas in all grade levels in the 4 key stages. The Division Office, through the Curriculum Implementation Division, shall lead in the development of the common assessments for all learning areas. The items for the common assessments shall be assembled from the items submitted by teachers handling the specific learning area by a Technical Working Group (TWG), through the leadership and guidance of the Education Program Supervisor (EPS) in-charge of the learning area. These items are quality-assured and followed a common table of specifications (TOS) issued during the first day of the current quarter.

The school head shall ensure that the assessment materials are downloaded, printed, distributed, and retrieved.

Downloading of the Materials

1. The CID shall designate a specific Google link where all the assessment materials are uploaded.
2. These links shall only be distributed to the school head. The link shall not, in any way, be shared with teachers and other personnel.
3. The link shall be issued to the school heads through the Learning Resource Management System (LRMS).

Printing and Storage of the Materials

1. The school head shall designate a location solely for printing of the materials.
2. No other personnel other than the school head and a non-teaching personnel shall be involved in the printing of the materials.
3. After printing, the materials shall be stored in a safe and dry location.
4. The materials shall be properly identified according to learning area and grade level. If possible, place each material in a long, brown envelope or plastic envelope.
5. Ensure that there is an adequate number of materials for each learning area and grade level.

Distribution of the Materials



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1. There shall be a location specifically used for the distribution of the materials as designated by the school head. If possible, the Office of the School Head is suggested.
2. The materials shall only be picked up from the distribution center during the appointed schedule.
3. A non-teaching personnel or teacher (who is not a class proctor) shall be designated as distributor. If there are large number of classes for a certain grade level, then a distributor can be assigned for each level.
4. The distributor shall accomplish the following sheet.

Assessment Materials Distribution Sheet

Date	Grade	Learning Area	No. of Materials	Proctor	Signature

Retrieval of the Materials

1. Ensure that all assessment materials are retrieved after the administration of the assessment.
2. If the learners used the same material to answer, then the same shall be returned to the learners checked and scored.
3. If the learners used answer sheets, then the materials may be distributed to them for reference or may be retrieved for proper disposal.

Scoring of the Materials

1. Ensure that all materials are checked and scored.
2. Checking of the materials shall be done by teachers.
3. Checking may be done manually, or through any assessment-application system available for use in the school.

d. Answer Sheet

1. Ensure that answer sheets are available for learners.
2. If the answer sheet is different from the assessment materials, then there shall be adequate number of answer sheets.
3. If the material and the answer sheet is one and the same, then there shall be enough for all learners.
4. Ensure that the item number in the answer sheet corresponds to the number of items in the assessment materials.

e. Handbook of Administration

1. Ensure that each class proctor is provided a copy of the Handbook of Administration a day prior to the actual administration. The proctor shall familiarize himself/herself with its content and the various procedures involved in the administration of the assessment.
2. The same copy shall be stored and kept by the proctor as this shall be used in other quarterly assessments.
3. Another option possible is for the distributor to retrieve the proctor's copy of the handbook for safekeeping.

- f. List of Examinees
1. Alphabetically arrange the names of all learners in a specific grade level regardless of class section and gender.
 2. A class shall have 30 learners.
 3. Post the list at the designated classroom a day before the actual administration of quarterly assessment.
 4. Inform the learners to look for their names in the assigned room.
 5. Room assignment may be done according to the number of learners. If, for instance, there are 48 learners, then each class can have 24 learners. Therefore, there shall be two classrooms assigned for that grade level.
- g. Seating Arrangement Plan
1. Ensure that a seating arrangement plan is prepared.
 2. From the proctor's table, there shall be six columns and five rows of chairs.
 3. The first learner on the list shall be occupying the first chair to the left of the table when the teacher is facing the class, followed by the second learner, then the third learner, and so on.
 3. The seventh learner on the list shall occupy the chair behind the chair of the first learner. The other learners shall follow accordingly.

Proctor's Table

Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:
Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:
Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:
Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:
Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:	Examinee No:

- h. Class Proctors
1. Ensure that each class has a proctor.
 2. Inform the teachers of their assignment a day before the quarterly assessment.
 3. Train the proctor and brief him/her on the required procedures to avoid errors and interruptions during the assessment.
 4. Count the number of materials and answer sheets. Record the number.
 5. Illustrate the following on the board:
 - Schedule for the day
 - Time allotment
 - Sample answer sheet

6. Allow the learners to attend to their personal needs before the session begins.
7. Accomplish the Proctor's Report Sheet. A proctor's report sheet contains the following:

Name of School			
Proctor's Name			
Date			
Class			
Grade			
Number of Learners Present:	_____ Male	_____ Female	_____ Total
Number of Learners Absent:	_____ Male	_____ Female	_____ Total
Observation/Remarks			

- i. Assessment Rooms
 1. Ensure that there is an adequate number of rooms for assessment.
 2. Inspect the physical condition of the room including lights and ventilation.
 3. Check if there are enough number of seats for all learners assigned in the room. See that the chairs are arranged far apart.

2.2 Administration Proper

During the day of assessment, the following activities may be undertaken:

- a. Admission of Learners
 - b. Orientation
 - c. Administration of Assessment
-
- a. Admission of Learners
 1. At the designated time of assessment, request the learners to form a single line outside the classroom according to the list of names posted by the door.
 2. Guide the learners on which seat to occupy.
 3. Request the learners to clear their seat of their personal belongings except for their ballpens, or pencils and erasers.
 4. Count and note the number of learners in each row and column to facilitate the distribution of the materials and answer sheets.
 - b. Orientation
 1. As soon as all the learners are seated and ready, read aloud, word for word, the capitalized sentences given below. Statements inside the parentheses are additional instructions for the proctor. Follow instructions strictly.

GOOD MORNING (GOOD AFTERNOON), EVERYONE. I AM (State your name), YOUR PROCTOR FOR THIS SESSION.

THE ASSESSMENT WHICH YOU ARE ABOUT TO TAKE IS THE SECOND QUARTERLY ASSESSMENT. IT IS DESIGNED TO MEASURE YOUR LEARNING PROGRESS, STRENGTHS, AND WEAKNESSES. YOUR SCORE CAN HELP YOUR TEACHERS TO DETERMINE ANY INSTRUCTIONAL ADJUSTMENT AND ENHANCEMENT AS NEEDED. TAKE THIS ASSESSMENT SERIOUSLY SO THAT YOU CAN GET YOUR BEST SCORE.

HERE ARE THE GUIDELINES TO FOLLOW DURING THE ASSESSMENT:

1. YOU WILL NOT BE ALLOWED TO LEAVE THE ROOM ONCE THE SESSION HAS BEGUN.
2. TURN THE PAPER IF YOU ARE TOLD TO DO SO.
3. IN ANSWERING, USE A PENCIL OR BALLPEN IN SHADING THE BOXES IN YOUR ANSWER SHEET. MAKE SURE YOUR ANSWERS ARE DARK ENOUGH.
4. IF YOU HAVE ANY QUESTIONS REGARDING THE CONTENTS OF THE ASSESSMENT, JUST RAISE YOUR RIGHT HAND AND I WILL ENTERTAIN YOU.
5. IF YOUR PAPER HAS A MISPRINT OR IS DEFECTIVE, CALL MY ATTENTION.
6. WORK SILENTLY AND INDEPENDENTLY. YOU ARE NOT ALLOWED TO TALK TO YOUR NEIGHBORS. YOU ARE NOT ALLOWED TO USE



AIDS LIKE BOOKS, DICTIONARIES, AND THE LIKE. YOU CAN USE CALCULATORS IF YOU ARE TOLD TO DO SO.

7. ANYONE CAUGHT CHEATING WILL NOT BE ALLOWED TO CONTINUE TO TAKE THE TEST. THE ANSWER SHEET WILL NOT BE CHECKED AND SCORED.
8. DO NOT WRITE ANYTHING ON THE ASSESSMENT PAPER. YOU CAN USE EXTRA SHEETS FOR SCRATCHWORK.
9. IF YOU ARE DONE ANSWERING AHEAD OF TIME, REMAIN SILENTLY IN YOUR SEATS. REVIEW YOUR ANSWERS.

ANYONE VIOLATING ANY OF THESE RULES WILL BE DISQUALIFIED FROM TAKING THE ASSESSMENT.

ARE THERE ANY QUESTIONS?

(Do this if the learners are going to use answer sheets. Otherwise, proceed to Administration of Assessment.). Prepare the answer sheets for each row. Hand the exact number of sheets to the student at the head of each row. Then say:

PASS THE ANSWER SHEETS BY TAKING THE ONE ON TOP AND PASSING THE REST TO THE NEXT LEARNER IN YOUR ROW. DO NOT WRITE ANYTHING UNTIL YOU ARE INSTRUCTED TO DO SO. DO NOT FOLD OR CRUMPLE YOUR ANSWER SHEET.

Wait until all learners have their answer sheets. Then say:

PRINT YOUR NAME, FAMILY NAME FIRST, ON THE SPACE PROVIDED. (Write the following sample on the board: REYES, RALPHY E.) THEN WRITE YOUR GRADE AND DATE ON THE APPROPRIATE SPACES. (Illustrate on the board).

See whether the learners are filling up the answer sheet correctly.

c. Administration of Assessment

As soon as the learners are done and settled, distribute the first batch of assessment papers. When the learners are ready, say:

TURN YOUR PAPER UP. I WILL READ THE GENERAL DIRECTIONS OF THE ASSESSMENT.



Enclosure 2

GENERAL DIRECTIONS

THIS IS THE SECOND QUARTERLY ASSESSMENT. IT IS A MULTIPLE-CHOICE ASSESSMENT WITH FOUR OPTIONS FOR EACH ITEM. FROM THE CHOICES GIVEN, SELECT THE CORRECT OR BEST ANSWER TO EACH ITEM OR QUESTION.

(If learners are using answer sheets, say the following.)

EACH ITEM HAS A CORRESPONDING SET OF OVALS IN THE ANSWER SHEET PROVIDED YOU. THERE ARE ____ (50/40/30/25) QUESTIONS IN YOUR PAPER. FOR EACH, CHOOSE THE ONE YOU THINK IS THE CORRECT ANSWER. TO ANSWER A PARTICULAR ITEM, BLACKEN THE OVAL MARKED WITH THE LETTER OF YOUR CHOSEN ANSWER. FOR EXAMPLE, IF YOUR CHOSEN ANSWER TO AN ITEM IS OPTION A, THEN BLACKEN THE OVAL MARKED A AS SHOWN IN THE SAMPLE BELOW. (Illustrate on the sample answer sheet written on the board.)

IF YOU WANT TO CHANGE YOUR ANSWER, ERASE THE FIRST ANSWER THOROUGHLY AND BLACKEN THE OVALS MARKED WITH THE LETTER OF YOUR NEW CHOICE.

(If learners are going to write their answers on a piece of paper, say the following.)

THERE ARE ____ (50/40/30/25) QUESTIONS IN YOUR PAPER. FOR EACH, CHOOSE THE ONE YOU THINK IS THE CORRECT ANSWER. WRITE YOUR ANSWER IN YOUR PAPER.

IF YOU WANT TO CHANGE YOUR ANSWER, ERASE THE FIRST ANSWER THOROUGHLY AND WRITE THE LETTER OF YOUR NEW CHOICE.

Continue saying:

DO NOT SPEND TOO MUCH TIME ON ANY ITEM, BUT TRY TO ANSWER AS MANY ITEMS AS YOU CAN. YOU WILL HAVE 60 MINUTES TO WORK ON THIS TEST. IF YOU FINISH BEFORE THE TIME IS UP, REVIEW YOUR ANSWERS.

USE ANOTHER EXTRA SHEET OF PAPER FOR SCRATCHWORK. FOLLOW CAREFULLY THE GIVEN DIRECTIONS FOR THE TEST.

START WHEN YOU ARE TOLD TO DO SO.

Pause, then say:

DO YOU HAVE ANY QUESTIONS?

If there are no more questions, say:

YOU MAY BEGIN NOW.

Write on the board the time the test started and the time it is supposed to end.

Things to do while the learners are answering:

1. Observe if the testing conditions are maintained and the directions given at the beginning are being followed.
2. If there is a defective questionnaire, replace the questionnaire with a new one.
3. Go around and see to it that the learners are following the directions properly.
4. Accomplish the Proctor's Report Sheet.

Inform the learners fifteen minutes before the time is up.

After 60 minutes, say:

TIME IS UP. EVERYBODY STOP WRITING. PASS YOUR ANSWER SHEETS.

Collect the answer sheets by row, counting them as you do so. Make sure that all answer sheets have been submitted.

PASS YOUR TEST PAPER.

Collect all the test paper and make sure that all learners have returned their test papers.

After all, the test papers and answer sheets have been accounted for, say:

WE ARE THROUGH WITH THE FIRST LEARNING AREA. WE ARE NOW GOING TO PROCEED WITH THE NEXT LEARNING AREA. THOSE WHO WOULD LIKE TO GO TO THE REST ROOM, MAY DO SO NOW BEFORE I DISTRIBUTE THE PAPERS.

Repeat the process as you have done for the first learning area.

When all learning areas have been administered, say:

WE ARE THROUGH WITH THE TEST TODAY. SEE YOU ALL TOMORROW FOR THE NEXT TESTS. THANK YOU VERY MUCH. YOU MAY NOW LEAVE THE ROOM.

2.3 Post-Administration Activities

At the end of the administration, the proctor shall return all the materials used to the distribution center.

1. The learning area teacher shall retrieve the test papers/answer sheets of their learners. The number of answer sheets shall be recorded and signed by the teacher, proof that the same has already been secured the teacher.
2. All test papers/answer sheets shall be checked and scored by the teacher and the same shall be returned to the learners after recording.
3. The teacher shall make an item analysis on the responses of the learners. shall be forwarded to the Division Office through an online link to be provided.
4. The teacher shall also compute the descriptive analysis of the learners' responses which include the mean percentage scores (MPS), standard deviation, mean, among others.

5. Forward the item and data analyses to the Division Office through an online link to be provided by the LRMS.
6. Ensure the authenticity, correctness and acceptability of the data submitted.
7. All data submitted shall be harvested by the respective EPS for consolidation and analyses.
8. A quarterly dashboard on school performance shall be published through a Division Memorandum.



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