



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

15 August 2025

DIVISION MEMORANDUM
No. **557** s. 2025

**ADMINISTRATION OF FIRST 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 **First Quarterly Assessment** shall be on **20 and 22 August 2025**.
2. The said dates cover all Key Stages and advanced conduct is highly discouraged 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 2).
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 first quarterly assessment school year 2025-2026
CID8M6NG-002055/August 15, 2025

Enclosure 1

LIST OF SCHEDULED QUARTERLY ASSESSMENTS PER GRADE LEVEL

KEY STAGE 1		
GRADE LEVEL	AUGUST 20, 2025 (DAY 1)	AUGUST 22, 2025 (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	AUGUST 20, 2025 (DAY 1)	AUGUST 22, 2025 (DAY 2)
4 - 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	AUGUST 20, 2025 (DAY 1)	AUGUST 22, 2025 (DAY 2)
11	Effective Communication Life Skills General Mathematics Elective	Mabisang Komunikasyon Pag-aaral ng Lipunan at Kasaysayang Pilipino General Science Elective
12	Personal Development Physical Science 21 st Century from the Philippines HOPE 3 Applied Subject 1	Practical Research 2 Media and Information Literacy Filipino sa Piling Larang Applied Subject 2

Enclosure 2

LIST OF DIVISION MONITORING OFFICIALS PER SCHOOL

Monitoring Official	Time	August 20, 2025 (Day 1)	August 22, 2025 (Day 2)
Louie L. Fulleo	Morning	Mayuwi Integrated School	Ilasan Integrated School
	Afternoon	Mate Integrated School	Eugenio Francia Integrated School
Jerome A. Chavez	Morning	Luis Palad Integrated High School	West Palale National High School
	Afternoon		Tayabas City National High School
Michael Leonard D. Lubiano	Morning	Rosario Quesada Memorial Integrated High School	Buenaventura Alandy National High School
	Afternoon	Dapdap Integrated School	Busal Integrated School
Mikael Sandino T. Andrey	Morning	Valencia Elementary School	Alsam Integrated School
	Afternoon	Katigan-Alupay Elementary School	Pandakaki Integrated School
		Talolong Integrated School	
Mildred Z. Galleno	Morning	Tayabas West Central School II	Domoit Elementary School
	Afternoon	Masin Elementary School	
Luzviminda Cynthia Richelle F. Quintero	Morning	South Palale Elementary School	West Palale Elementary School
	Afternoon	North Palale Elementary School	Tayabas West Central School IV
Christian J. Bables	Morning	Lakawan Elementary School	Tayabas East Central School
		Lawigue Elementary School	Cipriano J. Querubin Elementary School
	Afternoon	East Palale Elementary School	
Sherwin C. Quesea	Morning	Tayabas West Central School I	Potol Elementary School
	Afternoon	Lalo Elementary School	Malaoa-Calantas Elementary School
		Ipilan-Alitao Elementary School	
Joseph Jay U. Aureada	Morning	Tayabas West Central School III	Kalumpang Elementary School
	Afternoon	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

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: _____