



111422-043

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

14 NOV 2022

DIVISION MEMORANDUM

No. 714 s. 2022**TIMELINES FOR THE SECOND QUARTER ASSESSMENT ACTIVITIES**

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

1. For the information and guidance of all schools, the timelines for all activities relative to the second quarter assessment are as follows:

Date	Activities	Persons Involved
15 Nov 2022	Division Meeting	School Heads
14 Nov 2022 – 6 Jan 2023	School-based development of items	School Heads Master Teachers
2 – 6 Jan 2023	Submission of items/questions to SDO (through this link*)	School Heads Head Teachers Master Teachers
9 Jan 2023	School Orientation	School Heads Teachers
4 – 13 Jan 2023	Assembly and consolidation of assessment items	EPS concerned TWG
16 Jan 2023	Downloading of assessment materials to schools	EPS LRMDS
16 – 20 Jan 2023	Reproduction of assessment materials	School Heads
26 – 27 Jan 2023	Administration of assessment Division Monitoring	School Heads Teachers EPSs
30 Jan – 3 Feb 2023	Checking and recording	Teachers
7 Feb 2023	Division Orientation on data analysis, interpretation, and reporting	CID School Heads Department Heads Master Teachers
13 – 17 Feb 2023	School-based data analysis and reporting	School Heads Department Heads Master Teachers
18 Feb 2023	Parent-Teacher Conference (Distribution of Report Cards)	School Heads Teachers
20 Feb 2023	Submission of 2 nd Quarterly Results to SDO (through the link to be provided by the Division)	School Heads Department Heads



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28 February 2023	CID report on Learning Outcome Assessment	EPSs
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*<https://drive.google.com/drive/u/0/folders/1Wnw2jc6LqWpRgRbB8mexhjnsuWX S9Wp5>

2. Suggested schedules for elementary and junior high schools are as follows:

Period	26 January 2023	27 January 2023
Period 1	Mathematics	Science
Period 2	Filipino	Edukasyon sa Pagpapahalaga
Period 3	Araling Panlipunan	English
Period 4	EPP/TLE	MAPEH

3. Suggested schedules for senior high schools are as follows:

Grade	Period	26 January 2023	27 January 2023
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	Physical Education and Health
	5	Organization and Management/ Philippine Politics and Governance/ Pre-Calculus/ TVL Specialization 1	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	Physical Education and Health
	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 2

4. Schedules of monitoring are as follows:

EPS	26 January 2023	27 January 2023
Joseph Jay U. Aureada	Ilasan ES Katigan Alupay ES	Valencia ES Masin ES
Christian J. Bables	North Palale ES South Palale ES	Busal ES East Palale ES
Sancho C. Calatrava	Gibanga ES Tayabas West CS I	TWCS-III West Palale NHS Lawigue ES
Jerome A. Chavez	Alsam ES TECS TWCS II	RQINHS Wakas ES



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Louie F. Fulleo	Luis Palad IHS Ipilan Alitao ES	Malo-a Calantas ES Pandakaki ES
Mildred Z. Galleno	Domoit ES Mayuwi Community School Mate ES	FELES Kalumpang ES
Sherwin C. Quesea	Lalo ES Dapdap IS	TWCS IV West Palale ES
Richelle F. Quintero	BANHS Lakawan ES	EFES Poto ES

5. Monitoring and evaluation tool is attached as Enclosure 1.
6. The objectives of this activity are as follows:
 - a. to ensure that the schools managed the assessment with adherence to standards (Reference: PPSSH Domain 3 Strand 3.5)
 - b. to ensure that teachers perform their role in assessment and reporting (Reference: PPST Domain 5 (CS 2))
 - c. to ensure that MTs perform their role in assessment as indicated in PPST (Domain 5 (CS 3-4))
7. Immediate dissemination of this memorandum is desired.

For:

NATIVIDAD P. BAYUBAY, CESO VI
Schools Division Superintendent

By:

ANTONIO P. FAUSTINO., JR.
OIC-Assistant Schools Division Superintendent

Encl:

As stated

Reference:

Text

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

Activities

Assessment

Learning Areas



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Enclosure 1.
Monitoring tool.

First Quarter Assessment
26 – 27 January 2023

Name of School and School Head:

Indicators			Evident (Y/N)	Not Evident (Y/N)	Remarks
Management of Assessment	1	The first quarter assessment is well communicated to teachers and learners.			
	2	Orientation on the administration of first quarter assessment is conducted among teachers and learners.			
	3	Logistics on the conduct of assessment is well planned.			
	4	Implementation of the conduct of assessment is properly scheduled.			
Teachers	5	The teachers take part in the development of the assessment materials.			
	6	Teachers understand the significant role assessment provides for the improvement and recovery of learning.			
	7	Teachers are engaged in the conduct of assessment.			
	8	Teachers need to be cognizant of the following: a. observance of the actual conduct, i. e. providing instructions, clarifying questions, and maintaining consistency. b. appropriate handling of the assessment materials. c. setting the mood of the learners			
School Head	9	The school head is aware of his/her role in the assessment process, i. e.; conduct of orientation with teachers, parents, and learners; prepare schedules with alternative plans, and classroom observing proper seating arrangements.			
	10	The school head leads in the validation and quality assurance of the items.			
	11	The school head creates mechanisms for the administration of assessment.			
	12	The school head ensures smooth flow of assessment.			
Utilization of Assessment Materials	13	Common assessment materials developed and validated for quarter 1 are used for learners in all learning areas and grade levels.			
	14	The use of the assessment materials allows the school and teachers to provide feedback on contents and items for improvement.			
	15	The assessment materials provide schools and teachers sufficient information about learners' progress.			

Feedback/Comments/Suggestions

Signature over Printed Name/Date
Monitoring Official



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