



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
Province of Quezon  
Brgy. Potol, Tayabas City

**CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS**



DM-19-240

**DEPED-TAY-DM-SGOD-19- 240**

TO : **OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT  
CHIEF EDUCATION SUPERVISORS  
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS  
HEADS, UNIT/SECTION  
ALL OTHERS CONCERNED**

FOR : **CATHERINE P. TALAVERA, CESO VI**  
Schools Division Superintendent

BY : **MAYLANI L. GALICIA**  
OIC – Assistant Schools Division Superintendent

SUBJECT : **CONDUCT OF FIRST QUARTERLY EXAMINATION**  
DATE : **AUGUST 06, 2019**

1. Relative to DepEd Order No. 007 s. 2019- School Calendar for School Year 2019-2020, the First Quarterly Examination is scheduled on August 8-9, 2019.
2. Division Personnel are expected to do the usual monitoring.
3. Attached are the monitoring tool in the administration of First Quarterly Examination and the list of monitoring officials assigned to each cluster of schools on the scheduled dates.
4. For information and guidance of all concerned.

Encl.:

As stated

*We, the personnel of the City Schools Division of the City of Tayabas commit to continuously SOAR HIGH.*

*S*-atisfy customers' needs    *O*-ptimize the use of ICT enabled system    *A*-dvocate the promotion of healthy schools    *R*-ender timely and responsive services  
*H*-elp create a child-friendly environment    *I*-ntegrate QMS in all SDO activities    *G*-overn a gender sensitive and safe workplace    *H*-ail quality standards



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(042) 710-0329 or (042) 797-0773



**MONITORING OFFICIALS DURING THE CONDUCT OF  
FIRS QUARTERLY ASSESSMENT  
(August 8-9, 2019)**

Assigned Monitoring Officials	School Clusters
<b>CLUSTER 1</b>	
Luzviminda Saldares	Busal ES
	East Palale ES
	South Palale ES
	West Palale ES
	North Palale ES
	West Palale NHS
<b>CLUSTER 2</b>	
Maria Corazon A. Borbon Lailani Omlas	Katigan – Alupay ES
	Ilasan ES
	Masin ES
	Valencia ES
	Lawigue ES
<b>CLUSTER 3</b>	
Mariles Ferro Alelie Padillo	Alsam ES
	Pandakake ES
	Mate ES
	Lakawan ES
	Tayabas West CS II
<b>CLUSTER 4</b>	
Ermelo Escobinas	Tayabas East CS
	Wakas ES
	RQM NHS
	Tayabas West CS I
	Tayabas West CS III
<b>CLUSTER 5</b>	
Joan Kathleen Brizuela	Tayabas West CS IV
	Dapdap IS
	Lalo ES
	Ipilan-Alitao ES
	LPIHS
	Eugenio Francia ES
<b>CLUSTER 6</b>	
Fideliza Lucas	Domoit ES
	FELES
	Kalumpang ES
	Gibanga ES
	Malaoa-a ES
<b>CLUSTER 7</b>	
Marife Lagar	Division Stand Alone SHS
	Potol ES

This serves as travel order.

SGOD Chief may visit any of the schools listed above.





SY \_\_\_\_\_ Quarter \_\_\_\_\_

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

Date and Time of Monitoring: \_\_\_\_\_

## A. ATTENDANCE

Grade Level	Enrolment	Day 1	Day 2
		Number of Test Takers	Number of Test Takers
SPED			
Kinder			
Grade 1/7			
Grade 2/8			
Grade 3/9			
Grade 4/10			
Grade 5/11			
Grade 6/12			

B. Direction: Please check the appropriate column based on your observation.

INDICATORS	Evident	Not Evident	Remarks
TEST PREPARATION			
1. SH informs the teachers about 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 the QA test items and TOS.			
5. Test papers prepared a day before the conduct of QA.			
TEST PROPER			
6. Test papers are stored in the Principal's Office or any designated place for safekeeping.			
7. Test papers are systematically arranged by grade level per learning area with label and number of examinees.			
8. Testing rooms are neat and tidy.			
9. Chairs are properly arranged			
10. Testing rooms are well ventilated and lighted			
11. The schedule of examination is posted on the board and door.			
12. The pupils/students are seated properly according to the assigned seat.			
13. Test papers are released to the room examiners before the start of the examination.			
14. The test started and ended on time.			
15. Test papers are distributed and retrieved properly			



OTHER significant OBSERVATIONS/FINDINGS during the conduct of Quarterly Assessment: \_\_\_\_\_

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Issues and Concerns during the conduct of Quarterly Assessment: \_\_\_\_\_

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\_\_\_\_\_  
Name and Signature

Monitoring Official

\_\_\_\_\_  
Date and Time

\_\_\_\_\_  
Name and Signature

School Head

\_\_\_\_\_  
Date and Time

