



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

08 JAN 2020

DIVISION MEMORANDUM

No. 005 s. 2020

CONDUCT OF THIRD QUARTERLY EXAMINATION

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

1. Relative to DepEd Order No. 007 s. 2019- School Calendar for School Year 2019-2020, the Third Quarterly Examination is scheduled on January 9-10, 2020.
2. Division Personnel are expected to do the usual monitoring.
3. Attached are the monitoring tool in the administration of Third 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.



ANIANO M. OGAYON, CESO V
Schools Division Superintendent



Encl.:
As stated

Reference:
DepEd Order No. 007 s. 2019

To be indicated in the Perpetual Index under the following subjects:
Monitoring
Quarterly examination



 Brgy. Poto, Tayabas City
 (042) 710-0329 or 797-0773

 tayabas.city@deped.gov.ph
 tayabas.depedr4a.net



MONITORING OFFICIALS DURING THE CONDUCT OF
THIRD QUARTERLY ASSESSMENT
(January 9-10, 2020)

| Assigned Monitoring Officials | School Clusters |
|---|--------------------------|
| Louie Fulleo Richelle Quintero Nicole Lagar | Busal ES |
| | East Palale ES |
| | South Palale ES |
| | West Palale ES |
| | North Palale ES |
| | West Palale NHS |
| Joan Kathleen Brizuela Dr. Jay Aureada | Katigan – Alupay ES |
| | Ilasan ES |
| | Masin ES |
| | Valencia ES |
| | Lawigue ES |
| Sherwin Quesea Mildred Galleno Alelie Padillo | Alsam ES |
| | Pandakake ES |
| | Mate ES |
| | Lakawan ES |
| | Tayabas West CS II |
| Maria Corazon Borbon Georgia P. Talabong | Tayabas East CS |
| | Wakas ES |
| | RQM NHS |
| | Tayabas West CS I |
| | Tayabas West CS III |
| | Division Stand Alone SHS |
| Fideliza Lucas Pelagia Manalang | Tayabas West CS IV |
| | Dapdap IS |
| | Lalo ES |
| | Ipilan-Alitao ES |
| | LPIHS |
| | Eugenio Francia ES |
| Dr. Christian Bables Sancho Calatrava Mariles Contreras | Domoit ES |
| | FELES |
| | Kalumpang ES |
| | Gibanga ES |
| | Malaoa-a ES |
| | Potol ES |

This serves as travel order.

ASDS/CID Chief/SGOD Chief may visit any of the schools listed above.



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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 | | | |



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No. 005 s. 2020

Page 4 of 4

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

Issues and Concerns during the conduct of Quarterly Assessment: _____

Name and Signature
Monitoring Official

Date and Time

Name and Signature
School Head

Date and Time



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