



Republic of the Philippines
Department of Education
Region 4-A CALABARZON
Province of Quezon
DIVISION OF TAYABAS CITY
Tayabas City



DIVISION MEMORANDUM

No. 258, s. 2018

**TO : OIC-ASSISTANT SCHOOLS DIVISION SUPERINTENDENT
CHIEFS, EDUCATION PROGRAM SUPERVISOR, CID AND SGOD
EDUCATION PROGRAM SUPERVISORS
HEADS, PUBLIC ELEMENTARY AND SECONDARY SCHOOLS
ALL OTHERS CONCERNED**

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

BY : CONRADO C. GABARDA
Administrative Officer V
Officer of the Day

SUBJECT : CONDUCT OF FIRST QUARTER EXAMINATIONS

DATE : August 7, 2018

Relative to DepEd Order No. 25, s. 2018 School Calendar for School Year 2018-2019 the conduct of First Quarter Examinations is on August 9 to 10, 2018.

SGOD Personnel are expected to do the usual monitoring on the said assessment to ensure that all pupils/students have taken the test, and test schedules has been followed.

Attached are the monitoring tools in the administration of First Quarter Examinations and the list of monitoring officials assigned to each cluster of schools on the scheduled dates

Immediate dissemination of this Memorandum is earnestly desired.

SGOD/Conduct of First Quarter Examinations.
DM-258/ 8-7-2018

We are an emerging division where excellence is a habit and allegiance for quality is a pledge.

Email us at: tayabas.city@deped.gov.ph

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MONITORING OFFICIALS DURING THE CONDUCT OF FIRST QUARTERLY EXAMINATIONS

SCHOOLS	MONITORING OFFICIALS	DATE/S
TECS 1, 2 & 3 Wakas ES & RQMNHS	Mr. Aldwin V. Capistrano	August 9-10, 2018
Bukal ES, Poto ES Stand Alone SHS	Mr. Ermelo A. Escobinas	August 9-10, 2018
Pandakaki ES Mate ES Lakawan ES & TWCS 2	Mrs. Kathleen Brizuela	August 9-10, 2018
Malao-a-Calantas ES Ipilan-Alitao ES & LPIHS	Mrs. Marife R. Lagar	August 9-10, 2018
Lalo ES Dapdap ES & TWCS 3&4	Mrs. Fideliza V. Lucas	August 9-10, 2018
Katigan-Alupay ES Ilasan ES & Masin ES	Mrs. Luzviminda Saludares	August 9-10, 2018
Valencia ES WPNHS & WPES	Nurse Mariles Ferro	August 9-10, 2018
Gibanga ES Kalumpang ES Domoit ES & FELES	Nurse Alleli Padillo	August 9-10, 2018
EPES SPES NPES	Mr. Nonilon Z. Nadal	August 9-10, 2018
Lawigue ES AlsamES & TWCS 1	Ms. Ma. Olga Endencia	August 9-10, 2018

NOTE:

The Schools Division Superintendent, Chief of School Governance & Operations Division will likewise conduct monitoring on a random basis.

This also serves as Travel Order.



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CITY SCHOOLS DIVISION
City of Tayabas



MONITORING TOOL FOR THE CONDUCT OF FIRST QUARTERLY EXAMINATIONS
School Year 2018-2019

Name of School: _____ Date: _____
School Head: _____ Monitoring Official: _____

Objective/Purpose of the visit:

1. To ensure the schools preparedness and readiness that all pupils/students have taken the test, and test schedules has been strictly followed.

2. To ensure that there had been NO PAYMENT happened before, during and after the test.

DIRECTIONS: Please check the appropriate column based on your observation. Write your significant or insignificant observation in any of the indicators/items below.

INDICATORS/ITEMS	OBSERVED	NOT OBSERVED	REMARKS
PREPARATION STAGE:			
1. The school head informed the teacher about the schedule/conduct of test ahead of time.			
2. The school head gathered the teachers and discussed the plan for the conduct of test through a meeting.			
3. The school head set a deadline for the submission of test questions.			
4. The school head assisted the teacher in the preparation of test questions and table of specifications (TOS).			
5. The school head checked the submitted test questions for improvements.			
6. The test papers were prepared and completed by the teachers before examination days. Each test papers was accompanied by an answer key or key to corrections.			
TEST PROPER:			
7. The test papers are stored/filled at the principal's office or any designated place for safekeeping.			
8. The test papers are systematically arranged by grade level, learning area with label and number of examinees.			
9. The testing rooms are clean.			