



Republic of the Philippines
Department of Education
Region IV-A CALABARZON
Province of Quezon
**CITY SCHOOLS DIVISION
CITY OF TAYABAS**



DIVISION MEMORANDUM NO. 288

**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**

From : CATHERINE P. TALAVERA, Ph.D.
OIC-Schools Division Superintendent

By: EDWIN R. RODRIGUEZ Ph.D.
Officer-in-Charge/Chief-SGOD

SUBJECT: CONDUCT OF SECOND QUARTER EXAMINATIONS

DATE: October 11, 2017

This is to remind the field that pursuant to DepEd Order No. 25 s. 2017, the schedule for Second quarter Examinations (Second Periodical Test) is on October 19 to 20, 2017 (School Calendar for School year 2017-2018)

Attached herewith are the monitoring tools in the administration of Second Quarter Examination and the lists of monitoring officials assigned on the scheduled dates.

For the guidance and information of all concerned.



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MONITORING TOOL FOR THE CONDUCT OF SECOND QUARTER EXAMINATIONS

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

General Impression: ____ Ready; ____ Not ready.

Interpretation: 1-13 points = not ready; 14-26 points = ready

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

PREPARATION STAGE	OBSERVED	NOT OBSERVED	REMARKS
1.The School Head informed the teachers about the schedule/conduct of examination ahead of time.			
2.The School Head gathered the teachers and discussed the plan for the conduct of examinations through a meeting.			
3.The School Head set a deadline for the submission of test questions.			
4.The School Head assisted the teachers in the preparation of test questions and table of specifications(TOS).			
5.The School Head checked the submitted test questions to CID for improvements.			
6.The test papers were prepared and completed by the teachers before examination days. Each test paper was accompanied by an answer key or key to corrections.			
TEST PROPER			
7.The test papers are stored/filed at the office or any designated place for safekeeping.			
8.The test papers are systematically arranged by learning area and grade level with label and number of examinees.			
9.The testing rooms are clean.			
10.The chairs are properly arranged.			
11.The test centers/classrooms are well-ventilated and lighted.			
12.The test papers are released/issued to the examiners just before the examination time.			
13.The schedule of examination is posted on the door entrance or written on the board.			



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

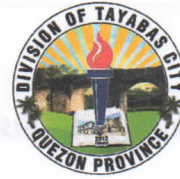
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14.The test started and ended on time.			
15.The pupils/student are seated properly according to the assigned seat.			
16.The test papers are distributed and retrieved properly.			
17.The directions/instructions were clearly given before the test.			
18.There were 100% examinees.			
19.There were 100% examiners.			
20.There were reserved seats for latecomers.			
21.The latecomers were entertained and were given the test.			
22.There was NO payment for the test papers.			
23.How much is the reproduction cost of the test papers?			
24.Where did the reproduction done?			
POST EXAMINATION STAGE			
25.The accomplished test papers were submitted to the School Head or testing coordinator right after the test.			
26.The test papers were put in an envelope/box, signed and sealed by the examiner.			

Significant observation/s during the conduct of Second Quarter Examinations:

Issues and Concern arouse during the conduct of Second Quarter Examinations:



**CLUSTERING OF SCHOOLS FOR MONITORING
PURPOSES SY 2017-2018**

CLUSTER 1	MARIFE R. LAGAR
Busal Elem School	
East Palale ES	
South Palale ES	
West Palale ES	
North Palale ES	
WPNHS	

CLUSTER 2	LUZVIMINDA E. SALUDARES
Katigan-Alupay ES	
Ilasan Elem School	
Masin Elem School	
Valencia Elem Sch	
Lawigue Elem Sch	

CLUSTER 3	ERMELO A. ESCOBINAS
Alsam Elem School	
Pandakake ES	
Mate Elem School	
Lakawan Elem Sch	
Tayabas West CS II	

CLUSTER 4	NONILON Z. NADAL
Tayabas East CS I	
Tayabas East CS II	
Tayabas East CS III	
Wakas Elem School	
RQMNHS	
Tayabas West CS I	
Tayabas West CS III	

CLUSTER 5	FIDELIZA V. LUCES
Tayabas West CS IV	
Dapdap Elem School	
Lalo Elem School	
Ipilan-Alitao ES	
LPNHS & SHS <i>Start - Alone</i>	
Bukal Elem School	

CLUSTER 6	JOAN KATHLEEN T. BRIZUELA
Domoit Elem School	
F. E. Lopez ES	
Kalumpang ES	
Gibanga Elem Sch	
Potol Elem Sch	
Malao-a/Calantas ES	