




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



UNNUMBERED MEMORANDUM

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

**FROM:**   
CATHERINE P. TALAVERA PH D  
OIC, Schools Division Superintendent

**SUBJECT:** CONDUCT OF THIRD QUARTERLY EXAMINATION

**DATE:** January 8, 2018

Pursuant to DepEd Memorandum No. 25 s. 2017, the conduct of Third Quarterly Examination (Periodical Test) is on January 11-12, 2018. However, frequent natural calamities and other school activities resulted to disruption of classes and uncovered competencies intended for the quarter.

Relative to this, examination will be rescheduled on January 15-16, 2018 (Monday and Tuesday). January 11-12, 2018 will be spent for make-up classes as contingency to cover the expected scope of competencies.

Secondary Schools may proceed with the conduct of the Quarterly Examination on the original schedule based on their preparedness.

SGOD Personnel are expected to do the usual monitoring on this said assessment.

For the guidance and information of all concerned.

SGOD/CONDUCT OF THIRD QUARTERLY EXAMINATION  
UM





Enclosure No. 2

**MONITORING OFFICIALS DURING THE CONDUCT OF THIRD QUARTERLY EXAMINATION**

SCHOOLS	MONITORING OFFICIALS	DATE/S
TECS 1,2, 3 TWCS 2 Wakas ES Rosario Quesada MNHS	Mrs. Marife R. Lagar	January 11-12, 2018
Stand Alone HS Poto ES Bukal ES	Mrs. Kathleen Brizuela	January 11-12, 2018
Pandakaki ES Mate ES Lakawan ES TWCS 3	Mr. Nonilon Z. Nadal	January 11-12, 2018
LPNHS Ipilan/Alitao ES Malao-a/Calantas ES	Mrs. Fideliza V. Lucas	January 11-12, 2018
TWCS 4 Dapdap ES Lalo ES	Mrs. Luzviminda Saldares	January 11-12, 2018
Masin ES Ilasan ES Katigan-Alupay ES	Dra. Connie Sia	January 11-12, 2018
WPNHS North Palale ES Valencia ES WPES	Mr. Ermelo A. Escobinas	January 11-12, 2018
Kalumpang ES FELES Gibanga ES Domoit ES	Ms. Mariles Ferro	January 11-12, 2018
Busal ES South Palale ES East Palale ES	Ms. Ma. Olga Endencia	January 11-12, 2018
TWCS 1 Lawigue ES Alsam ES	Mrs. Aleli Padillo	January 11-12, 2018

Note:

The Schools Division Superintendent, Assistant Schools Division Superintendent, Chiefs of School Governance and Operations Division and Curriculum Implementation Division will likewise conduct monitoring in the administration of Third Quarterly Examination on a random basis.



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



**MONITORING TOOL FOR THE CONDUCT OF FIIRST QUARTERLY EXAMINATIONS**  
**School Year 2017-2018**

Name of School: \_\_\_\_\_ Date: \_\_\_\_\_  
School Head: \_\_\_\_\_ Monitoring Official: \_\_\_\_\_

**General Impression:** \_\_\_ Very much ready; \_\_\_ Ready; \_\_\_ Not ready

*Interpretation: 1-8 points = not ready; 9-17 points = ready; 18-26 points = very much ready.*

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

INDICATORS	OBSERVED	NOT OBSERVED	REMARKS
<b>PREPARATION STAGE:</b>			
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.			
<b>TEST PROPER:</b>			
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.			
10. The chairs are properly arranged.			



11. The test papers are released/issued to the examiners just before the examination time.			
12. The test centers/classrooms are well ventilated and lighted.			
13. The schedule of examination is posted on the door or written on the board.			
14. The test started and ended on time.			
15. The pupils/students 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 the latecomers.			
21. The latecomers were entertained and were given the test.			
22. There was NO payment for the test paper.			
23. How much is the reproduction cost of the test papers?			
24. Where did the reproduction done?			
<b>POST EXAMINATION STAGE:</b>			
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, sealed and signed by the examiner.			

**Significant observation during the conduct of FIRST QUARTERLY EXAMINATIONS:**

---



---



---

**Issues and concern arose during the conduct of FIRST QUARTERLY EXAMINATIONS:**

---



---



---