



Republic of the Philippines  
**Department of Education**  
Region I  
**PANGASINAN SCHOOLS DIVISION OFFICE II**


April 11, 2023

DIVISION MEMORANDUM  
NO. 167 s. 2023

**3<sup>rd</sup> QUARTER EXAMINATION AND MONITORING & EVALUATION**

To: Assistant Schools Division Superintendents  
Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
School Governance and Operations Division Personnel  
Public Elementary and Secondary School Heads  
All Others Concerned

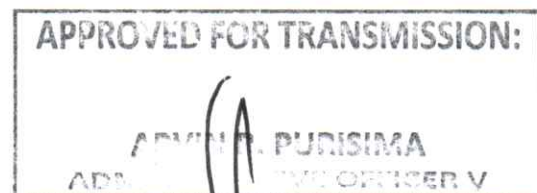
1. This is to inform all concerned personnel that the Third Quarterly Examination will be conducted on April 19-20, 2023.
2. With this, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, and all SGOD personnel are hereby instructed to conduct the monitoring and evaluation of the quarterly exam to their monitoring areas/ schools using the attached monitoring tool.
3. Monitoring reports are expected to be submitted thru this link: [tinyurl.com/pang2qtr3exam](http://tinyurl.com/pang2qtr3exam) on or before April 24, 2023.
4. Immediate dissemination of this Memorandum is desired.

  
**LORNA G. BUGAYONG, PhD, CESO V**  
Schools Division Superintendent

Encl.: Exam Monitoring Tool  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

|                              |                    |
|------------------------------|--------------------|
| Quarterly Exam<br>Monitoring | Test<br>Evaluation |
|------------------------------|--------------------|

SGOD/rba/hmojr/egdr/Memo\_qtr3exam  
M- 167 /April 17, 2023



Address: Guico St. Canarvacanan, Binalonan, Pangasinan  
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**QUARTERLY EXAM MONITORING AREAS**

| <b>MONITORING AREA</b> | <b>ASSIGNED PERSONNEL</b>                          |
|------------------------|--|
| All Municipalities     | Redentor B. Aquino, PhD<br>Cornelio R. Aquino, EdD |
| Alcala                 | Virgilio R. Barba                                  |
| Asingan                | Eugene M. Torralba, PhD                            |
| Balungao               | Erwin G. Dela Rosa                                 |
| Bautista               | Maybelene C. Bautista, EdD                         |
| Binalonan              | Marlie S. Jimenez                                  |
| Laoac                  | Emhil C. Medrano                                   |
| Manaoag                | Justine Rose G. De Guzman                          |
| Mangaldan              | Lilibeth A. Daus, EdD                              |
| Natividad              | Virgilio B. Selga                                  |
| Pozorrubio             | Christian Genesis L. Biason                        |
| Rosales                | Eddie M. Raguindin, EdD<br>Marivic V. Laoagan      |
| San Fabian             | Jupiter L. Petilla, EdD                            |
| San Jacinto            | Gloria I. Pernes, EdD                              |
| San Manuel             | Engr. Marcelino B. Casem                           |
| San Nicolas            | Hilario M. Olivo, Jr.                              |
| San Quintin            | Emeterio F. Soniega Jr., EdD                       |
| Sison                  | Engr. Charles A. Bangdo                            |
| Sta. Maria             | Janice M. Rivera, PhD                              |
| Sto. Tomas             | Eddie M. Raguindin, EdD                            |
| Tayug                  | Mike G. Dacasin, PhD                               |
| Umingan                | Enrique R. Macayan, EdD                            |
| Villasis               | Manuel Jodick C. Pulga                             |



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Republic of the Philippines

## Department of Education

Region I

### PANGASINAN SCHOOLS DIVISION OFFICE II

#### MONITORING AND EVALUATION ON THE ADMINISTRATION OF DIVISION/QUARTERLY ASSESSMENT

School Name: \_\_\_\_\_  
School Head: \_\_\_\_\_  
Division/Quarter Exam: \_\_\_\_\_

District: \_\_\_\_\_  
Date of Monitoring: \_\_\_\_\_

Check the appropriate column for each description and fill out remarks, if necessary.

| <b>TEST MATERIALS</b>   | <b>EVIDENT</b> | <b>NOT EVIDENT</b> | <b>REMARKS</b> |
|---|----------------|--------------------|----------------|
| 1. Presence of printed test materials on the day of the test                        |                |                    |                |
| 2. Sufficiency of test materials  |                |                    |                |
| 3. Test materials are legible   |                |                    |                |
| 4. Test materials are based on MELC   |                |                    |                |
| 5. It has a table of specifications   |                |                    |                |
| 6. MOOE/other school funds is/are the source for the reproduction of test materials |                |                    |                |
| <b>TESTING CENTER</b>   |                |                    |                |
| 1. Separate schools' entry and exit points  |                |                    |                |
| 2. Separate classroom's entry and exit points                                       |                |                    |                |
| 3. Schools' announcing the assessment activity                                      |                |                    |                |
| 4. Schools' announcing the schedule of different learning areas                     |                |                    |                |
| 5. Conducts the test on the day set by DepEd  |                |                    |                |
| <b>HOLDING AREA</b>   |                |                    |                |
| 1. Holding area is clean  |                |                    |                |
| 2. There is disinfectants and sanitation kits                                       |                |                    |                |
| 3. Well-ventilated holding area   |                |                    |                |
| <b>TESTING ROOM</b>   |                |                    |                |
| 1. Chairs are arranged following social and physical distancing                     |                |                    |                |
| 2. Chairs are appropriate and comfortable   |                |                    |                |
| 3. Testing rooms have entry and exit points   |                |                    |                |
| 3. Testing room is well-ventilated and lighted                                      |                |                    |                |
| 4. Testing room has hand sanitizer  |                |                    |                |
| 5. Presence of board work   |                |                    |                |
| <b>EXAMINEES</b>  |                |                    |                |
| 1. The learners started and ended on time   |                |                    |                |
| 2. The learners observed silence and worked independently                           |                |                    |                |
| 3. No testing fees were collected from parents or learners                          |                |                    |                |



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|  |  |  |  |
|--|--|--|--|
| 4. No learner/s was/were caught cheating   |  |  |  |
| <b>ROOM EXAMINER</b>   |  |  |  |
| 1. Room examiner conducted preliminaries before starting the test                                  |  |  |  |
| 2. Room examiner stated clearly directions in taking the test                                      |  |  |  |
| 3. Room examiner follows the time allotment for each learning areas                                |  |  |  |
| 4. Room examiner facilitates the conduct of the test and collection of answer sheets appropriately |  |  |  |
| <b>SCHOOL HEAD</b>   |  |  |  |
| 1. The school head prepares communication announcing the conduct of the test                       |  |  |  |
| 2. School head conducted meeting with the room examiners before the actual conduct of the test     |  |  |  |
| 3. School head is present during the conduct of the test   |  |  |  |
| 4. School head visited the testing rooms during the conduct of the test                            |  |  |  |

**ISSUES & CONCERNS:**

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\_\_\_\_\_  
 (Signature Over Printed Name of the School Head)

\_\_\_\_\_  
 (Monitoring Personnel Signature Over Printed Name)

SDO/rba/hmojr/egd\_Examtool



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