



Republic of the Philippines
Department of Education
Region I
PANGASINAN SCHOOLS DIVISION OFFICE II
Canarvacanan, Binalonan

January 15, 2024

DIVISION MEMORANDUM

No. 032 s. 2024

**CONDUCT OF MONITORING FOR THE ADMINISTRATION OF SECOND
QUARTER TEST FOR THE SCHOOL YEAR 2023 - 2024**

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. DepEd Order No. 22, s. 2023 stipulates that the conduct of Second Quarter Test for the School Year 2023-2024 will be on January 22-23, 2024.
2. With this, Chief Education Supervisors, Education Program Supervisors, Public Schools District Supervisors, and all SGOD personnel are hereby instructed to monitor the conduct of the said test.
3. Attached are the monitoring tool and the monitoring/ composite team per area.
4. Monitoring reports are expected to be submitted to the School Management and Monitoring Unit on or before January 31, 2024.
5. Immediate dissemination of this Memorandum is desired.


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

SGOD/rba/hmojr/Memo_2ndQtr
M-_____/January 15, 2024





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ANNEX A: Monitoring & Evaluation Team

OVERALL	
Overall Chairman: Dr. Lorna G. Bugayong, CESO V	
Overall Vice Chair: Dr. Wilfredo E. Sindayen (6th CD)	
Overall Vice Chair: Dr. Rosario O. Cabrera (4th/5th CD)	
Members:	
Cornelio R. Aquino, EdD - CID Chief	
Redentor B. Aquino, PhD - SGOD Chief	Arvin R. Purisima - Admin Officer V
Atty. Maureen M. Torres - Accountant	Dr. Jennifer Tambaoan - Medical Officer III
Josephine I. Laud - Budget Officer	Eddie V. Cancino - Supply Officer
Team 1: Manaoag/ Pozorrubio	Team 2: Mangaldan/ Alcala
Team Leader: Emeterio F. Soniega, Jr., EdD	Team Leader: Maybelene C. Bautista, EdD
Members:	Members:
Virgilio B. Selga	Justine Rose G. De Guzman
PSDS in-Charge	PSDS in-Charge
Dentist/Nurse in-Charge	Dentist/Nurse in-Charge
Accounting Personnel	Accounting Personnel
Team 3: San Fabian/ Laoac	Team 4: Sison/ Bautista
Team Leader: Jupiter L. Petilla, EdD	Team Leader: Annabelle M. Parel
Members:	Members:
Christian Genesis L. Biason	Hilario M. Olivo, Jr.
PSDS in-Charge	Manuel Jodick C. Pulga
Dentist/Nurse in-Charge	PSDS in-Charge
Accounting Personnel	Dentist/Nurse in-Charge
	Accounting Personnel
Team 5: Binalonan/ Balungao	Team 6: Asingan/ Natividad
Team Leader: Enrique R. Macayan, EdD	Team Leader: Gloria I. Pernes, EdD
Members:	Members:
Marly S. Jimenez	Marivic V. Laoagan
PSDS in-Charge	PSDS in-Charge
Dentist/Nurse in-Charge	Dentist/Nurse in-Charge
Accounting Personnel	Accounting Personnel



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Team 7: Rosales/ Tayug	Team 8: San Manuel/ Sta. Maria
Team Leader: Virgilio R. Barba	Team Leader: Lilibeth A. Daus, EdD
Members:	Members:
Engr. Marcelino B. Casem	Emhil C. Medrano
PSDS in-Charge	PSDS in-Charge
Dentist/Nurse in-Charge	Dentist/Nurse in-Charge
Accounting Personnel	Accounting Personnel

Team 9: Villasis/ San Quintin	Team 10: San Nicolas/ San Jacinto
Team Leader: Eugene M. Toralba, PhD	Team Leader: Eddie M. Raguindin, EdD
Members:	Members:
Erwin G. dela Rosa	Engr. Charles A. Bangdo
PSDS in-Charge	Ma. Cristina B. Daligcon
Dentist/Nurse in-Charge	PSDS in-Charge
Accounting Personnel	Dentist/Nurse in-Charge
	Accounting Personnel

Team 11: Umingan/ Sto. Tomas
Team Leader: Mike D. Dacasin, EdD
Members:
Janice M. Rivera, PhD
PSDS in-Charge
Dentist/Nurse in-Charge
Accounting Personnel



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Municipality	No. of Schools	MONITORING TEAM			
		Quarter 1 Jan, Feb, March	Quater 2 April, May, June	Quarter 3 July, Aug, Sept	Quarter 4 Oct, Nov, Dec
Manaoag	21	Team 1	Team 2	Team 11	Team 10
Pozorrubio	27				
Mangaldan	27	Team 2	Team 1	Team 10	Team 11
Alcala	26				
San Fabian	35	Team 3	Team 4	Team 9	Team 8
Laoac	19				
Sison	43	Team 4	Team 3	Team 8	Team 9
Bautista	14				
Binalonan	27	Team 5	Team 6	Team 7	Team 1
Balungao	22				
Asingan	27	Team 6	Team 5	Team 1	Team 7
Natividad	22				
Rosales	33	Team 7	Team 8	Team 2	Team 3
Tayug	19				
San Manuel	28	Team 8	Team 7	Team 3	Team 4
Sta. Maria	20				
Villasis	29	Team 9	Team 11	Team 4	Team 6
San Quintin	19				
San Nicolas	41	Team 10	Team 9	Team 5	Team 2
San Jacinto	18				
Umingan	52	Team 11	Team 10	Team 6	Team 5
Sto. Tomas	6				



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**MONITORING AND EVALUATION ON THE ADMINISTRATION OF DIAGNOSTIC/
DIVISION/QUARTERLY ASSESSMENT**

School Name: _____ District: _____
School Head: _____ Date of Monitoring: _____
Type of Exam: _____

Enrollment:

Grade Level	SY 2023-2024		
	Present	Absent	Total
Kinder			
Grade 1			
Grade 2			
Grade 3			
Grade 4			
Grade 5			
Grade 6			
Grade 7			
Grade 8			
Grade 9			
Grade 10			
Grade 11			
Grade 12			
Non-Graded			
ALS (if any)			
TOTAL			

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

TEST MATERIALS	EVIDENT	NOT EVIDENT	REMARKS
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 modified table of specifications			
6. MOOE/other school funds is/are the source/s for the reproduction of test materials			
TESTING CENTER			
1. School announcing the assessment activity			
2. School announcing the schedule of different learning areas			
3. Conducts the test on the day set by DepEd/ Division Office			
TESTING ROOM			
1. Chairs are arranged accordingly			
2. Chairs are appropriate and comfortable			



Address: Guico St. Canarvacanan, Binalonan, Pangasinan
Telephone Number: (075) 524-7768/ 637-6227
Email Address: pangasinan2@deped.gov.ph

3. Testing room is well-ventilated and well-lighted			
4. Presence of board work			
EXAMINEES			
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			
4. No learner/s was/were caught cheating			
ROOM EXAMINER			
1. Room examiner conducted preliminaries before starting the test			
2. Room examiner stated clearly the 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 questionnaires and answer sheets (if any) appropriately			
SCHOOL HEAD			
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:

 (Signature Over Printed Name of the School Head)

 (Monitoring Personnel Signature Over Printed Name)

SDO/rba/hmojr/egd_Examtool



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