



Republic of the Philippines  
**Department of Education**  
REGION I  
**SCHOOLS DIVISION OFFICE OF PANGASINAN II**  
Canarvacanan, Binalonan, Pangasinan

Office of the Schools Division Superintendent

September 11, 2024

**DIVISION MEMORANDUM**

No. 445, s. 2024

**ADMINISTRATION OF THE FIRST ACADEMIC QUARTER EXAMINATION  
FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors, SGOD, and CID  
Education Program Supervisors  
Public Schools District Supervisors/OIC  
Elementary and Secondary School Heads/OICs  
All Others Concerned

- Relative to **DepEd Order No. 009, s. 2024** titled **IMPLEMENTING GUIDELINES ON THE SCHOOL CALENDAR AND ACTIVITIES FOR THE SCHOOL YEAR 2024-2025**, this Office, through the Curriculum Implementation Division, informs the field of the administration of the **FIRST ACADEMIC QUARTER EXAMINATION on SEPTEMBER 23-24, 2024**.
- School heads shall ensure compliance with DepEd Order **No. 8, s. 2015 RE: POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K TO 12 BASIC EDUCATION PROGRAM** in the preparation of the test materials before the administration of the examination.
- A Table of Specifications (TOS) shall be prepared before the construction of the test items in all learning areas. School heads, department heads, and master teachers shall evaluate the teacher-made tests to ensure their adherence to quality standards.
- English or Language, Mathematics, TLE/EPP, MAPEH, and Makabansa** shall be administered on the morning of day 1 and the remaining learning areas, **Science, EsP, Filipino, Araling Panlipunan, Reading & Literacy, and GMRC** will be administered in the morning of day 2. For **special programs and Senior High School subjects**, the school head and the school testing coordinator shall make a list of subjects intended for day 1 and day 2.
- Expenses incurred relative to this, especially the reproduction of the test materials shall be charged against the regular School Maintenance and Other Operating Expenses (MOOE) and /or local funds, subject to the usual procurement, auditing, and accounting rules and regulations.
- Checking of answer sheets shall be done every afternoon to accomplish immediately the frequency of correct responses, Mean, Standard Deviation, and Mastery Level (MPS), and other data for reporting.
- Submission of school consolidated quarter examination results (Number of test takers, total score, number of test items, Mean, Mean Percentage Score (MPS), Standard Deviation (SD), and frequency of correct responses) per grade level per subject area at the division level through the Education Program Supervisor (EPS) in-charge of the different learning areas using the specified consolidation template given by the EPS in-charge, is **on or before October 11, 2024**.
- Immediate and wide dissemination of this memorandum is desired.



**VIVIAN LUZ S. PAGATPATAN, CESO VI**  
OIC, Schools Division Superintendent



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