



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

September 18, 2024

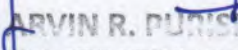
DIVISION MEMORANDUM
NO. 495 s. 2024

**CONDUCT OF MONITORING FOR THE ADMINISTRATION OF FIRST
QUARTER TEST FOR THE SCHOOL YEAR 2024 - 2025**

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. 09, s. 2024** stipulates that the **conduct of the First Quarter Examination shall be on September 23-24, 2024**. However, due to suspension of classes for almost a week brought by several TD and to afford all Filipino families the full opportunity to celebrate the 32nd National Family Week pursuant to Proclamation No. 60 s. 1992, the examination will be moved on **September 26-27, 2024**. Likewise, **Division Memorandum No. 465, s. 2024** was released for the same purpose and **to unify the schedule of examination per learning area**.
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 personnel per municipality.
4. **Monitoring reports are expected to be submitted to the School Management and Monitoring Unit on or before September 30, 2024.**
5. Immediate dissemination of this Memorandum is desired.

APPROVED FOR TRANSMISSION:


ARVIN R. PURISIMA
ADMINISTRATIVE OFFICER V

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


MARCIANO U. SORIANO, JR., PhD, CESO VI
Assistant Schools Division Superintendent



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**MONITORING AREA FOR THE ADMINISTRATION OF FIRST
QUARTER TEST FOR THE SCHOOL YEAR 2024 - 2025**

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



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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	No. of Enrollees			Actual No. of Test Takers		
	Male	Female	Total	Male	Female	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 that corresponds to your observation/s.



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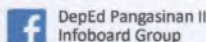
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TEST MATERIALS	EVIDENT	NOT EVIDENT	REMARKS
1. Presence of printed test materials on the day of the test			
2. Sufficiency of test materials			
3. Test materials are clear and readable in terms of the: - pictures - paper used - font size - font style - graphs and tables			
4. It has a signed Table of specifications (TOS)			
5. The test was reviewed and checked by the Master Teacher/ Head Teacher/ School Head			
6. MOOE/other school funds is/are the source/s for the reproduction of test materials			
7. Test materials are readily available during the test.			
TESTING CENTER			
1. School announcing the assessment activity and is posted in the bulletin board/s			
2. School announcing the schedule of different learning areas			
3. Conducts the test on the day set by the DepEd school calendar			
TESTING ROOM			
1. Chairs are arranged accordingly			



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2. Chairs are appropriate and comfortable			
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			
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			
POST-TEST ACTIVITIES			
1. The school conducted item analysis			
2. The teachers utilized the results of item analysis in preparing intervention materials/ test bank			
3. The school developed a feedback mechanism on the results of the test			
4. The teachers were provided with an intervention in improving test construction and administration through provision of			



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technical assistance and/ or Learning Action Cells (LACs), etc.			
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PROBLEMS ENCOUNTERED/ CRITICAL INCIDENTS

SITUATION/ TASK	ACTION	RESULT

ISSUES & CONCERNS:

 (Signature Over Printed Name of the School Head)

 (Monitoring Personnel Signature Over Printed Name)

SDO/rba/hmojr/egd_Examtool

[Handwritten signature]



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