



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Office of the Schools Division
Superintendent**

OCT 19 2022

MEMORANDUM
No. 236, s. 2022

**CONDUCT OF THE FIRST PERIODIC EXAMINATION
FOR SCHOOL YEAR 2022-2023**

To: OIC – Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Public Elementary and Secondary School Heads / OICs
All Others Concerned

1. This Office announces the conduct of developed First Periodic Examination on October 27-28, 2022 to evaluate the learned skills and competencies intended for the first quarter.
2. All schools shall follow the synchronized test schedule as indicated in Attachment No. 1. Honesty and integrity in the conduct of the examination shall be ensured.
3. School Heads shall assign test proctors from opposite session. Thus, morning teachers shall proctor afternoon classes and vice-versa.
4. Schools shall print the test papers and expenses shall be charged against available local funds or MOOE subject to the usual auditing procedures.
5. Submit list of test proctors per grade level per class on or before October 24, 2022 to the Office of the CID Chief to be given to the Division Testing Monitoring Team. Refer to the template indicated in Attachment 2.
6. A Division Test Monitoring Team will monitor the conduct of the test using the Monitoring Sheet in Attachment 3.
7. Learners will write the answers to the test using separate sheet of paper with their names, year and section and subject being answered.



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
(02) 8805-9935, (02) 8805 - 9940
sdo.muntinlupa@gmail.com



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No: 18.1519.026

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8. The consolidated results of the test per grade level learning area shall be submitted to the Division in excel format on or before November 3, 2022, attention to: Dr. Zoren P. Gubalane. Refer to the template indicated in Attachment No. 4.
9. Immediate and wide dissemination of this Memorandum is desired.

For:

CARLEEN S. SEDILLA CESO V
Schools Division Superintendent

By:

NERISSA ROXAS - LOMEDA, PhD
OIC- Assistant Schools Division Superintendent

Encl: As stated
Reference: none
To be indicated in the Perpetual Index
under the following subjects:

CONDUCT PERIODICAL EXAMINATION

MALD- DM – Conduct of the First Periodical Examination for School Year 2022-2023
236 / October 18, 2022

**Sample Schedule of Day 1 & 2 First Periodical Examination
SY. 2022-2023**

Grade 1 & 2	Day 1	Day 2
7:00-8:00am/ 12:00-1:00pm	Math	AP
8:00-9:00am/ 1:00-2:00pm	MTB	EsP
9:00-9:30am/ 2:00-2:30pm	SNACK	Snack
9:30-10:30am/ 2:30-3:30pm	MAPEH	Checking of test paper day 1&2
10:30-11:30am/ 3:30-4:30pm	Filipino	

Grade 7 -10	Day 1	Day 2
7:00-8:00am/ 12:00-1:00pm	Math	Science
8:00-9:00am/ 1:00-2:00pm	Filipino	AP
9:00-9:30am/ 2:00-2:30pm	SNACK	Snack
9:30-10:30am/ 2:30-3:30pm	English	EsP
10:30-11:30am/ 3:30-4:30pm	TLE/TVL	MAPEH

Grade 4,5 & 6	Day 1	Day 2
7:00-8:00am/ 12:00-1:00pm	Math	Science
8:00-9:00am/ 1:00-2:00pm	Filipino	AP
9:00-9:30am/ 2:00-2:30pm	SNACK	Snack
9:30-10:30am/ 2:30-3:30pm	English	EsP
10:30-11:30am/ 3:30-4:30pm	EPP/TLE	MAPEH

Grade 7 -10	Day 1	Day 2
7:00-8:00am/ 12:00-1:00pm	Math	Science
8:00-9:00am/ 1:00-2:00pm	Filipino	AP
9:00-9:30am/ 2:00-2:30pm	SNACK	Snack
9:30-10:30am/ 2:30-3:30pm	English	EsP
10:30-11:30am/ 3:30-4:30pm	TLE/TVL	MAPEH

Grade 11(ABM)	Day 1	Day 2
12:00-1:30pm	Accounting 1	Statistics
1:30-2:30pm	Pagbasa at Pagsulat	ICT
2:30-3:30pm	Physical Science	Business Math
3:30-4:00pm	Snack	Snack
4:00-5:00pm	PE 1	Research

Grade 12(ABM)	Day 1	Day 2
12:00-1:30pm	Business Finance	Statistics
1:30-2:30pm	Pagbasa at Pagsulat	ICT
2:30-3:30pm	Physical Science	Business Math
3:30-4:00pm	Snack	Snack
4:00-5:00pm	PE 1	Research

Note:

1. Kindergarten shall take the Assessment during their regular schedule.
2. Morning subject Teachers of Grade 1, 3 & 5 will proctor Grade 2, 4 & 5 and vice-versa for schools with 2 shifts.
3. Schools with special interest programs shall take elective subjects/ specialization test prepared on their subject teachers on October 26, 2022 during their classes.
4. Test items are teacher made for subjects under Special Program for the Arts, Special Science Elementary and High School, Tech-Voc Courses, Arts and Design, Maritime and Sports Track Subjects

**FIRST QUARTER EXAMINATION MONITORING TEAM
SY 2022 – 2023**

CLUSTER OF SCHOOLS	PSDS	EPS COUNTERPART	SGOD COUNTERPART
TES, MNHS, TNHS	Ms. Clarisa Avila	Dr. Armida Oblinada Dr. Emelita Buatista	Ms. Sue Ann Yago
IES, PES, SHES, FAES	Ms. Ada Trinidad Tagle	Dr. Marissa Andanza	Mr. Eduardo Kondo
VHES, POBES, MSHS, PNHS	Ms. Alyssa Aventurado	Dr. Gina Urquia	Dr. Zoren Pepito Gubalane
BES, MES, BSES, MBHS Main, MBHS SA	Dr. Mark Joseph Fernandez	Dr. Valentina Ballesteros Dr. Ma. Carmen Solayao	Ms. Cecilia Claudel
PEDHS, LIS, CSHS, CES Main, SSHS	Mr. Jay Boy Evano	Dr. John Albert Colle Ms. Mariel Eugene Luna	Ms. Chelo Rongavilla
AES, BES Main, BES Unit 1, FDMES	Dr. Ma. Theresa Dela Rosa	Dr. Lilirosa Palce	Mr. King Solidini Torres
SES Main, SESA Zone 3, SEA Zone 4, CESA	Dr. Yaledegler Maligaya	Mr. Edison Enerlas	Mr. Andrei Sicam

Attachment 2-A

SCHOOL _____ **SCHOOL ID** _____

School Testing Committee for First Periodical Examination

Grade Level

Grade Level Chair/Coordinators
AM PM

1	_____	_____
2	_____	_____
3	_____	_____
4	_____	_____
5	_____	_____
6	_____	_____

Submitted by: _____
Over all School Testing Coordinator

Noted: _____
School Principal

MONITORING SHEET

School: _____

Exam. Date: _____

Grading Period: 1st ☐ 2nd ☐ 3rd ☐ 4th ☐

Legend: ☐ E-evident, NE- not evident

INDICATOR/ PARTICULAR	E	NE	REMARKS
A. Timeliness			
1. The giving of test paper is on time.			
2. The retrieval of test papers is on time			
3. The examination starts and ends on time.			
4. The giving of instruction is enough as needed			
5. The examiner arrived in the examination room before the scheduled time.			
B. Completeness			
1. 100% attendance of examinees is observed.			
2. 100% attendance of room examiners and supervisors is observed.			
3. All set of test papers have complete number of pages.			
4. The number of arm-chairs/ desks is enough for the number of examinees.			
5. The number of test papers delivered is enough for the number of examinees.			
C. Test Administration			
1. The test scheduled is strictly observed.			
2. Proper decorum in the entire test administration is practiced.			
3. Proper seating arrangement of examinees is implemented.			
4. The examiners stay in the room from the start to the end of the test.			
5. The examinees' valuables and gadgets are placed under the chairs.			
6. The administration of the test is orderly, organized and systematically done.			
D. On Testing Rooms			
1. The rooms are well-lighted.			
2. The rooms are well-ventilated.			
3. The rooms are generally clean.			
4. Extra arm-chairs are properly arranged at the back or outside of the room.			
E. Other Issues and Concerns:			
Situation	Action Taken		Result

SUMMARY REPORT:

No. of Enrolment			No. of Actual Examinees			No. of Absentees		
Male	Female	Total	Male	Female	Total	Male	Female	Total

Monitored by: _____

Noted: _____

Address

SUBJECT: _____

GRADE LEVEL: _____

GRADE LEVEL SUM OF SCORES

GRADE LEVEL MEAN

GRADE LEVEL MPS

[illegible]

Noted:

School Head

NAME OF SCHOOL
School Address Muntinlupa City

FIRST QUARTERLY ASSESSMENT MPS RESULTS
S.Y. 2022-2023

SUBJECTS	GRADE LEVEL				
	GRADE 7	GRADE 8	GRADE 9	GRADE 10	AVERAGE
	MPS	MPS	MPS	MPS	
FILIPINO					#DIV/0!
ENGLISH					#DIV/0!
MATHEMATICS					#DIV/0!
SCIENCE					#DIV/0!
ARALING PANLIPUNAN					#DIV/0!
T.L.E.					#DIV/0!
M.A.P.E.H.					#DIV/0!
EsP					#DIV/0!
TOTAL					#DIV/0!

Prepared by:

Checked by:

School Head

Republic of the Philippines
 Department of Education
 National Capital Region
DIVISION OF CITY SCHOOLS
 City of Muntinlupa
TEST RESULTS FORM 3
First Quarterly Assessment

School: _____
 Grade/Year: _____

Subject: _____
 Teacher: _____

Item #	SECTIONS										Total	Difficulty Index
											0	#DIV/0!
1											0	#DIV/0!
2											0	#DIV/0!
3											0	#DIV/0!
4											0	#DIV/0!
5											0	#DIV/0!
6											0	#DIV/0!
7											0	#DIV/0!
8											0	#DIV/0!
9											0	#DIV/0!
10											0	#DIV/0!
11											0	#DIV/0!
12											0	#DIV/0!
13											0	#DIV/0!
14											0	#DIV/0!
15											0	#DIV/0!
16											0	#DIV/0!
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45											0	#DIV/0!
46											0	#DIV/0!
47											0	#DIV/0!
48											0	#DIV/0!
49											0	#DIV/0!
50											0	#DIV/0!
Total	0	0	0	0	0	0	0	0	0	0	0	#DIV/0!

* TR Form 3 gives the difficulty indexes of each item in the test of each section and for the whole school.

* Steps for Accomplishment

1. Write beside the N the number who took the test.
2. Write the number of students who missed the item (Na) for each number in the test.
3. Add N's and write under.

Prepared by:

0

 TEACHER 1

Name of School

Address

REPORT ON LEAST MASTERED SKILLS

FIRST QUARTERLY ASSESSMENT

S.Y. 2022-2023

SUBJECT: _____

GRADE LEVEL: _____

Skills	Assessment Criteria	Item No.	Rank	Difficulty Index

Prepared by:

Subject Teacher/ Grade Level Subject Coordinator

Checked by:

Department Head