



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

**Office of the Schools Division
Superintendent**

JAN 11 2023

MEMORANDUM
No. 003, s. 2023

**CONDUCT OF THE SECOND 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 the Second Periodic Examination on January 26-27, 2023 to evaluate the learned skills and competencies intended for the second 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 must 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 to available local funds or MOOE subject to the usual auditing procedures.
 5. Please submit the list of test proctors per grade level, per class, on or before January 24, 2023 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 their answers using a separate sheet of paper with their names, year and section and subject being answered.
 8. The School Coordinator shall accomplish the Online Quarterly Assessment Dashboard in Google sheet format provided per school by Dr. Zoren Pepito L. Gubalane. Submit the hard copy, duly signed by the School Head and School Testing Coordinator.



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



9. Refer to Attachment No. 5 for the timeline of activities for the second periodic assessment for SY 2022-2023.

10. Immediate and wide dissemination of this Memorandum is desired.


CARLEEN S. SEDILLA CESOSA
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 Second Periodical Examination for School Year 2022-2023
003 / January 5, 2023

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

Grade 1 & 2	Day 1	Day 2	Grade 7 -10	Day 1	Day 2
7:00-8:00am/ 12:00-1:00pm	Math	AP	7:00-8:00am/ 12:00-1:00pm	Math	Science
8:00-9:00am/ 1:00-2:00pm	MTB	EsP	8:00-9:00am/ 1:00-2:00pm	Filipino	AP
9:00-9:30am/ 2:00-2:30pm	SNACK	Snack	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	9:30-10:30am/ 2:30-3:30pm	English	EsP
10:30-11:30am/ 3:30-4:30pm	Filipino		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	Grade 11(ABM)	Day 1	Day 2
7:00-8:00am/ 12:00-1:00pm	Math	Science	7:00-8:00am/ 12:00-1:00pm	Accounting 1	Statistics
8:00-9:00am/ 1:00-2:00pm	Filipino	AP	8:00-9:00am/ 1:00-2:00pm	Pagbasa at Pagsulat	ICT
9:00-9:30am/ 2:00-2:30pm	SNACK	Snack	9:00-9:30am/ 2:00-2:30pm	Physical Science	Business Math
9:30-10:30am/ 2:30-3:30pm	English	EsP	9:30-10:30am/ 2:30-3:30pm	Snack	Snack
10:30-11:30am/ 3:30-4:30pm	TLE/TVL	MAPEH	10:30-11:30am/ 3:30-4:30pm	PE 1	Research

Grade 12(ABM)	Day 1	Day 2
7:00-8:00am/ 12:00-1:00pm	Business Finance	Statistics
8:00-9:00am/ 1:00-2:00pm	Pagbasa at Pagsulat	ICT
9:00-9:30am/ 2:00-2:30pm	Physical Science	Business Math
9:30-10:30am/ 2:30-3:30pm	Snack	Snack
10:30-11:30am/ 3:30-4:30pm	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 or 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

**SECOND QUARTER EXAMINATION MONITORING TEAM
SY 2022-2023**

**SDO MONITORING TEAM
AM/PM SESSION
JANUARY 26-27, 2023**

CLUSTER OF SCHOOLS	MEMBER
TES, MNHS, TNHS	1. MS. CECILLE ILARDE 2. MS. SUE ANN YAGO 3. DR. LILIOSA PALCE
IES, PES, SHES, FAES, CESA	1. MR. EDISON ENERLAS 2. MR. EDUARDO KONDO 3. MS. PHOEBE ARROYO
VHES, POBES, MSHS, PNHS	1. DR. GINA URQUIA 2. DR. ZOREN PEPITO GUBALANE 3. MS. MAY ANNE AYUDTUD
BES, MES, BSES, MBHS MAIN, MBHS SA	1. DR. MA. CARMEN SOLAYAO 2. MS. CECILIA CLAUDEL 3. MS. ROCHELLE JIMENEZ
PEDHS, LIS, CES MAIN, SSHS	1. DR. VALENTINA BALLESTEROS 2. MS. CHELO RONGAVILLA 3. MS. IVY ROMANO
AES, BES MAIN, BES UNIT I, FDMES	1. DR. MARISSA ANDANZA 2. MS. REGAELE OLARTE 3. MR. KING SOLIDINI TORRES
SES MAIN, SESA ZONE 3, SESA ZONE 4, CSHS	1. DR. JOHN ALBERT COLLE 2. MS. MARIEL EUGENE LUNA 3. MR. ANDREI SICAM

Note: PSDS are attending the 2nd National Conference at Baguio City on January 23-27, 2023.

SCHOOL _____ **SCHOOL ID** _____

School Testing Committee for Second Periodical Examination

Grade Level

Grade Level Chair/ Coordinator

AM

PM

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

Submitted by: _____
Over all School Testing Coordinator

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 : _____

NAME OF SCHOOL
School Address Muntinlupa City

SECOND 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					
ENGLISH					
MATHEMATICS					
SCIENCE					
ARALING PANLIPUNAN					
T.L.E.					
M.A.P.E.H.					
EsP					
TOTAL					

Note: Edit the Subject appropriate for the Grade Level

Prepared by:

Checked by:

School Head

Republic of the Philippines
Department of Education
National Capital Region
DIVISION OF CITY SCHOOLS
City of Muntinlupa

Second Quarterly Assessment

School: _____
Grade/Year: _____

Subject: _____
Teacher: _____

Item #	SECTIONS										Total	
1											0	
2											0	
3											0	
4											0	
5											0	
6											0	
7											0	
8											0	
9											0	
10											0	
11											0	
12											0	
13											0	
14											0	
15											0	
16											0	
17											0	
18											0	
19											0	
20											0	
21											0	
22											0	
23											0	
24											0	
25											0	
26											0	
27											0	
28											0	
29											0	
30											0	
31											0	
32											0	
33											0	
34											0	
35											0	
36											0	
37											0	
38											0	
39											0	
40											0	
41											0	
42											0	
43											0	
44											0	
45											0	
46											0	
47											0	
48											0	
49											0	
50											0	
Total	0	0	0	0	0	0	0	0	0	0	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:

TEACHER 1

Name of School

Address

REPORT ON LEAST MASTERED SKILLS

SECOND QUARTERLY ASSESSMENT

S.Y. 2022-2023

SUBJECT: _____

GRADE LEVEL: _____

Competencies	Item No.	Rank	Difficulty Index

Prepared by:

Subject Teacher/ Grade Level Subject Coordinator

Checked by:

Department Head

CONSOLIDATED ASSESSEMENT RESULTS
MEAN PERCENTAGE SCORES (MPS) SENIOR HIGH SCHOOL - CORE SUBJECTS
S.Y. 2022-2023

SCHOOLS	TRACK / SPECIALIZATION	GRADE LEVEL	CORE SUBJECTS																																									
			Oral Communication					Reading and Writing					Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino			Pagbasa at Pagsusuri ng iba't Ibang Teksto Tungo sa Pananaliksik				21st Century Literature from the Philippines and the World					Contemporary Philippine Arts from the Regions					Media and Information Literacy					General Mathematics									
			1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		Ave	2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave						
			Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final		Mid	Final		Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final	Mid	Final		
	ABM	Grade 11																																										
		Grade 12																																										
	GAS	Grade 11																																										
		Grade 12																																										
	TVL - Electronics	Grade 11																																										
		Grade 12																																										
	TVL - ICT	Grade 11																																										
		Grade 12																																										
	TVL - H.E.	Grade 11																																										
		Grade 12																																										
	STEM	Grade 11																																										
		Grade 12																																										
Grade 11																																												
Grade 12																																												
SCHOOL MPS																																												

Prepared by: _____

Checked by: _____

Noted: _____

DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

QUARTERLY ASSESSMENT DASHBOARD

School: _____

School Year **2022 - 2023**

QUARTER	GRADE LEVEL	ENGLISH	FILIPINO	MATH	SCIENCE	MTB-MLE	AP	MAPEH	EPP/TLE	EsP	AVERAGE
FIRST	GRADE 1			#DIV/0!							#DIV/0!
	GRADE 2										
	GRADE 3										
	GRADE 4										
	GRADE 5										
	GRADE 6										
	1ST Q			#DIV/0!							#DIV/0!
QUARTER	GRADE LEVEL	ENGLISH	FILIPINO	MATH	SCIENCE	MTB-MLE	AP	MAPEH	EPP/TLE	EsP	AVERAGE
SECOND	GRADE 1										
	GRADE 2										
	GRADE 3										
	GRADE 4										
	GRADE 5										
	GRADE 6										
	2ND Q										
QUARTER	GRADE LEVEL	ENGLISH	FILIPINO	MATH	SCIENCE	MTB-MLE	AP	MAPEH	EPP/TLE	EsP	AVERAGE
THIRD	GRADE 1										
	GRADE 2										
	GRADE 3										
	GRADE 4										
	GRADE 5										
	GRADE 6										
	3RD Q										
QUARTER	GRADE LEVEL	ENGLISH	FILIPINO	MATH	SCIENCE	MTB-MLE	AP	MAPEH	EPP/TLE	EsP	AVERAGE
FOURTH	GRADE 1										
	GRADE 2										
	GRADE 3										
	GRADE 4										
	GRADE 5										
	GRADE 6										
	4TH Q										
OVERALL AVERAGE		#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

Prepared by:

Checked by:

Noted:

Name

Name

Name

Position/Designation

Position/Designation

Principal IV
Position/Designation

Department of Education
National Capital Region
SDO - Muntinlupa City

Attachment 4e1
SHS Only

CONSOLIDATED ASSESSEMENT RESULTS
MEAN PERCENTAGE SCORES (MPS) SENIOR HIGH SCHOOL - CORE SUBJECTS
S.Y. 2022-2023

SCHOOLS	TRACK / SPECIALIZATION	GRADE LEVEL	CORE SUBJECTS																														
			Oral Communication					Reading and Writing					Komunikasyon at Pananaliksik sa Wika at Kultura ng Filipino			Pagbasa at Pagsusuri ng iba't ibang Teksto Tungo sa Pananaliksik			21st Century Literature from the Philippines and the World					Contemporary Philippine Arts from the Regions					Media and Information Literacy				
			1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		Ave	2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave
			Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final		Mid	Final		Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final	Mid	Final	
	ABM	Grade 11																															
		Grade 12																															
	GAS	Grade 11																															
		Grade 12																															
	TVL - Electronics	Grade 11																															
		Grade 12																															
	TVL - ICT	Grade 11																															
		Grade 12																															
	TVL - H.E.	Grade 11																															
		Grade 12																															
	STEM	Grade 11																															
		Grade 12																															
		Grade 11																															
		Grade 12																															
		Grade 11																															
SCHOOL MPS		Grade 12																															

Prepared by:

Checked by:

Noted:

Department of Education
National Capital Region
SDO - Muntinlupa City

cont. 4e2

**CONSOLIDATED ASSESSEMENT RE
MEAN PERCENTAGE SCORES (MPS
S.Y. 2022-2023**

SCHOOLS	TRACK / SPECIALIZATION	GRADE LEVEL	CORE SUBJECTS																									
			Physical Science					Introduction to Philosophy of the Human Person					Physical Education and Health					Personal Development					Understanding Culture, Society, and Politics					
			1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	
			Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid
	ABM	Grade 11																										
		Grade 12																										
	GAS	Grade 11																										
		Grade 12																										
	TVL - Electronics	Grade 11																										
		Grade 12																										
	TVL - ICT	Grade 11																										
		Grade 12																										
	TVL - H.E.	Grade 11																										
		Grade 12																										
	STEM	Grade 11																										
		Grade 12																										
			Grade 11																									
			Grade 12																									
	SCHOOL MPS																											

Department of Education
National Capital Region

SDO - Muntinlupa City

CONSOLIDATED ASSESSEMENT RE
MEAN PERCENTAGE SCORES (MPS)
S.Y. 2022-2023

cont. 4e3

SCHOOLS	TRACK / SPECIALIZATION	GRADE LEVEL	CORE SUBJECTS										AVERAGE				
			Earth Science					Disaster Readiness and Risk Reduction									
			1st Sem		2nd Sem		Ave	1st Sem		2nd Sem		Ave	1st Sem		Average		
			Mid	Final	Mid	Final		Mid	Final	Mid	Final		Mid	Final			
	ABM	Grade 11														####	
		Grade 12															
	GAS	Grade 11															
		Grade 12															
	TVL - Electronics	Grade 11															
		Grade 12															
	TVL - ICT	Grade 11															
		Grade 12															
	TVL - H.E.	Grade 11															
		Grade 12															
	STEM	Grade 11															
		Grade 12															
			Grade 11														
			Grade 12														
			Grade 11														
			Grade 12														

Timeline of Activities for the 2nd Periodic Examination for SY 2022-2023

Date	Activities	Tool
January 9 -20	Preparatory Activities for the 2 nd Periodic Examination	Google link of test items to be provided to school heads by CID
January 23-24	Submission of School Testing Team to Office of the CID Chief	Refer to Attachment 2 template
Jan. 26-27, 2023	Conduct of Second Periodical Test Administration (Day 1-2) *	Refer to Attachment No. 1 & 2
Jan. 30-Feb. 1, 2023	Checking of Test & Submission of Test Form	Refer to Test Attachment 4a to 4e
Feb.2-3, 2023	Accomplishment of Online Consolidated Quarterly Assessment Dashboard	Google Sheet Link provided per school by SGOD- M&E c/o Mr. Zoren Pepito Gubalane
Feb. 4-6, 2023	Submission of hard copy already signed by the School Head and School Testing Coordinator	Hard Copy of Consolidated Quarterly Assessment School Dashboard
Feb. 6-10, 2023	Mid-Year Break/ INSET Activities *	
Feb. 15, 2023	Submission of Learners –At-Risks (LARs) & Intervention/Catch -Up Plan	Link per school to be provided by Dr. Mark Joseph Fernandez
Feb. 18, 2023	Parents Teachers Conference and Distribution of Report Cards *	M & E Tool Link for Parents Learners, Teachers and School Heads to be provided by SGOD-M& E

Note : Activities with (*) are based on Dep Ed Calendar of Activities for SY 2022-2023