



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUN 15 2023

MEMORANDUM

No. 142, s. 2023

CONDUCT OF THE FOURTH PERIODIC EXAMINATION
FOR SCHOOL YEAR 2022-2023

To: OIC – Assistant Schools Division Superintendent /
Chief Education Supervisor, SGOD
Chief Education Supervisor, CID
Public Elementary and Secondary School Heads / OICs
All Other Concerned

1. This Office announces the conduct of the Fourth Periodic Examination on June 22 - 23, 2023 for Grades 6, 10 and 12. For Grades 1 – 5 and Grades 7 -11 the schedule will be on June 29 - 30, 2023, as scheduled in the DepEd Calendar.
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 sessions. Thus, morning teachers shall proctor afternoon classes and vice-versa.
4. Schools shall print the test papers. Expenses shall be charged to available local funds or MOOE subject to the usual auditing and accounting procedures.
5. Please submit the list of test proctors per grade level and class, on or before June 19, 2023, to the Office of the CID Chief for use of the Division Testing Monitoring Team. Please refer to the template indicated in Attachment No. 2.
6. A Division Test Monitoring Team will monitor the conduct of the test using the Monitoring Sheet in Attachment No. 3.
7. Learners will write their answers on separate sheets with their names, years, sections, and subjects.
8. The School Coordinator shall accomplish the Online Quarterly Assessment Dashboard in Google sheet format provided per school by Dr. Zoren Pepito L. Gubalane, SEPS for Monitoring and Evaluation Unit. Coordinator shall submit to this Office the hard copy, duly signed by the School Head.

NUM-2023-142

142



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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9. Please refer to Attachment No. 5 for the timeline of activities for the Fourth Periodic Examination for SY 2022 – 2023.
10. Immediate and wide dissemination of this Memorandum is desired.


EVANGELINE P. LADINES CESO V
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 Third Periodical Examination for School Year 2022 – 2023
142 / June 14, 2023

NUM-2023-142



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



**Sample Schedule of Day 1 & 2 Fourth Periodic Examination
SY. 2022 – 2023**

Grade 1 & 2	Day 1	Day 2	Grade 4,5 & 6	Day 1	Day 2
7:00am – 8:00am 12:00nn – 1:00pm	Math	AP	7:00am – 8:00am 12:00nn – 1:00pm	Math	Science
8:00am – 9:00am 1:00pm – 2:00pm	MTB	EsP	8:00am – 9:00am 1:00pm – 2:00pm	Filipino	AP
9:00am – 9:30am 2:00pm – 2:30pm	Snack	Snack	9:00am – 9:30am 2:00pm – 2:30pm	Snack	Snack
9:30am – 10:30am 2:30pm – 3:30pm	MAPEH	English	9:30am – 10:30am 2:30pm – 3:30pm	English	EsP
10:30am – 11:30am 3:30pm – 4:30pm	Filipino	Checking of test papers	10:30am – 11:30am 3:30pm – 4:30pm	EPP/TLE	MAPEH
			Grade 4,5 & 6	Day 1	Day 2

Grade 7 -10	Day 1	Day 2	Grade 11(ABM)	Day 1	Day 2	Grade 12(ABM)	Day 1	Day 2
7:00am – 8:00am 12:00nn – 1:00pm	Math	Science	12:00nn – 1:30pm	Accounting 1	Statistic	12:00nn – 1:30pm	Business Finance	Statistic
8:00am – 9:00am 1:00pm – 2:00pm	Filipino	AP	1:30pm – 2:30pm	Pagbasa at Pagsulat	ICT	1:30pm – 2:30pm	Pagbasa at Pagsulat	ICT
9:00am – 9:30am 2:00pm – 2:30pm	Snack	Snack	2:30pm – 3:30pm	Physical Science	Business Math	2:30pm – 3:30pm	Physical Scienec	Business Math
9:30am – 10:30am 2:30pm – 3:30pm	English	EsP	3:30pm – 4:00pm	Snack	Snack	3:30pm – 4:00pm	Snack	Snack
10:30am – 11:30am 3:30pm – 4:30pm	TLE/TVL	MAPEH	4:00pm- 5:00pm	PE 1	Research	4:00pm- 5:00pm	PE 1	Research

DIVISION MONITORING TEAM
Fourth Periodic Test
SY 2022 – 2023

SHOOLS	PSDS IN-CHARGE	EPS / CID COUNTERPARTS	SGOD COUNTERPARTS
Sucat Elem. Sch. SESSPA Zone 3 SESSPA Zone 4 Cupang Elem. Sch. Main	Dr. Yaledegler Maligaya	Dr. John Albert Colle	Mr. Andres Sicam
Buli Elem. Sch. Muntinlupa Buss. HS Main Muntinlupa Buss. HS SA	Dr. Mark Joseph Fernandez	Ms. Mariel Eugene Luna	Ms. Cecilia Teresa Claudel
PEDHS Cupang SHS Lakeview Integrated Sch.	Mr. Jay Boy Evano	Dr. Ma. Carmen Solayao	Ms. Chelo Rongavilla
Itaas Elem. Sch. Tunasan NHS Muntinlupa NHS	Dr. Ma. Theresa Dela Rosa	Ms. Cecilia Ilarde (Division Librarian II)	Ms. Phoebe Arroyo
F. de Mesa Elem. Sch. Putatan Elem. Sch. Soldier Hill's Elem. Sch. Filinvest Alabang Elem. Sch.	Ms. Ada Trinidad Tagle	Dr. Lilibosa Palce	Mr. King Solidini Torres
Victoria Homes Elem. Sch. Poblacion Elem. Sch. Poblacion NHS	Ms. Alyssa Aventurado	Dr. Gina Urquia	Dr. Zoren Pepito Gubalane
Tunasan Elem. Sch. Muntinlupa Elem. Sch. Muntinlupa Science HS	Ms. Clarisa Avila	Dr. Armida Oblinada	Ms. Ivy Romano
Cupang Elem. Sch. Annex Bagong Silang Elem. Sch. Sucat SHS	Dr. Ma. Myra Namit	Mr. Edison Enerlas	Ms. Sue Ann Yago
Bayanan Elem. Sch. Main Bayanan Elem. Sch. Unit 1 Alabang Elem. Sch.	Ms. Evangeline Aman	Dr. Marissa Andanza	Ms. Rochelle Jimenez

TIMELINE OF ACTIVITIES FOR THE 4TH PERIODIC EXAMINATION FOR SY 2022 – 2023

DATE	ACTIVITIES	TOOL
June 15 – 20, 2023	Preparatory Activities for the Fourth Periodic Examination	Google link of test items to be provided to school heads by CID
June 19, 2023	Submission of School Testing Team to Office of the CID Chief	Refer to Attachment 2 template
June 22 – 23, 2023 (Grades 6, 10 & 12) June 29 – 30, 2023 (Grades 1 – 5, 7 – 9 & 11)	Conduct of Fourth Periodic Test Administration (Day 1 & 2) and Checking of Test Papers & Submission of Test Forms	Refer to Attachment 1 & 2 and Refer to Test Attachment 4a to 4e
June 26 – 27, 2023	Submission of Top 10 for Grades 6, 10 & 12	c/o CID and PSDS in-charge of Schools
July 3 – 4, 2023	Accomplishment of Online Consolidated Quarterly Assessment Dashboard	Google Sheet Link to be provide per school by SGOD – M&E c/o Dr. Zoren Pepito Gubalane
July 4, 2023	Submission of hard copy already signed by the School Heads and School Testing Coordinators	Hard Copy of Consolidated Quarterly Assessment School Dashboard
July 5 – 6, 2023	Submission of Learners-At-Risks (LARs) & Intervention / Catch-Up Plan	Link per school to be provided by Dr. Mark Joseph Fernandez
July 17 – 21, 2023	School Checking of Forms Cluster	School Checking Committee under supervision of assigned PSDS

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 stays 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: _____

S.Y. 2022-2023

GRADE LEVEL MEAN

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GRADE LEVEL MPS [illegible]

Noted:

School Head

NAME OF SCHOOL*School Address Muntinlupa City***4TH PERIODIC EXAMINATION 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
4TH PERIODIC EXAMINATION

School: _____
 Grade/Year: _____

Subject : _____
 Teacher: _____

Item #	SECTIONS										Total	Difficulty Index
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!
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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

4TH PERIODIC EXAMINATION

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

Item #	Rank	N	Difficulty Index
1	#DIV/0!	#DIV/0!	#DIV/0!
2	#DIV/0!	#DIV/0!	#DIV/0!
3	#DIV/0!	#DIV/0!	#DIV/0!
4	#DIV/0!	#DIV/0!	#DIV/0!
5	#DIV/0!	#DIV/0!	#DIV/0!
6	#DIV/0!	#DIV/0!	#DIV/0!
7	#DIV/0!	#DIV/0!	#DIV/0!
8	#DIV/0!	#DIV/0!	#DIV/0!
9	#DIV/0!	#DIV/0!	#DIV/0!
10	#DIV/0!	#DIV/0!	#DIV/0!
11	#DIV/0!	#DIV/0!	#DIV/0!
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