



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

OCT 20 2023

MEMORANDUM

No. 246, s. 2023

**SCHEDULE OF THE CONDUCT OF THE FIRST TO FOURTH QUARTER
EXAMINATION FOR SCHOOL YEAR 2023-2024**

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 First to Fourth Quarter Examinations as indicated in Enclosure No. 2 of DepEd Order No. 22, s. 2023 entitled ***“Implementing Guidelines on the School Calendar and Activities for the School Year 2023-2024.”*** Refer to Attachment No. 1.
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 and designate a School Testing Committee Focal Person.
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 examination schedule with test proctors per grade level and class to the Office of the CID Chief, at least 2-3 days before the scheduled examination for use of the Division Testing Monitoring Team. Please refer to the sample schedule 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.

NUM-2023-246



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

1019005



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

8. The School Coordinators 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. They shall submit to this Office the hard copy, duly signed by the School Head. Refer to Attachments 4a-4e.

9. 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:

ASSESSMENT

EXAMINATIONS

TESTS

MALD-DM – Schedule of the Conduct of the First to Fourth Quarter Examination for School Year 2023

– 2024

246 / October 16, 2023

NUM-2023-246



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



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

Attachment 1

Schedule of the First to Fourth Quarter Examinations for SY 2023-2024

Quarter	Start	End	Examination Dates
First Quarter	Aug. 9, 2023	Oct. 1, 2023	Oct. 26-27, 2023
Second Quarter	Oct. 31, 2023	Jan. 23, 2024	Jan. 22-23, 2024
Mid-Year Break	Jan. 24-26, 2024	Jan. 29-30, 2024	MPRE and INSET
Third Quarter	Jan. 31, 2024	April 4, 2024	April 3-4, 2024
Fourth Quarter	April 5, 2024	June 10, 2024	May 23-24, 2024 (Grades 6 and 12) May 30, 31, 2024 (Grades 1-5 & 7-11)

**TIMELINE OF ACTIVITIES FOR THE CONDUCT OF THE
DIVISION QUARTER EXAMINATION FOR SY 2023-2024**

Activities	Suggested Dates	Tool
A. Pre-Examination		
Preparatory Activities for the Conduct of the Division Quarter Examination	One month before scheduled examination	Google Link of test items to be provided by CID-LRMS
Submission of School Test Schedule per grade level per class with assigned proctors	3 days before the scheduled examination	Examination Schedule per School per grade level with assigned proctors
B. Examination Proper		
- Conduct of Day 1 and Day 2 Quarter Examination - Checking of Test Papers and encoding of Test Forms 4a-4c	Day 1 and Day of the examination dates for the quarter	M & E Tool to be provided by the Division Testing Monitoring Team
C. Post Examination		
- Submission of Online Consolidated Quarter Examination Dashboard - Submission of Consolidated Dashboard Signed hardcopy to SGOD-M& E Unit Head Dr. ZP Gubalane	Every 2-3 days after the examination	Google Link to be provided by SGOD-M& E Unit
Submission of Learners at Risk (LARs) to ZEST Focal Person Dr. M/J. Fernandez	7 working days after the submission of Consolidated Examination Results Dashboard	LARs Google link to be provided by Dr. MJ Fernandez



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

**Sample Schedule of Day 1 & 2 First Periodical Examination
SY. 2023 - 2024**

Attachment No. 2

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 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

**(Senior High School)
Grade 11**

Time	Subjects	
	Day 1	Day 2
7:00 AM-8:00 AM	Oral Communication	Empowerment Technologies
8:00 AM-9:00 AM	Komunikasyon at Pananaliksik sa Wika at Kulturang Filipino	Exercise for Fitness
9:00AM-9:15AM	Recess	
9:15AM-10:15AM	Earth and Life Science/ Earth Science	General Mathematics
10:15 AM-11:15 AM	Introduction to Philosophy	Practical Research 1*

*For MSHS only

Notes:

- Quarterly Tests for Specialized Subjects shall be administered on October 5, 2025. Schools must forward a copy of the schedule to the CID through the Focal Person.
- Since subject offerings in grade 12 vary, schools must submit their examination schedule using the format above on/before October 20, 2023.



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Attachment No. 3

DIVISION TESTING MONITORING TEAM(DTMT) FOR SY 2023-2024

NAME OF DTMT Members	NAME OF SCHOOL	SCHOOL HEAD/OIC
Dr. Evangeline M. Aman Dr. Marissa Andanza Rochelle Jimenez	Pedro E. Diaz HS	Ms. Eden B. Binaday
	Muntinlupa Business HS	Ms. Vilma s. Vilorio
	Muntinlupa Business HS Sucat Annex	Dr. Marissa M. Andanza
Ms. Alyssa V. Aventurado Dr. Carmen Solayao Dr. ZP Gubalane	Lakeview Integrated Sch. (JHS)	Dr. Rosendo E. Sangalang
	Tunasan NHS	Dr. Ador B. Querubin
	Muntinlupa Science HS	Dr. Florante C. Marmeto
Ms. Clarissa C. Avila	Officer-In-Charge Sucat SHS	
Dr. Ma. Theresa C. Dela Rosa Edison Enerlas Phoebe Rana Arroyo	Alabang ES	Dr. Shella C. Navarro
	Filinvest Alabang ES	Ms. Olivia G. Elloso
	Bayanan ES-U1	Dr. Buena C. Dela Cruz
	Buli ES	Ms. Marie Ann R. Esmeria
	Cupang ES Annex	Ms. Jinky D. Santos
Dr. Jay Boy E. Evano Mariel Eugene Luna Sue Ann Yago	MNHS SHS	Dr. Antonio B. Rocha
	TNHS SHS	Dr. Ador B. Querubin
	MSHS SHS	Dr. Florante C. Marmeto
	LIS SHS	Dr. Rosendo E. Sangalang
	Cupang SHS	Mr. Felipe W. Marapao Jr.
	Sucat SHS	Ms. Clarita C. Avila
Dr. Mark Joseph C. Fernandez Dr. Armida Oblinada King Solidini	Muntinlupa NHS	Dr. Antonio B. Rocha
	Poblacion NHS	Mr. David T. Libao
	Victoria Homes ES	Ms. Ma. Hazel B. Hernandez
Dr. Yaledegler C. Maligaya John Albert Colle Andrei Sicam	Cupang ES Main	Ms. Rhodora V. Mandap
	Sucat ES	Dr. Jane May C. Valbuena
	Sucat ES Zone 3	Ms. Alma O. Bituin
	Sucat ES Zone 4	Ms. Alma O. Bituin
	Bagong Silang ES	Ms. Eden G. Cado
Dr. Ma. Myra E. Namit Dr. Liliosa Palce Cecilia Claudel	Itaas ES	Dr. Antonio C. Gagala
	Muntinlupa ES	Dr. Ma. Aurora S. Bartolaba
	Poblacion ES	Dr. Raul T. Felix
	Tunasan ES	Dr. Jennifer S. Joson
Ms. Ada Trinidad A. Tagle Dr. Gina U. Urquia Chelo De Guzman	Putatan ES	Mr. Hilario G. Canasa
	Soldiers Hills ES	Ms. Noemi V. Zarate
	F.De Mesa ES	Mr. Reynaldo O. Comisario
	Bayanan ES Main	Mr. Edizer S. Laqueo
	ALS Center	Dr. Marissa M. Andanza

NAME OF SCHOOL
School Address Muntinlupa City

____ QUARTER EXAMINATION MPS RESULTS
S.Y. 2023-2024

GRADE LEVEL	SUBJECTS									
	ENGLISH	FILIPINO	MATHEMATICS	SCIENCE	MTB-MLE	ARALING PANLIPUNAN	MAPEH	EPP/TLE	ESP	AVERAGE
GRADE 1										#DIV/0!
GRADE 2										#DIV/0!
GRADE 3										#DIV/0!
GRADE 4										#DIV/0!
GRADE 5										#DIV/0!
GRADE 6										#DIV/0!
TOTAL										#DIV/0!

Prepared by:

Checked by:

Noted:

School Head

NAME OF SCHOOL*School Address Muntinlupa City***____ QUARTER EXAMINATION MPS RESULTS****S.Y. 2023-2024**

GRADE LEVEL	SUBJECTS								
	ENGLISH	FILIPINO	MATHEMATICS	SCIENCE	ARALING PANLIPUNAN	MAPEH	TLE/ TVE	ESP	AVERAGE
GRADE 7									#DIV/0!
GRADE 8									#DIV/0!
GRADE 9									#DIV/0!
GRADE 10									#DIV/0!
GRADE 11									#DIV/0!
GRADE 12									#DIV/0!
TOTAL									#DIV/0!

Prepared by:

Checked by:

Noted:

School Head

Republic of the Philippines
 Department of Education
 National Capital Region
DIVISION OF CITY SCHOOLS
 City of Muntinlupa
TEST RESULTS FORM 3
Quarter Examination
S.Y. 2023-2024

School: _____
 Grade/Year: _____

Subject: _____
 Teacher: _____

Item #	SECTIONS										Total	Difficulty Index
	SECTION NAME											
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!
17											0	#DIV/0!
18											0	#DIV/0!
19											0	#DIV/0!
20											0	#DIV/0!
21											0	#DIV/0!
22											0	#DIV/0!
23											0	#DIV/0!
24											0	#DIV/0!
25											0	#DIV/0!
26											0	#DIV/0!
27											0	#DIV/0!
28											0	#DIV/0!
29											0	#DIV/0!
30											0	#DIV/0!
31											0	#DIV/0!
32											0	#DIV/0!
33											0	#DIV/0!
34											0	#DIV/0!
35											0	#DIV/0!
36											0	#DIV/0!
37											0	#DIV/0!
38											0	#DIV/0!
39											0	#DIV/0!
40											0	#DIV/0!
41											0	#DIV/0!
42											0	#DIV/0!
43											0	#DIV/0!
44											0	#DIV/0!
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 N (the number who took the test) below the name of section.
2. Write the total number of students who missed the item (frequency of error) for each number in the test.
3. Divide the total number of frequency of error by total number of students who took the test.

Prepared by:

0
TEACHER 1

Name of School

Address

REPORT ON LEAST MASTERED SKILLS_____
QUARTER EXAMINATION

S.Y. 2023-2024

SUBJECT: _____

GRADE LEVEL: _____

Competencies	Item No.	Rank	Difficulty Index

Prepared by:

Subject Teacher/ Grade Level Subject Coordinator

Checked by:

Department Head

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: _____

S.Y. 2023-2024

GRADE LEVEL

GRADE LEVEL SUM OF SCORES GRADE LEVEL MEAN GRADE LEVEL MPS

[illegible]

Prepared by: _____

Checked by: _____

Noted: _____

School Head

School Head