



Republic of the Philippines  
**Department of Education**  
National Capital Region  
Schools Division Office – Muntinlupa City

Office of the Schools Division  
Superintendent

MAR 27 2024

**MEMORANDUM**

**DIVISION LANGUAGE ASSESSMENT FOR ENGLISH GRADE 11 AND 12 (SENIOR HIGH SCHOOL)**

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

1. This is in reference to the Division Memorandum No. 234 s.2023, dated July 25, 2023 entitled: Modified Muntinlupa S. M. A. R. T. School with a Heart Operational Manual particularly on the Academic Dimension in which one of its objectives is to assess the literacy level of the learners in Grades 11 and 12, the Schools Division of Muntinlupa will conduct the Division Language Assessment for English to measure the learners' academic performance and reading performance.
2. The Language assessment in English will be conducted on April 1-3, 2024 in their English Classes. The copy of the assessment will be distributed to the School Heads and the English Coordinators.
3. Expenses relative to the conduct of this assessment shall be charged to school's MOOE subject to the usual government accounting and auditing rules and regulations.
4. Attached are the templates to be used for reporting the results of the assessment and the schedule of activities as a reference for all concerned.
5. Immediate, wide dissemination, and compliance of this Memorandum is desired.

  
**EVANGELINE P. LADINES CESO V**  
Schools Division Superintendent

Enclosure: As stated

Reference: Division Memorandum No. 234

To be indicated in the Perpetual Index

Under: ASSESSMENT LANGUAGE LEARNING AREA: ENGLISH

MCDS- Division Language for English Grade 11 and 12 (Senior High School)

103 / March 18, 2024

UN-2024-103



Centennial Ave., Brgy. Tunasan, Muntinlupa City  
Telephone No: 805-9935 / 805-9938  
www.depedmuntinlupa.iedu.ph; sdo.muntinlupa@gmail.com



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**Enclosure 1**

**ASSESSMENT SCHEDULE and other related ACTIVITIES FOR ENGLISH  
SY: 2023-2024**

Date	Activity	Materials Needed	Persons Involved
March 18-21, 2024	Preparation of English Assessment	Copy of the English Assessment	EPS-English SHS English Coordinators Master Teachers
March 21, 2024 (9:00 a.m.)	Meeting of the Senior High School English Coordinators and Master Teachers	Copy of the Memorandum	EPS-English SHS English Coordinators Master Teachers
April 1-5, 2024	Conduct of English Language Assessment for Grade 11 and 12	Copies of the Language Assessment in English	English Teachers Master Teachers SHS English Coordinators
April 8, and 10-12, 2024	Preparation of the Assessment Results <ul style="list-style-type: none"><li>• Checking of Papers with frequency of error report</li><li>• Identifying least mastered skills</li><li>• Consolidating of Assessment Results</li></ul>	Templates for the reporting of Assessment Results	English Teachers Master Teachers SHS English Coordinators
April 15-17, 2024	Submission of School Assessment Results	Letter of Transmittal Report on Assessment Results	School Head SHS English Coordinators
April 18, 2024	Meeting of the SHS English Coordinators on the Language Results of the Assessment	Learning Action Cell Plan	SHS English Coordinators
April 22, 2024	Submission of Action Plan with the approval of the School Head	Approved Action Plan	School Head SHS English Coordinators
April 22-May 2024	Implementation of the Action Plan	Monitoring and Evaluation Form	English Teachers







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**Enclosure 3 (Form 2)**

Name of School: \_\_\_\_\_ Grade Level: \_\_\_\_\_

Teacher: \_\_\_\_\_ Subject: ENGLISH

Item No.	Section Name	Sections								Total	Difficulty Index
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**Enclosure 3 (Form 3)**

School: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
Address: \_\_\_\_\_ Subject: ENGLISH

LEAST MASTERED SKILLS REPORT  
DIVISION ENGLISH LANGUAGE ASSESSMENT FOR SENIOR HIGH SCHOOL  
SY: 2023-2024

Competencies	Item No.	Rank	Difficulty Index

Prepared by:

\_\_\_\_\_  
Subject Teacher/Grade Level Subject Coordinator

Checked by:

\_\_\_\_\_  
Department Head





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**Enclosure 4 (Form 4)**

Schools Letter Head  
SY: 2023-2024

**CONSOLIDATED REPORT ON LANGUAGE ASSESSMENT IN ENGLISH**

Section	Enrollment			No. of Assessed			40-50 Outstanding			35-39 Very Satisfactory			30-34 Satisfactory			25-29 Poor			24 below Needs Improvement			
	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	M	F	Total	
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Prepared by:

Checked by:

Noted by:

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