



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

Office of the Schools Division
Superintendent

SEP 18 2024

MEMORANDUM
No. 266, s. 2023

**CONDUCT OF THE FIRST QUARTER EXAMINATION
FOR SCHOOL YEAR 2024-2025**

To: Chief Education Supervisor, Curriculum Implementation Division
OIC-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 First Quarter Examination on September 27 -28, 2024, to evaluate the learned skills and competencies intended for the first quarter.
2. Tests are teacher-made based on the competencies taught for the first quarter.
3. Schools shall print the test papers and expenses shall be charged to available local funds or MOOE, subject to the usual auditing procedures.
4. All schools shall follow the synchronized test schedule. Honesty and integrity in the conduct of the examination shall be ensured.
5. Submit list of test proctors per grade level per class on or before September 20, 2024 to the Division Test Monitoring Team who shall monitor the conduct of the test.
6. The School Testing Coordinator shall accomplish the Online Quarterly Assessment Dashboard in Google sheet format provided per school by Dr. Zoren P. Gubalane. Submit the hard copy duly signed by the School Head and School Testing Coordinator three days after the periodic exam.
7. School Principals and teachers shall be granted one day service credit/compensatory time-off, whichever is applicable, as stipulated in DepEd Order No. 53 s. 2003 Updated Guidelines on Grant of Vacation Service Credits to Teachers and Compensatory Time-off (CTO) to SDO Personnel.
8. Refer to the following attached templates of required reports to be submitted:

Attachment No. 1- Synchronized test schedule
Attachment No. 2- Division Testing Monitoring Team
Attachment No. 3- Division Test Monitoring Tool

266

NUM-2024-266



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

Link for 1st Periodic Results Dashboard is to be announced.

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


VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the 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 Periodic Examination for School Year 2024-2025
266 / September 9, 2024

NUM-2024-266



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: Synchronized Schedule of First Quarter Test

**Sample Schedule of Day 1 & 2 First Quarter Examination
 SY. 2024-2025**

TIME	Grade 1		Grade 2		Grade 3		Grades 4- 6	
	Day 1	Day 2	Day 1	Day 2	Day 1	Day 2	Day 1	Day 2
7:00-8:00 AM 12:00-1:00 PM	Language	Math	English	Filipino	Science	Math	Science	English
8:00 -9:00AM 1:00-2:00 PM	Reading and Literacy	Makabansa	Math	GMRC	Filipino	English	Filipino	MAPEH
9:00-9:30 AM/ 2:00-2:30 PM	R E C E S S							
9:30-10:30 AM/ 2:30-3:30 PM	GMRC	Checking	Makabansa	MAPEH	Makabansa	MAPEH	Math	GMRC/VE
10:30-11:30 AM/ 3:30-4:30 PM	Checking	Checking	Checking	Checking	GMRC	Checking	AP	TLE/EPP

TIME	Grades 7-10		Grades 11 & 12	
	Day 1	Day 2	Day 1	Day 2
7:00-8:00 AM 12:00-1:00 PM	English	Math	English	Filipino
8:00 -9:00AM 1:00-2:00 PM	Filipino	Makabansa	Math	Science
9:00-9:30 AM/ 2:00-2:30 PM	R E C E S S			
9:30-10:30 AM/ 2:30-3:30 PM	GMRC	MAPEH	Philosophy	HOPE
10:30-11:30 AM/ 3:30-4:30 PM	TLE	Science	Applied Subject 1	Applied Subject 1
11:30-12:30 AM 4:30-5:30	Checking	Checking	Specialized Subject 1	Specialized Subject 2

Note:

1. Kindergarten shall take the Assessment during their regular schedule on September 25, 2024.
2. Teachers will proctor sections based on their assigned schedules.
3. Schools with special interest programs shall take elective subjects/ specialization. Teacher-made test items prepared by their respective subject teachers during their classes administered on September 30, 2024.
4. Test items are also 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
5. For SHS, you may take the time allotment for the schedule based on unique offerings in your school. For Example: English (Oral Communication) Filipino (Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino)



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 2: Division Monitoring Team

Division Monitoring Team Members	NAME OF SCHOOL	SCHOOL HEAD/OIC
Dr. Evangeline M. Aman Dr. Lilirosa B. Palce Ms. Cecilia Claudel	Bagong Silang Elementary School	Dr. Evangeline M. Aman
	Pedro E. Diaz High School	Dr. Antonio B. Rocha
	Bayanan ES Main	Dr. Buena C. Dela Cruz
Dr. Alyssa V. Aventurado Mr. Lambert G. Quesada Ms. Phoebe R. Arroyo	Lakeview Integrated School (Elementary & Junior High School)	Dr. Rosendo E. Sangalang
	Tunasan NHS-JHS	Dr. Ador B. Querubin
	Muntinlupa Business HS Sucat Annex	Ms. Jinky D. Santos
	Muntinlupa Business High School- Main	Ms. Vilma S. Vloria
Ms. Clarisa C. Avila Dr. Armida S. Oblinada Mr. Andrei F. Sicam Jr.	Muntinlupa Science High School (JHS)	Dr. Gina U. Urquia
	Victoria Homes Elementary School	Mr. Reynaldo O. Comisario
	Poblacion Elementary School	Dr. Raul T. Felix
Dr. Ma. Theresa C. Dela Rosa Dr. Marissa Andanza Mr. King Solidini J. Torres	Cupang Elementary School-Annex	Dr. Ma. Theresa C. Dela Rosa
	Filinvest Alabang Elementary School	Ms. Alma O. Bituin
	Bayanan Elementary School-Unit I	Dr. Jane May C. Valbuena
Dr. Jay Boy E. Evano Dr. Lilirosa B. Place Dr. Zoren Pepito L. Gubalane	Sucate Senior High School	Dr. Jay Boy E. Evano
	Lakeview Integrated School- SHS	Dr. Rosendo E. Sangalang
	Cupang Senior High School	Mr. Felipe W. Marapao Jr.
	Poblacion National High School	Ms. Eden B. Binaday
Dr. Eric F. Fungo Dr. Gina U. Urquia Ms. Ma. Theresa S. Indap	Tunasan National High School- SHS	Dr. Ador B. Querubin
	Muntinlupa National High School (JHS & SHS)	Dr. Florante C. Marmeto
	Muntinlupa Science High School- SHS	Dr. Gina U. Urquia
Dr. Yaledegler C. Maligaya Mr. Edison Enerlas Ms. Marie Lavin	Sucate Elementary School Sitio Pagkakaisa Annex Zone 3 & 4	Dr. Jaime G. Bautista
	Buli Elementary School	Ms. Marie Ann R. Esmeria
	Cupang Elementary School - Main	Mr. Edizer Laqueo
	Sucate Elementary School - Main	Dr. Jennifer S. Joson
Dr. Ma. Myra E. Namit Dr. Leonaida Gutierrez Mr. Eduardo Kondo	Muntinlupa Elementary School	Dr. Shella C. Navarro
	Alabang Elementary School	Dr. Ma. Aurora S. Bartolaba
	Tunasan Elementary School	Ms. Olivia G. Elloso
	Itaas Elementary School	Ms. Rhodora V. Mandap
Dr. Ada Trinidad A. Tagle Dr. Ma. Carmen Solayao Dr. May Ann Ayudtud	Putatan Elementary School	Mr. Hilario G. Canasa
	Soldiers Hills Elementary School	Dr. Antonio C. Gagala
	F. De Mesa Elementary School	Ms. Maria Hazel B. Hernandez
	ALS Center	Dr. Marissa M. Andanza



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

**Attachment 3: Division Monitoring Tool
MONITORING SHEET**

School: _____ Exam. Date: _____
School ID _____ 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 armchairs/ 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 armchairs 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: _____



Student Center for Life Skills Bldg., Centennial Ave, Brgy. Tunasan, Muntinlupa City

8805-9935, 8805-9940



sdo.muntinlupa@gmail.com



deped-muntinlupa.com