



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

Office of the Schools Division  
Superintendent

NOV 13 2024

MEMORANDUM  
No. 315, s. 2023

**CONDUCT OF THE SECOND QUARTERLY ASSESSMENT  
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 Second Quarterly Assessment on December 6-7, 2024, to evaluate the learned skills and competencies intended for the second quarter.
2. Tests are teacher-made based on the competencies taught for the second 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 a list of test proctors per grade level per class on or before November 22, 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 Sheets 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. 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

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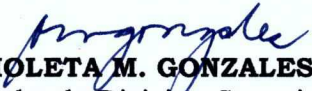


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The link for the 2nd Quarterly Assessment Results Dashboard is to be announced.

8. 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

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MALD- DM – Conduct of the First Periodic Examination for School Year 2024-2025  
\_\_\_\_/ November, 2024

NUM-2024-315



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**Attachment 1: Synchronized Schedule of Second Quarterly Assessment**

**Sample Schedule of Days 1 & 2 Second Quarterly Assessment  
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 -9:00 AM 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	<b>R E C E S S</b>							
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	<b>GMRC</b>	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 -9:00 AM 1:00-2:00 PM	Filipino	Makabansa	Math	Science
9:00-9:30 AM/ 2:00-2:30 PM	<b>R E C E S S</b>			
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 December 6-7, 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 December 4-5, 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)



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**Attachment 2: Division Monitoring Team**

<b>Division Monitoring Team Members</b>	<b>NAME OF SCHOOL</b>	<b>SCHOOL HEAD/OIC</b>
<b>Dr. Evangeline M. Aman</b> <b>Dr. Lilia B. Palce</b> <b>Ms. Cecilia Claudel</b>	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
<b>Dr. Alyssa V. Aventurado</b> <b>Mr. Lambert G. Quesada</b> <b>Ms. Phoebe R. Arroyo</b>	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. Vioria
<b>Ms. Clarisa C. Avila</b> <b>Dr. Armida S. Oblinada</b> <b>Mr. Andrei F. Sicam Jr.</b>	Muntinlupa Science High School (JHS)	Dr. Gina U. Urquia
	Victoria Homes Elementary School	Mr. Reynaldo O. Comisario
	Poblacion Elementary School	Dr. Raul T. Felix
<b>Dr. Ma. Theresa C. Dela Rosa</b> <b>Dr. Marissa Andanza</b> <b>Mr. King Solidini J. Torres</b>	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
<b>Dr. Jay Boy E. Evano</b> <b>Dr. Lilia B. Place</b> <b>Dr. Zoren Pepito L. Gubalane</b>	Sucacat 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
<b>Dr. Eric F. Fungo</b> <b>Dr. Gina U. Urquia</b> <b>Ms. Ma. Theresa S. Indap</b>	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
<b>Dr. Yaledegler C. Maligaya</b> <b>Mr. Edison Enerlas</b> <b>Ms. Marie Lavin</b>	Sucacat 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
	Sucacat Elementary School - Main	Dr. Jennifer S. Joson
<b>Dr. Ma. Myra E. Namit</b> <b>Dr. Leonaida Gutierrez</b> <b>Mr. Eduardo Kondo</b>	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
<b>Dr. Ada Trinidad A. Tagle</b> <b>Dr. Ma. Carmen Solayao</b> <b>Dr. May Ann Ayudtud</b>	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



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**Attachment 3: Division Monitoring Tool**

**MONITORING SHEET**

School: \_\_\_\_\_ Exam. Date: \_\_\_\_\_  
 School ID \_\_\_\_\_ Grading Period 1<sup>st</sup>  2<sup>nd</sup>  3<sup>rd</sup>  4<sup>th</sup>   
 Legend: E-evident, NE- not evident

INDICATOR/ PARTICULAR	E	NE	REMARKS
<b>A. Timeliness</b>			
1. The giving of the 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>B. Completeness</b>			
1. 100% attendance of examinees is observed.			
2. 100% attendance of room examiners and supervisors is observed.			
3. All sets of test papers have the 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.			
<b>C. Test Administration</b>			
1. The test schedule 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.			
<b>D. On Testing Rooms</b>			
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.			
<b>E. Other Issues and Concerns:</b>			
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: \_\_\_\_\_



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