



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

**MEMORANDUM**  
**No. 045, s. 2025**

FEB 03 2025

**CONDUCT OF THE THIRD 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 Third Quarter Examination on February 10 – 11, 2025, to evaluate the learned skills and competencies intended for the third quarter.
2. Tests are teacher-made based on the competencies taught for the third 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 February 7, 2025 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. 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  
Link for 3rd Periodic Results Dashboard is to be announced.

045  
NUM-2025-045



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

For:

**VIOLETA M. GONZALES, CESO VI**  
Assistant Schools Division Superintendent  
OIC – Office of the Schools Division Superintendent

By:

  
**DR. FLORANTE C. MARMETO**  
Chief Education Supervisor  
Curriculum Implementation Division  
Officer-In-Charge

Encl: As stated  
Reference: none  
To be indicated in the Perpetual Index  
under the following subjects:

CONDUCT      PERIODICAL      EXAMINATION

FCM – Conduct of the Third Periodic Examination for School Year 2024-2025  
045/ February 03, 2025

NUM-2025-045



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**Attachment 1: Synchronized Schedule of Third Quarter Test**

**Sample Schedule of Day 1 & 2 Third 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	<b>RECESS</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>Checking</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	Language	Math	English	Filipino
8:00 -9:00AM 1:00-2:00 PM	Reading and Literacy	Makabansa	Math	Science
9:00-9:30 AM/ 2:00-2:30 PM	<b>RECESS</b>			
9:30-10:30 AM/ 2:30-3:30 PM	GMRC	Checking	Philosophy	HOPE
10:30-11:30 AM/ 3:30-4:30 PM	Checking	Checking	Applied Subject 1	Applied Subject 1
11:30-12:30 AM 4:30-5:30			Specialized Subject 1	Specialized Subject 2

**Note:**

1. Kindergarten shall take the Assessment during their regular schedule on February 7, 2025
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 February 12 – 13, 2025
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**

Division Monitoring Team Members	NAME OF SCHOOL	SCHOOL HEAD/OIC
<b>Dr. Evangeline M. Aman</b> <b>Dr. Lilliosa B. Palce</b> <b>Ms. Cecilia Claudel</b>	Bagong Silang Elementary School	Mr. Felipe W. Marapao, Jr.
	Pedro E. Diaz High School	Dr. Antonio B. Rocha
	Bayanan ES Main	Dr. Buena C. Dela Cruz
<b>Mr. Lambert G. Quesada</b> <b>Ms. Phoebe R. Arroyo</b>	Tunasan NHS-JHS	Ms. Vilma S. Vioria
	Muntinlupa Business HS Sucat Annex	Ms. Jinky D. Santos
	Muntinlupa Business High School-Main	Mr. Reynante H. Espeleta
<b>Ms. Clarisa C. Avila</b> <b>Dr. Armida S. Oblinada</b> <b>Mr. Andrei F. Sicam Jr.</b>	Muntinlupa Science High School (JHS & SHS)	Dr. Ador B. Querubin
	Victoria Homes Elementary School	Mr. Reynaldo O. Comisario
	Poblacion Elementary School	Dr. Raul T. Felix
	Cupang Elementary School-Annex	Ms. Jocelyn A. Morales
<b>Dr. Ma. Theresa C. Dela Rosa</b> <b>Dr. Marissa Andanza</b> <b>Mr. King Solidini J. Torres</b>	Filinvest Alabang Elementary School	Ms. Alma O. Bituin
	Bayanan Elementary School-Unit I	Dr. Jane May C. Valbuena
	Sucate Senior High School	Dr. Jay Boy E. Evano
<b>Dr. Jay Boy E. Evano</b> <b>Dr. Lilliosa B. Place</b> <b>Dr. Zoren Pepito L. Gubalane</b>	Lakeview Integrated School	Dr. Louie M. Valdez
	Cupang Senior High School	Mr. Jason B. Alvaro
	Poblacion National High School	Ms. Eden B. Binaday
	Tunasan National High School-SHS	Ms. Maricel Lumio
<b>Dr. Eric F. Fungo</b> <b>Dr. Gina U. Urquia</b> <b>Ms. Ma. Theresa S. Indap</b>	Muntinlupa National High School (JHS & SHS)	Dr. Rosendo E. Sangalang
	Sucate Elementary School Sitio Pagkakaisa Annex Zone 3 & 4	Ms Haydee F. Gucor
<b>Dr. Yaledegler C. Maligaya</b> <b>Mr. Edison Enerlas</b> <b>Ms. Marie Lavin</b>	Buli Elementary School	Ms. Marie Ann R. Esmeria
	Cupang Elementary School - Main	Mr. Edizer Laqueo
	Sucate Elementary School - Main	Dr. Jennifer S. Joson
	Muntinlupa Elementary School	Dr. Shella C. Navarro
<b>Dr. Ma. Myra E. Namit</b> <b>Dr. Leonaida Gutierrez</b> <b>Mr. Eduardo Kondo</b>	Alabang Elementary School	Dr. Ma. Aurora S. Bartolaba
	Tunasan Elementary School	Ms. Olivia G. Ellosa
	Itaas Elementary School	Ms. Rhodora V. Mandap
	Putatan Elementary School	Mr. Hilario G. Canasa
<b>Dr. Ada Trinidad A. Tagle</b> <b>Dr. Ma. Carmen Solayao</b> <b>Dr. May Ann Ayudtud</b>	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 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 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.			
<b>C. Test Administration</b>			
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.			
<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: \_\_\_\_\_