



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

Office of the Schools Division
Superintendent


OCT 13 2025

MEMORANDUM
No. 519, s. 2025

**CONDUCT OF THE SECOND QUARTER EXAMINATION
FOR SCHOOL YEAR 2025 - 2026**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
OIC - Chief Education Supervisor, SGOD
Elementary and Secondary Public-School Heads /OICs
All Others Concerned

1. In accordance with DepEd Order No. 12, s. 2025, titled "*Multi-Year Guidelines on the School Calendar and Activities for SY 2025-2026*," this Office, through the Curriculum Implementation Division, announces the conduct of the aforementioned activity on October 23-24, 2025
2. School heads are hereby enjoined to ensure strict compliance with DepEd Order No. 8, s. 2025, titled "*Policy Guidelines on Classroom Assessment for k to 12 Basic Education Program*," as well as with Division Unnumbered Memorandum titled "*Generals Instruction in the Development of Test Items for Quarterly Examination*," particularly in the preparation of second-quarter test materials.
3. Please refer to the following enclosures for guidance:
 - A. List of Reminders in Preparation for the Second Quarter Examination
 - B. Synchronized Test Schedule
 - C. Division Monitoring Team
 - D. Division Monitoring Tools
4. Immediate and wide dissemination of the Memorandum is desired.


VIOLETA M. GONZALES CESO VI
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
FCM – Conduct of the Second Periodic Examination for School Year 2025-2026
519 October, 2025

NUM-2025-519



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Enclosure A

Reminders in Preparation for the Second Quarter Examination

1. Test questions shall be teacher-made, based on the competencies covered during the second quarter.
2. Schools shall print the test papers following the *Book Old Man Style 11* format. If printing in color enhances the readability and appreciation of the learners, this is encouraged. All related expenses may be charged to available local fund or the MOOE, subject to existing auditing and accounting procedures.
3. All schools are required to adhere to the synchronized examination schedule. Teachers are likewise reminded to closely monitor their learners and emphasize the importance of taking the examination seriously.
4. Schools shall submit the list of test proctors per grade level to the Division Testing and Monitoring Team on or before October 20, 2025, for monitoring purposes.
5. The School Testing Coordinators shall accomplish the Online Quarterly Assessment Dashboard (in Google Sheet format) provided by Dr. Zoren Pepito Gubalane, Senior Education Program Specialist for Monitoring and Evaluation. A hard-copy, duly signed by the School Head and School Testing Coordinator, must be submitted within three (3) days after the conduct of Second Quarter Examination.



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Enclosure B

Synchronized Schedule of Second Quarter Test

**Sample Schedule of Day 1 & 2 Second Quarter Examination
SY. 2025-2026**

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	Checking	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	R E C E S S			
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



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Enclosure C

	Bayanan ES Main	Ms. Jocelyn A. Morales
Dr. Meniano D. Eborá Ms. Phoebe R. Arroyo	Tunasan NHS-JHS	Ms. Vilma S. Viloría
	Muntinlupa Business HS Sucat Annex	Ms. Jinky D. Santos
	Muntinlupa Business High School-Main	Mr. Reynante H. Espeleta
Ms. Clarisa C. Avila Dr. Armida S. Oblinada Mr. Andrei F. Sicam Jr.	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
Dr. Ma. Theresa C. Dela Rosa Dr. Marissa Andanza Mr. King Solidini J. Torres	Cupang Elementary School-Annex	Ms. Maricel Lumio
	Filinvest Alabang Elementary School	Ms. Alma O. Bituin
	Bayanan Elementary School-Unit I	Dr. Jane May C. Valbuena
Dr. Jaime G. Bautista Dr. Liliosa B. Place Dr. Zoren Pepito L. Gubalane	Sucát Senior High School	Dr. Jay Boy E. Evano
	Lakeview Integrated School	Dr. Louie M. Valdez
	Cupang Senior High School	Mr. Jason B. Alvaro
	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	Ms. Vilma S. Viloría
	Muntinlupa National High School (JHS & SHS)	Dr. Rosendo E. Sangalang
	Sucát Elementary School Sitio Pagkakaisa Annex Zone 3 & 4	Ms. Hayde F. Gucor
Dr. Yaledegler C. Maligaya Mr. Edison Enerlas Ms. Marie Lavin	Buli Elementary School	Ms. Marie Ann R. Esmeria
	Cupang Elementary School - Main	Mr. Edizer Laqueo
	Sucát Elementary School - Main	Dr. Jennifer S. Joson
	Muntinlupa Elementary School	Dr. Shella C. Navarro
Dr. Ma. Myra E. Namit Dr. Leonaida Gutierrez Mr. Eduardo Kondo	Alabang Elementary School	Dr. Ma. Aurora S. Bartolaba
	Tunasan Elementary School	Ms. Olivia G. Elloso
	Itaas Elementary School	Dr. Ma. Myra E. Namit
	Putatan Elementary School	Mr. Hilario G. Canasa
Dr. Ada Trinidad A. Tagle Dr. Ma. Carmen Solayao Dr. May Ann Ayudtud	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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Enclosure D

Division Monitoring Tool

MONITORING SHEET

School: _____ Exam. Date: _____
 School ID _____ Grading Period 1st 2nd 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: _____

