



Republic of the Philippines
Department of Education

NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

MEMORANDUM

ADMINISTRATION OF MID-YEAR E-ASSESSMENT (MYeA) FOR GRADES 3, 6, 10 & 12 LEARNERS FOR SCHOOL YEAR 2025 - 2026

To: Asst. Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance & Operations Division
Public Elementary/Secondary School Heads/OICs/Designates
All Other Concerned

1. Pursuant to the Department of Education's efforts to monitor learner progress and ensure alignment of instruction with curriculum standards, all public elementary and secondary schools in the Division of Muntinlupa City shall administer the **Mid-Year e-Assessment (MYeA)** for **Grades 3, 6, 10, and 12 learners** for **School Year 2025–2026** on the following schedules:

Date	Time	Learning Area
November 12 – 14, 2025	Batch 1 (8:00 – 10:00)	English
	Batch 2 (10:00 – 12:00)	Filipino
November 19 – 21, 2025	Batch 1 (8:00 – 10:00)	Math
	Batch 2 (10:00 – 12:00)	Araling Panlipunan
November 26 – 28, 2025	Batch 1 (8:00 – 9:00)	Science
	Batch 2 (9:00 – 10:00)	
	Batch 3 (10:00 – 11:00)	

2. The Mid-Year e-Assessment aims to:

- determine learners' level of mastery in key learning competencies across learning areas;
- provide data for instructional adjustments and intervention planning and
- support the Division's learning recovery and quality assurance initiatives.

3. The MYeA shall be **administered to thirty percent (30%) of the total grade level enrolment** for each of the identified grade levels. The administration shall cover **two learning areas per day** until the school completes the testing of all identified 30% takers. **Takers will be taken from School Form 1's every 3rd entry. Same identified learners will take all the five learning areas in the MYeA.**



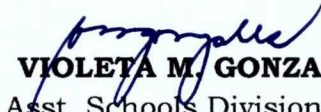
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4. Schools shall **follow the guidelines, mechanics, and test administration protocols used in the conduct of the Test of Fundamental Academic Skills (TOFAS)**, including procedures on sampling, security, monitoring, and reporting. Attached is the **General MYea Administration Guidelines**.

5. The school head shall designate the **School Testing Coordinator and School IT Coordinator** to oversee the preparation, administration, retrieval, and consolidation of results. The School Testing Team shall ensure the validity, reliability, and confidentiality of the assessment process.

6. Online orientation on the administration of MYeA is on November 10, 2025 at 1:00pm. Attendees are School Testing and ICT Coordinators. Meeting link will be sent before the meeting.

7. Immediate dissemination of this Memorandum is desired for the information and guidance of all concerned.


VIOLETA M. GONZALES, CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated
Reference: As stated
To be indicated in the Perpetual Index
Under the following subjects:

ASSESSMENT LEARNERS

FCM/Memo – **ADMINISTRATION OF MID-YEAR E-ASSESSMENT (MYeA) FOR GRADES 3, 6, 10 & 12 LEARNERS FOR SCHOOL YEAR 2025 - 2026**
462 November, 2025



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Enclosure No. 1

General MYeA Administration Guidelines

The school, through its School Testing Coordinator and School ICT Coordinator should follow these general guidelines to maintain test integrity and ensure fair conditions:

- **Preparation:** Schedule the school computer laboratories for the test . Ensure all necessary materials (computers/devices, internet connection, access links/accounts, a stopwatch for timing) are on hand.
- **Physical Setting:** The testing environment should be quiet and free of distractions. Students should be adequately spaced.
- **Orientation:** Orient takers to the test procedures beforehand to ease tension. Be firm but friendly.
- **Timing:** The exam has a strict duration of **60 minutes per learning area**. Ensure all exams start and end at the same time.
- **Proctoring:** The assigned proctors must be present in the computer laboratory at all times, circulating to ensure takers are following the rules and to guard against cheating.
- **Handling Questions:** Administrators should only answer questions about the test *directions* or the *online system* itself. They should not respond to questions that help students answer test items.
- **Interruptions:** Plan for potential interruptions (e.g., a taker needing a bathroom break) discreetly. Only one student should be allowed to leave the room at a time.

Online/Computer-Based Testing (CBT) Specifics

Since MYeA is a CBT, specific technical guidelines apply:

- **Required Equipment:** Each taker needs a computer/laptop/tablet/smartphone, and an internet connection.



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- **Connection Issues:** If there is a connection disturbance, takers may refresh the page. If they accidentally press "Back" or "Close", they will need to restart the examination from Question No. 1.
- **One Attempt:** Each taker can only take the examination once. If a persistent error occurs, a new link may be provided by the facilitator.
- **No Aids:** Takers should not use any unauthorized materials or aids other than a pen/pencil and scrap paper provided for them. Cell phones and other gadgets must be securely stored away.
- **Confidentiality:** Results are generated through the system and disseminated through authorized personnel (e.g., Math EPS) to schools, with a scheme to maintain confidentiality.