



RELEASED
27 AUG 2026

Republika ng Pilipinas
Kagawaran ng Edukasyon
REHIYON V (BIKOL)

CTRL No.: 2026-08-453

TANGGAPANG PANSANGAY NG MGA PAARALAN NG LUNGSOD IRIGA

Office of the Schools Division Superintendent

August 27, 2026

DIVISION MEMORANDUM

No. 453 s. 2026

**To: Assistant Schools Division Superintendent
Chief ES, CID
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned**

1. In line with the Department of Education's commitment to ensure the orderly, secure, standardized, and credible administration of examinations, the Schools Division Office of Iriga City shall conduct monitoring of the administration of the Term 1 Examination for School Year 2026–2027.
2. The monitoring activity aims to ensure that the Term 1 Examination is administered in accordance with existing DepEd policies, guidelines, and the prescribed Manual of Operations for the Administration of Term Examinations. It shall particularly focus on the proper preparation, administration, security, and documentation of the examination.
3. School Heads and School Testing Coordinators are expected to ensure that all examination requirements are in place before the scheduled examination and that all personnel concerned are properly oriented on their respective roles and responsibilities.
4. Attached to this Memorandum are the Term 1 Examination Monitoring Tool and the composition of the Monitoring Team, which shall guide the monitoring of compliance with the prescribed examination procedures.
5. Immediate and wide dissemination of this Memorandum is desired.

for: 
MARIA – MAGNOLIA F. BRIOSO, CESO VI
OIC – Schools Division Superintendent



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Enclosure No. 1 to Division memorandum No. 453, s. 2026

ADMINISTRATION OF TERM EXAMINATION

MONITORING TOOL

In line with the different Programs, Activities & Projects of the Department of Education (DepEd), Schools Division Office of Iriga City shall use this M & E tool to monitor the Administration of Quarterly Examination for SY 2026-2027.

All information collected in this tool shall be processed, used, and shared by within DepEd Schools Division Office of Iriga City solely for the purpose of administration of quarterly examination, provision of appropriate technical assistance and address urgent issues and concerns with the right to confidentiality as mandated by the Data Privacy Act.

Instructions: Please check the appropriate box and provide the information as needed.

Name of School: _____ Term : 1st 2nd 3rd Date: _____
School I.D. No.: _____ School Address: _____
Name of School Head: _____ Contact No./Email Add: _____

I. School Profile

☐ Elementary ☐ Junior High School
☐ Integrated School ☐ Senior High School

Grade Level	No. of Enrollees			Actual No. of Test Takers			Remarks
	Male	Female	Total	Male	Female	Total	
Kinder							
Grade 1							
Grade 2							
Grade 3							
Grade 4							
Grade 5							
Grade 6							
Grade 7							
Grade 8							
Grade 9							
Grade 10							
Grade 11							
Grade 12							



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- II. Directions: Please put check mark (/) on the column that corresponds to your observation/s.

BEFORE THE TEST

Items	Evident	Not Evident	Remarks
1. The teachers prepared the Table of Specification (TOS) prior to the writing of the test questions and checked by the school head.			
2. The teachers constructed the test questions.			
3. The teacher-made test and table of specifications were reviewed and checked. ___ Master Teacher ___ Head Teacher ___ Principal/ School Head			
4. The test materials are clear and readable ___ Pictures ___ Paper used ___ Font size ___ Font style ___ Graphs and tables			
5. The test items were based on the learning competencies of the K to 12 curriculum and within the period covered for the quarter.			

TEST PAPER AND MATERIALS ACCOUNTABILITY

Items	Evident	Not Evident	Remarks
1. Test papers are properly counted and accounted for before distribution.			
2. Test papers are distributed only to authorized examinees.			
3. Test papers are not copied, photographed, or reproduced without authorization.			
4. Used and unused test papers are properly accounted for.			
5. Answer sheets are properly collected and counted.			
6. Test paper bundles were received by the designated personnel.			



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7. Bundles were properly sealed upon receipt.			
8. The number of bundles received was verified against the distribution/accountability list			
9. Bundle labels were checked for grade level, subject, examination schedule, and number of copies.			
10. Test paper bundles were kept in a secure and restricted area before administration.			
11. Bundles remained unopened until the prescribed time for examination administration.			
12. The number of test papers distributed corresponded with the number of examinees.			

DURING THE TEST

Items	Evident	Not Evident	Remarks
6. The test is conducted based on the DepEd school calendar.			
7. The schedule of quarterly test for all learning areas are displayed in the room.			
8. The test materials are readily available during the test with 1:1 ratio to learners.			
10. In the testing rooms- ___ chairs are properly arranged ___ bags and other personal supplies/materials are arranged in front or on sides ___ cellular phones are in silent mode ___ trash bins are accessible ___ boards are clean ___ well-lighted (all bulbs/lamps are functional) ___ enough electric fans			
11. Examination starts and ends according to the prescribed schedule.			
12. Instructions are clearly and consistently communicated to all examinees.			
13. Examiner/proctor follows the prescribed examination procedures.			
14. Proper silence and appropriate testing conditions are maintained.			



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15. Learners are properly supervised throughout the examination.			
16. Confidentiality and integrity of the examination are maintained.			

DESIGNATED PERSONNEL ON STANDBY

Items	Evident	Not Evident	Remarks
1. authorized courier/designated personnel was present and on standby during the examination.			
2. Courier/designated personnel was properly identified and assigned.			
3. Courier/designated personnel remained in the designated area and was readily available when needed.			
4. Courier/designated personnel maintained the security and confidentiality of test materials.			
5. Any additional/defective/missing test materials were immediately reported to the authorized personnel.			
6. Courier/designated personnel properly assisted in the retrieval and return of test materials when required.			



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CRITICAL INCIDENTS: If you have encountered any remarkable event/situation (either positive or negative), please accomplish the **STAR** form.

Situation/Task-Describe the specific situation and/ or task that needed to be accomplished. **Action-** Describe how the persons/team responded to or acted on the situation **Result-** Describe the effect of the action or lack action.

SITUATION / TASK	ACTION	RESULT

Monitoring Team:

Conforme:

Name and Signature of the School Principal



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Enclosure No. 2 to Division memorandum No. ____ , s. 2026

TERM 1 EXAMINATION MONITORING TEAM

North District including Sec Schools		Central District including Sec Schools		South District including Sec Schools	
Name of Monitors	Schools to be Monitored	Name of Monitors	Schools to be Monitored	Name of Monitors	Schools to be Monitored
Ricky B. Sergio	Cawayan ES	Dr. Helen Z. Cornelio			
Dr. Cynthia T. Montanez	Sta. Teresita ES, Tubigan ES,	Dr. Florenia C. Toralde	Iriga CS, San Agustin ES, Stand Alone SHS	Dr. Randy A. Bona	Banao ES, , La Anunciacion ES, La Medalla ES, , SNNHS
Dr. Claudia Marilou S. Marpuri	INCS, SMHS, SPNHS	Dr. Alfie T. Gascon	,SMES, SFES, SFNHS	Dr. Belen B. Pili	, La Trinidad ES, San Antonio ES,
Sharon C. Saldo	Nino Jesus ES, San Vicente Norte IS	Dr. Ma. Genoviva N. Quiano	San Jose ES, ZAHS	Dr. Sahlee B. Cerillo	San Vicente Sur ES, SIS, La Purisima ES
Lydia P. Ibasco	Sagrada ES, AIS	Teodoro Nacario	Sta. ES, Sto Nino ES	Janet B. Ramboyong	San Nicolas ES
Dr. Arthur M. Ramboyong	San Andres ES, Sta. Isabel ES	Dr. Qunnie Mae Salcedo	Don Lazaro Madara IS, ICSHS	Dr. Laraine O. Fenis	ISCS
Marshia Belen	San Pedro ES	Sheena A. Ampongan	Sta Cruz ES, SLIS	Ma. Teresa V. Sunga	SANHS, Tiriktirikan ES
Johann Rey Sadang	San Rafael ES, CRIS			Laila M. Trinidad	SJIS
Dr. Jhomer I. Rosal	Sagrada NHS, Sta. Cruz Norte ES			Sharalyn R. Ramos	RNTVS
ASDS Maylani L. Galicia, Dr. Jerson V. Toralde (at their discretion as to the schools to be monitored)					