



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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DIVISION OF CITY SCHOOLS
MARIKINA

RELEASED
NOV 05 2018

RECORDS UNIT

10:05

DIVISION MEMORANDUM

No. 254 s, 2018

**ASSIGNMENT OF SDO PERSONNEL WHO WILL MONITOR
THE 2ND PERIODIC TEST**

TO: Chief Education Supervisors, SGOD & CID
Elementary and Secondary School Principals
Officers-In-Charge
Public Schools

1. To ensure the smooth conduct of the 2nd Periodic Test on November 6 & 7, 2018, the following SDO personnel are assigned to monitor the said test, for information and guidance.

Name of SDO Personnel	Area to be Monitored
Dr. Josefino DL. Lu	Marikina District I Elementary/Secondary
Mr. Joseph T. Santos	Marikina District I Elementary/Secondary
Mr. Marvin Ian L. Cruz	Marikina District II Elementary/Secondary
Dr. Librada M. Gazzingan	Marikina District II Elementary/Secondary
Ms. Doris R. Jasme	Marikina District II Elementary/Secondary
Ms. Maria Chona M. Sarmiento	Marikina District II Elementary/Secondary

2. Attached is the monitoring form to be used and accomplished by the monitoring personnel in the entire duration of the test.

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

JOEL T. TORRECAMPO

Officer – In – Charge

Office of the Schools Division Superintendent

Incl: None

Reference: DepED Order No. 25, s. 2018, School Calendar for School Year 2018-2019



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Division Monitoring on the 2nd Periodic Test Administration

School/Contact No: _____

District: _____

Principal: _____

I. Statistics:

Level School	Enrollment:			No. of Actual Examinees			No. Absentees		
	M	F	Total	M	F	Total	M	F	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									

II. Preparation

A. School preparations in the Periodic Test Administration (e.g general orientation)

III. Actual Examination : Tick-off the appropriate box

On distribution of test materials		
	Yes	No
1. Timeliness		
2. Adequacy		
On testing rooms		
	Yes	No
1. Cleanliness		
2. Ventilation		
3. Adequate Lighting/Illumination		

IV. General observation (Specify problem /s encountered and solution/given)

V. Recommendation/s
