



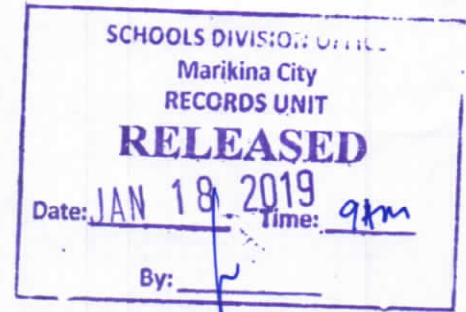
REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF EDUCATION
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE – MARIKINA CITY

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MEMORANDUM TO

OIC, Office of the Assistant Schools Division Superintendent
Chief Education Program Supervisors, SGOD and CID
Elementary and Secondary School Principals
Officers-In-Charge
Public and Private Schools
All Others Concerned



MONITORING OF THE 3RD PERIODIC TEST

In line with the 3rd Periodic Test on January 17-18, 2019, the following SDO monitors will visit schools to ensure the smooth conduct of the division testing program:

Schools to Monitor	SDO Monitors
Marikina District I Elementary Schools	Ms. Anna Japone, PSDS Ms. Elisha Dawn Mazon, PDO I
Marikina District II Elementary Schools	Mr. Reinan Ignacio, EP Specialist II Ms. Amelie S. Binayas, PDO I
Marikina District I Secondary Schools	Ms. Erliza S. Viernes, EP Specialist II Ms. Catherine Paningbatan, Librarian II
Marikina District II Secondary Schools	Mr. Dominador J. Villafria- Education Program Supervisor-Mathematics Mr. Primo Quintana, OIC-DRRM Coordinator

Please find the attached monitoring tool which will be used by the SDO Monitors and SGC for school self-monitoring of testing program.

All schools are strongly enjoined to observe proper implementation of the said assessment program.

Immediate and wide dissemination of this Memorandum is desired.

JOEL T. TORRECAMPO
Officer-In-Charge
Office of the Schools Division Superintendent

Division Monitoring on the 3rd Periodic Test Administration

School/Contact No: _____

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

School preparations in the Periodic Test Administration

III. Actual Examination: Tick-off the appropriate box

On distribution of test materials		
	Yes	No
1. Timeliness: Were test materials distributed on time?		
2. Adequacy: Were test materials sufficient to the number of test takers?		
On testing rooms		
	Yes	No
1. Cleanliness: Were all testing rooms found clean and organized?		
2. Good Ventilation: Were the testing rooms well-ventilated?		
3. Adequate Lighting/Illumination: Was there enough lighting to see/read test materials?		
On actual test		
	Yes	No
1. Instructions: Were instructions given before the start of testing proper?		
2. Smooth conduct: Was the testing run smoothly and no untoward incident happen?		

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

V. Recommendation/s

Monitored by:

SDO Monitor