



Republic of the Philippines
Department of Education
 REGION IV-A CALABARZON
 SCHOOLS DIVISION OF LUCENA CITY



07 November 2023

DIVISION MEMORANDUM
 CID-2023-150

**GUIDELINES ON THE USE OF THE ELECTRONIC ASSESSMENT REPORT
 GATHERING TOOLS**

TO : Education Program Supervisor
 Public Schools Division Supervisor

1. Relative to the Unnumbered Division Memorandum in 2016 re: Guidelines on the Conduct of Division Quarterly Assessment, the Curriculum Implementation Division (CID) issues guidelines on the use of the electronic Assessment Report Gathering Tools (ARG Tools) in gathering the district assessment results and the division assessment results per subject.
2. The use of these tools could help hasten the identification of the least learned competencies and the group of learners needing remediation for timely intervention.
3. All District Supervisors and Education Program Supervisors are instructed to use the tools to gather assessment results in all quarterly assessments.
4. For more details on the use of these tools, you may contact Ronald V. Mendiola, PSDS-Lucena North District.
5. Immediate dissemination of this Memorandum is desired.


SUSAN/DL. ORIBIANA, CESO V
 Schools Division Superintendent 

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Guidelines on the Use of the Electronic Assessment Gathering Tool

1. Every quarter, the Education Program Supervisor will prepare a table of specification per grade per subject with corresponding formula to obtain the mastery level and Standards Deviation of each competency.
2. The tool will be submitted to the Division Testing Coordinator as scheduled.
3. The Division Testing Coordinator will distribute the templates to the District Learning Assessment Coordinator (DLAC) who will then be in-charged of distributing the same to the schools.
4. Teachers will encode the data on the template and are responsible for its safekeeping. These tools should be used within the SDO only and not to be forwarded for use to other SDOs.
5. An orientation on the use of the tools will be conducted by the creator of the template.
6. All the data gathered shall be kept for reference purposes and for conducting the necessary remediation.