



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



28 Jul 2025

DIVISION MEMORANDUM

No. 279, s. 2025

**CONDUCT OF 1ST QUARTERLY ASSESSMENT and GATHERING OF RESULTS
FOR SY 2025-2026**

TO: Asst. Schools Division Superintendent
Chief Education Supervisors – SGOD & CID
Public Elementary and Secondary School Heads
All Others Concerned

1. In reference to DepEd Order No. 012, s. 2025, re: *Multiyear Implementing Guidelines on the School Calendar and Activities* for School Year 2025-2026, the Schools Division of Lucena City through the Curriculum Implementation Division will conduct the **1ST QUARTERLY ASSESSMENT and GATHERING OF RESULTS FOR SY 2025-2026** on **August 15 & 18, 2025**, for **Grade 1-12**.
2. Public Elementary and Secondary School Heads shall lead in the crafting and editing of teacher-made test questions in their respective schools in all learning areas. Likewise, PSDSs and EPSs shall provide technical assistance in the validation of test questions.
3. Table of Specifications (E-TOS) in EXCEL format is available in the google drive provided for the Public Schools District Supervisors, and the link was uploaded in the group chat dated **July 25, 2025**.
4. Public Schools District Supervisors shall release the soft copy of E-TOS to all School Heads in their respective district.
5. The School Head or School Testing Coordinator shall distribute to the Subject Teacher Coordinator the intended TOS.
6. This Office strictly adheres to Section 13 of DepEd Order No. 55, s. 2016, regarding Breaches of Security in National Examinations and Corresponding Sanctions, which shall be enforced to ensure the security and integrity of test materials.

7. Test materials shall be handled with utmost confidentiality at all times. Failure to follow such may result in administrative sanctions and shall be dealt accordingly pursuant to the rules of this Office.
8. Schools shall be in-charge of the reproduction and administration of quarterly assessment, including the retrieval of the accomplished test materials and generation of test results.
9. Gathering of test results will be on the following dates:
 - a. August 26-29, 2025 – from PSDSs to EPSs
 - b. September 1-5, 2025 – from EPSs to OIC Chief Education Supervisor, CID
10. EPSs shall consolidate and analyze test results from the district per learning area and submit to the OIC CID Chief.
11. For more details concerning this activity, please contact Eden E. Reazo, PSDS / OIC-EPS - EsP, on mobile number 09423817006.
12. Immediate dissemination of and strict compliance with this Memorandum is desired.

For Schools Division Superintendent

Edenia O. Libranda

EDENIA O. LIBRANDA

Assistant Schools Division Superintendent

Date: July 29, 2025

SUSAN DL. ORIBIANA

Schools Division Superintendent

[Signature]

CID/PROPER / EER / DM CONDUCT OF 1st QUARTERLY ASSESSMENT and GATHERING OF RESULTS FOR SY
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