



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

June 5, 2023

SCHOOLS DIVISION MEMORANDUM

No. 248, s. 2023

**DEVELOPMENT, QUALITY ASSURANCE OF ASSESSMENT TOOLS AND
ADMINISTRATION OF REGIONAL FOURTH QUARTER ASSESSMENT**

To: Chief Education Supervisors
Public Elementary and Secondary Schoolheads
All Others Concerned

1. Regional Fourth Quarter Assessment (RFQA) in Kindergarten, Learning Areas from G1 to G10, and Core Learning Areas in Senior High School shall be conducted in accordance with Regional Memorandum No. 230, s. 2023 to assess the level of performance on the expected competencies despite the suspension/cancellation of face-to-face classes due to power interruptions and adjustments of class programs and/or implementation of other learning delivery modes that started in the 4th quarter of the current school year.
2. This RFQA may serve as the 4th Quarterly Assessment of the learners. The schedule of its administration shall be on July 4-5, 2023. Quarterly Assessment tools for G1-G3 MTB-MLE and specialized subjects for Senior High School shall be prepared by the subject teachers, checked and reviewed by the schoolheads.
3. All schools are directed to implement computer-based assessment and utilize readily available resources such as DepEd Computerization Program (DCP) units and Chuwi laptops. Schoolheads are advised to do the following:
 - a. Choose at least 1 grade level for the computer-based assessment.
 - b. Prepare a School Memorandum on the administration of RFQA, including the classes for the paper and pen test and for the computer-based.
 - c. Check the DCP units and the Chuwi laptops, the testing room, its lay-out and the internet connection.
 - d. Prepare the select class of learners for the computer-based assessment. Ensure that every learner has an accessible account. Conduct sessions for computer-based assessment practice. Either a google form or wondershare shall be used.
4. Time allotment per subject is 1 hour for the paper and pen and 1.5 hours for the computer-based assessment.
5. Class advisers shall serve as test administrators for the paper and pen and the school ICT Coordinator for the computer-based assessment.



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6. Schoolheads, Assistant Principals and/ or Head Teachers, and Subject Group Heads shall monitor the test administration, ensure that there is no test leakage or other forms of cheating occur, prepare and upload in the Google Drive that will be provided by the Curriculum Implementation Division (CID) the accomplished and signed monitoring tool.
7. The learning area supervisors will manage and oversee the development, quality assurance, validation, and finalization of the assessment tools.
8. Schoolheads are advised to refrain from sharing to their teachers the google drive link that will be provided by the CID. As a preventive measure against test leakage, only the printed copies shall be given to the teachers for reproduction and administration.
9. Enclosed to this Memorandum are the following:

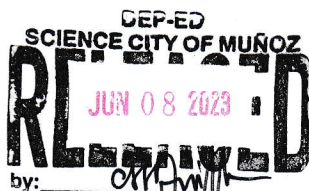
Enclosure No. 1	Schedule of the 4th Quarterly Assessment
Enclosure No. 2	Activity Matrix of the 4th Quarterly Assessment
Enclosure No. 3	Activities and Reports to be Accomplished
Enclosure No. 4	Pool of Test Writers for the Assessment Tools
Enclosure No. 5	Quality Assurance Team
Enclosure No. 6	ICT Core Team
Enclosure No. 7	Teacher's Report on the Results of the 4th Quarterly Assessment (Templates 1, 2 & 3)
Enclosure No. 8	4th Quarterly Assessment Monitoring Tool
Enclosure No. 9	4th Quarterly Assessment Issues and Concerns
10. Immediate and wide dissemination of this Memorandum is enjoined.

For the Schools Division Superintendent:

ERLEO T. VILLAROS PhD

Officer-In-Charge

Office of the Asst. Schools Division Superintendent



RCDO/ 4th quarter assessment
015/June 5, 2023



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Enclosure No. 1 to Division Memorandum No. 248, s. 2023

SCHEDULE OF THE 4TH QUARTERLY ASSESSMENT

Key Stage	Day 1	Day 2
KS1 Kinder and Grades 1 - 3	Literacy in Kinder Filipino MTB- MLE English Mapeh	Numeracy in Kinder Math Science AP EsP
KS 2 Grades 4 - 6	Filipino English EsP Mapeh	Math Science AP EPP
KS 3 Grades 7 - 10	Filipino English EsP Mapeh	Math Science AP TLE
KS 4 G11	Pagbasa at Pagsusuri ng Iba't-Ibang Teksto Tungo sa Pananaliksik Statistics & Probability Reading and Writing Skills PE	Physical Science Entrepreneurship Specialized Subjects
KS 4 Grades 12	CPAR PE Pagsulat sa Filipino sa Piling Larang English for Academic and Professional Purposes	Inquiries, Investigation and Immersion Specialized subjects





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Enclosure No. 2 to Division Memorandum No. 248, s. 2023

ACTIVITY MATRIX OF THE 4TH QUARTERLY ASSESSMENT

Activity (per learning area)	Date /Time/ Venue	Modality	Participants
Planning Meeting	June 6, 2023 / 3:00 - 5:00 PM	Online	EPSs, Test Writers, QA Team
Development of Assessment Tools	June 7 - 9, 2023	Asynchronous	Test Writers
Quality Assurance of Developed Assessment Tools	June 13-16, 2023 3:00 - 5:00 PM SDO-Conference	Face-to- Face	EPSs, Test Writers, QA Team
Validation per learning area (1 class per grade level)	June 19 - 23, 2023	Face-to- Face /online Select schools (TBA)	EPSs and School Heads
Finalization and uploading in a Google Drive	June 26, 2023	online	EPSs and Test Writers
Conversion to Google Forms and Wonder share and uploading to a google drive	June 27, 2023	asynchronous	EPSs and ICT Core Team
Providing access to the final assessment tools	June 30, 2023	online	CID



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Enclosure No. 3 to Division Memorandum No. 248, s. 2023

ACTIVITIES AND REPORTS TO BE ACCOMPLISHED

Activity	Date of Completion	Responsible Person	Remarks
Checking and analysis of results - % of learners who obtained or exceeded the MPL - Most and least learned competencies (MLCs & LLCs) - learners who need intervention per LLC	July 6 - 7, 2023	Subject Teachers	Use Templates 1 and 3 in Enclosure No. 1
School Consolidation of Test Results	July 10, 2023	Grade level/ learning area coordinators or Head Teachers	Use template 2 in Enclosure No.1
Encoding and submission of Assessment Results and Analysis to the Division Office for Consolidation	July 11, 2023	School Heads and Learning Area Supervisors	





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Enclosure No. 4 to Division Memorandum No. 248, s. 2023

POOL OF TEST WRITERS FOR THE ASSESSMENT TOOLS

Learning Area (Domain)	Level	Name of Test Writers	School
Literacy	Kindergarten	Kim Allyson H. Martin	Muñoz Central School
Numeracy		Camille Mary Joy D. Calica	Muñoz Central School
MTB-MLE		May P. Padilla	Muñoz North CS

Subject/Learning Area	Level	Name of Test Writers	School
ENGLISH	1	Mylene B. Salazar	Magtanggol IS
	2	Lorelyn Gongon	Gov. Eduardo L. Joson MS
	3	Cindy P. Elquero	Curva ES
	4	Haidee O. Pajarito	DepED-CLSU Lab. ES
	5	Melody R. Jacinto	Bantug ES
	6	Nelie B. Candelaria	Villa nati ES
	7	Josephine S. Qunit	MNHS-Main JHS
	8	Katherine S. Vite	MNHS-Main JHS
	9	Irenio I. Bucsit	MNHS-Main JHS
	10	Moon Lee G. Lee	MNHS-Main JHS
MATHEMATICS	1	Elvie Corpuz	DepEd-CLSu Lab. ES
	2	Rosemarie N. Busania	Maligaya ES
	3	Maricel E. Devad	Maragol IS
	4	Agnes C. Bengaño	Villa Santos ES
	5	Helen V. Alvaran	Muñoz Central School
	6	Maribel Peralta	SAIS
	7	Francisco Pelagio	MNHS-Annex
	8	Christine Cruz	MNHs-Main JHS
	9	Leilani D. Tidalgo	MNHS-Main JHS
	10	Roberto C. Abril	MNHS-Main JHS
SCIENCE	1	Edna D. Martin	Muñoz Central School
	2	Analyn N. Razon	DepEd-CLSU Lab. ES
	3	Mary Jane N. De Vera Marissa P. Novicio (SSES)	San Felipe ES DepED-CLSU Lab. ES
	4	Jhon D. Galera, PhD. Marilyn U. Dela Cruz (SSES)	Cabisuculan ES Maligaya ES
	5	Alma Grace P. Corpuz Sherlyn S. Viloria (SSES)	Gabaldon IS Muñoz Central School

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	6	Veronica M. Aquino	Muñoz North CS
	7	Glenda L. Viola	MNHS-Main JHS
	8	Maricor V. Santos	MNHS-Main JHS
	9	Sherlyn P. Fernandez	MNHS-Annex
	10	Melanie O. Roldan	MNHS-Main JHS
FILIPINO	1	Evelyn Abelardo	Sapang Cawayan ES
	2	Jocelyn Castelo	Bantug ES
	3	Eufemia N. Cuaresma	Muñoz North CS
	4	Mark Anthony Paraguison	Mangandingay ES
	5	Margarie DC. Lucero	Catalanacan ES
	6	Necelyn M. Encarnacion	Muñoz Central School
	7	Shiela M. Angel	MNHS-Main JHS
	8	Janet G. Escano	MNHS-Main JHS
	9	Benedict T. Viola	MNHS-Annex
	10	John Ocampo	MNHS-Main JHS
AP	1	Elsa E. Untalan	Linglingay ES
	2	Gina R. Macaspac	Villa Isla ES
	3	Irene D. Andaya	Franza ES
	4	Jennifer P. Teñoso	DepEd-CLSU Lab. ES
	5	Ginalyn Oneza	Bical ES
	6	Leoval DG> Dela Cruz	Sapang Cawayan ES
	7	Jessica D. Sumigcay	Magtanggol IS
	8	Ronnel T. Gabriel	MNHS-Main JHS
	9	Reny B. Ramirez	MNHS-Main JHS
	10	Randy Del Rosario	MNHS-Annex
EsP	1	Janice Elamparo	Bagong Sikat ES
	2	Ranchel S. Ingco	Palusapis IS (Elem.)
	3	Natividad I. Niegos	Licaong ES
	4	Al John U. Febrero	Rang-ayan ES
	5	Arceli Q. Rigos	Bantug ES
	6	Melvic M. Dela Cruz	Maligaya ES
	7	Jefferson M. Umagat	MNHS-Main JHS
	8	Maria Leonida C. Pascual	MNHS-Main JHS
	9	Joan Marie Q. Asuncion	MNHS-Main JHS
	10	Leah C. Landayan	MNHS-Main JHS
MAPEH	1	Leonora A. Beltran	Balante ES
	2		
	3	Jerny S. Carrido	DepEd-CLSU Lab. ES
	4	Marie Jeane P. Llamazares	Franza ES
	5	Rosario S. Bbanag	Muñoz Central School
	6	Aprilyn Torio	San Felipe ES
	7	Rosalie E. Dela Cruz	MNHS-Annex
	8	Marivic F. Lomboy	MNHS-Annex
	9	Jayamae P. Soriano	MNHS-Annex
	10	Aileen M. Abril	MNHS-Annex



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EPP	4	Elyssa Marie T. Prado	Muñoz Central School
	5	Ehlee S. Tubalinal	Muñoz Central School
	6	Ruby Donna C. Manuel	Muñoz Central School
	7	Lorna M. Gajonera	Magtanggol IS
	8	Shiela H. Lagasca	MNHS-Main JHS
	9	Priscila P. Esteban	MNHS-Main JHS
		Eufrocina M. De Guzman	MNHS-Main JHS
		Rubie Rosa P. Caimoy	MNHS-Main JHS
		Gary R. Gapuz	MNHS-Main JHS
	10	Ryan O. Tomas	MNHS-Annex
		Michael A. Castañeda	MNHS-Annex
		Arlene A. Feliciano	Magtanggol IS
		Nerissa L. Morete	MNHS-Main JHS
		Noel A. San Pedro	MNHS-Main JHS

Core Subject	Level	Name of Test Writers	School
STAT & PROBA	11	Cynthia M. Monserate	MNHS - Main SHS
PAGBASA AT PAGSURI		Marjorie Valentino	MNHS-Annex
KOM at PAN		Sankis Jel G. Binuya	MNHS-Main-SHS
Filipino sa Piling Larang		Arlene M. Leaño (TechVoc) Alonna C. Acosta (Acad)	MNHS-Main-SHS
READING & WRITING		Jessica V. Ibarra	Palusapis IS
PHYSICAL SCIENCE		Florenz T. Asinas	MNHS-Main SHS
PE 11		Jeffrey E. Banawe	San Antonio IS
PE 12	12	Katherine Joyce T. Tabuno	MNHS-Main SHS
CPAR		Wilson C. Antolin	MNHS Main



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Enclosure No. 5 to Division Memorandum No. 248, s. 2023

QUALITY ASSURANCE TEAM

<p>ENGLISH</p> <p>Leader: Aileen G. Mactal</p> <p>Members: Marichele M. Mercurio Melanie N. Aquino Ann Christian A. Francisco Moon Lee G. Lee Wensdy S. Casio Josephine S. Quinit Irenio A. Bucsit Jr. Haidee O. Pajarito Jackylou G. Alberto Roxanne F. Bolneo</p>	<p>MATH</p> <p>Leader: Winnie W. Poli</p> <p>Members: Pedro J. De Guzman Jordan T. Nicodemus Rosario M. Sapitan Pepito D. De Guzman Sally S. Feria Jackielou H. Nery Arlene C. Castañeda Rose Ann Beron Albert H. Papalis Patrick Harold B. Tadatada</p>	<p>SCIENCE</p> <p>Leader: Nelie D. Sacman, PhD</p> <p>Member: Marilyn D. Sicat (ES) Michelle T. Jayme Felerma M. Urbano (SHS) Maricor V. Santos Melanie O. Roldan Rona May E. Cruz Florenz Asinas (JHS) Lea Irish A. Salazar William M. Cinense</p>	<p>FILIPINO</p> <p>Leader: Mary Queen P. Orpilla, PhD</p> <p>Members: Jocelyn C. Regpala, PhD Gilda S. Panuyas John Ocampo, PhD Janet G. Escano Alona C. Acosta Necelyn Encarnacion Eufemia N. Cuaresma Jocelyn Castelo Evelyn Abelardo Arlene M. Leaño May P. Padilla</p>
<p>ARALING PANLIPUNAN</p> <p>Leader: Melody E. Galingan</p> <p>Members: Imelda P. Sirot Rosemarie Vero Rene B. Ramirez Randy Del Rosario</p>	<p>EsP</p> <p>Leader: Mercedita D. Saldero</p> <p>Members: Corazon H. Mateo Charmaine M. Marzan Frank BJ L. Huliganga Jhon Michaelangelo DC. Fernandez Aljohn U. Febrero Janice Elamparo Natividad I. Niegos Maria Gina T. Roa</p>	<p>EPP/TLE/TVL</p> <p>Leader: Zoraida F. Espino, PhD.</p> <p>Members: Jenifer V. Mangahas Diana Kris G. Limos Priscila P. Esteban Rubie Rosa P. Caimoy Narissa L. Morete Elyssa Marie T. Prado Ruby Donna C. Manuel Ann Christian A. Francisco Michelle B. Iblasin</p>	<p>MAPEH</p> <p>Leader: Augusto A. Mateo</p> <p>Members: Elmer G. Sison Anvil A. Portes Jeffrey E. Banawe Teresita E. Ventura Avalon E. Inigo Jessica V. Ibarra Sankist Jel G. Binuya Rosario S. Banag April V. Eugenio</p>



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Enclosure No. 6 to Division Memorandum No. 248, s. 2023

ICT CORE TEAM

<p>ENGLISH</p> <p>Leader: Aileen G. Mactal</p> <p>Members: Renier B. Paraguison Virgilio M. Billones Andrew M. Pagaling Jessie V. Dumale Grace R. Belmonte Honey Rocchl Sapitan Roxanne F. Bolneo</p>	<p>MATH</p> <p>Leader: Winnie W. Poli</p> <p>Members: Elyssa Marie T. Prado James Patrick Barias Raymond Baniqued Lisette Garcia Christine Cruz Kathlyn Manlusoc</p>	<p>SCIENCE</p> <p>Leader: Nelie D. Sacman, PhD</p> <p>Members: Michael A. Castaneda Veronica M. Aquino Gladys F. Macato Carmela G. Pelayo Karl Vincent R. Nonog</p>	<p>FILIPINO</p> <p>Leader: Mary Queen P. Orpilla, PhD</p> <p>Members: Mark Anthony Paraguison Margarie DC. Lucero Benedick T. Viola Sheila Angel</p>
<p>ARALING PANLIPUNAN</p> <p>Leader: Melody E. Galingan</p> <p>Members: Jay-R S. Maduro Normita P. Lomboy Leoval DG. Dela Cruz Cardinal M. Mananes</p>	<p>EsP</p> <p>Leader: Mercedita D. Saldero</p> <p>Members: Jefferson M. Umagat Al John U. Febrero Janice Elamparo Jhon Michaelangelo DC. Fernandez Frank BJ L. Huliganga Joan Marie Q. Asuncion</p>	<p>EPP/TLE/TVL</p> <p>Leader: Zoraida F. Espino, PhD</p> <p>Members: Dominador M. Orpilla, PhD. Ralph Fajardo Lucio A. Pajarito Ace Wamil Michael A. Castañeda Christian De Leon Donabelle G. Licudan Rene I. Iringan</p>	<p>MAPEH</p> <p>Leader: Augusto A. Mateo</p> <p>Members: Teresita Ventura Joel Salvador Ariel M. Ordoñez Mariano Jake Feliciano Cresilda D. Gutierrez Rogelio M. Mariano, Jr. Ariel M. Mones Arnold G. Bautista</p>



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Enclosure No. 7 to Schools Division Memorandum No. 248, s. 2023

Template No. 1

TEACHER'S REPORT ON THE RESULTS OF THE 4TH QUARTERLY ASSESSMENT

School Year _____

School:

Learning Area:

Grade Level:

Section: (if applicable):

Total No. of Enrolled Learners: _____ No. of Male: _____ No. of Female: _____

Total No. of Takers: _____ No. of Male Takers: _____ No. of Female Takers: _____

Percentage of Learners who achieved or exceeded the MPL: _____

Percentage of Male Takers who achieved or exceeded the MPL: _____

Percentage of Female Takers who achieved or exceeded the MPL: _____

Part A. Most Learned and Least Learned Items

No.	Most Learned Competencies	Rank	No.	Least Learned Competencies	Rank

Analysis and Interpretation:

Prepared by:

Subject Teacher



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Template No. 2

**SCHOOL REPORT ON THE RESULTS OF THE 4TH QUARTERLY ASSESSMENT
(REGULAR CLASSES)**

School Year _____

School:

Learning Area:

Grade Level:

Section: (if applicable):

Total No. of Enrolled Learners: ____ No. of Male: ____ No. of Female: ____

Total No. of Takers: ____ No. of Male Takers: ____ No. of Female Takers: ____

Percentage of Learners who achieved or exceeded the MPL: ____

Percentage of Male Takers who achieved or exceeded the MPL: ____

Percentage of Female Takers who achieved or exceeded the MPL: ____

No.	Most Learned Competencies	Rank	No.	Least Learned Competencies	Rank

Note: *If there are more than one sections in a particular grade level, the average percentage of the learners who achieved or exceeded the MPL shall be reported.

Analysis and Interpretation:



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Template 3

**SCHOOL REPORT ON THE RESULTS OF THE 4TH QUARTERLY ASSESSMENT
(SSES/STE CLASSES)**

School Year _____

School:

Learning Area:

Grade Level:

Section: (if applicable):

Total No. of Enrolled Learners: ____ No. of Male: ____ No. of Female: ____

Total No. of Takers: ____ No. of Male Takers: ____ No. of Female Takers: ____

Percentage of Learners who achieved or exceeded the MPL: _____

Percentage of Male Takers who achieved or exceeded the MPL: _____

Percentage of Female Takers who achieved or exceeded the MPL: _____

No.	Most Learned Competencies	Rank	No.	Least Learned Competencies	Rank

Note: *If there are more than one sections in a particular grade level, the average percentage of the learners who achieved or exceeded the MPL shall be reported.

Analysis and Interpretation



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Enclosure No. 8 to Schools Division Memorandum No. 248, s. 2023

4TH QUARTERLY ASSESSMENT MONITORING TOOL

School: _____

Address: _____

Grade Level	Total No. of Enrolment			Actual Test Takers			No. of Learners who did not take the RFQA			Reasons for not taking the test
	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										



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Enclosure No. 9 to Division Memorandum No. 249, s. 2023

4TH QUARTERLY ASSESSMENT ISSUES AND CONCERNS

A. Assessment Tools

Issues and Concerns	Action Taken

B. Printing and Reproduction of Assessment Tools

Issues and Concerns	Action Taken

C. Actual Conduct of the 4th Quarterly Assessment

Issues and Concerns	Action Taken





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Comments/Suggestions/Recommendations to improve the test administration

Monitored by:

Printed Name and Signature of the Monitoring Official

Designation: _____

Date : _____

Conforme:

Printed Name and Signature of the Principal

