



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

Office of the Schools Division Superintendent

13 April 2026

DIVISION MEMORANDUM

No. 180, s. 2026

UTILIZATION OF THE MONITORING & EVALUATION TOOL FOR THE CONDUCT OF TESTS

To: Assistant Schools Division Superintendent
 Chief Education Supervisors, CID and SGOD
 PSDSs and PICDs
 ALS EPS/Focal, EPSA, ALS Teachers & Community ALS Implementers
 A&E Chief Examiner, STC & Examiners
 All Elementary & Secondary School Heads
 All Others Concerned

1. With reference to Division Memorandum No. 148 s. 2026 re: Submission of Forms for Quality Management System (QMS) Document Control, Item No. 5, Step 5-Conduct of Orientation and Distribute through issuance for implementation.
2. The activity aims to utilize the monitoring and evaluation tool in monitoring the National, Regional and Divisional Conduct of Tests.
3. All elementary and secondary school heads are requested to be oriented on the items and indicators included on the said tool.
4. Attached is the approved copy of the monitoring and evaluation for the conduct of tests.
5. For queries and information kindly contact SEPS-SMME in the School Governance and Operations Division (SGOD).
6. For information, dissemination, and guidance.

JAY S. MONTEALTO, CESO VI
 Schools Division Superintendent

Department of Education
 Division of Dapitan City
RELEASED
 No. 180 Date: 4/14/26
 Time: 2:15 By: [Signature]



Republic of the Philippines
Department of Education
 REGION IX, ZAMBOANGA PENINSULA
 SCHOOLS DIVISION OF DAPITAN CITY

CONTROLLED
 No. SDO-ZGOD-F005 DATE: 04/13/24

MONITORING AND EVALUATION FOR THE CONDUCT OF TESTS

NAME OF PROGRAM/TEST/EXAMINATION: NAT ___ ELLNA ___ A&E ___ NCAE ___ NLCA ___ LitNum ___

SCHOOL/VENUE OF THE EXAMINATION: _____

DIVISION: Dapitan City

DATE OF MONITORING: _____

AREAS FOR MONITORING	OBSERVED	NOT OBSERVED	REMARKS
1. PHYSICAL FACILITIES/VENUE			
A. Venue is conducive			
B. Comfort rooms are available/functional			
C. Classrooms are clean and well-ventilated			
2. TIME MANAGEMENT			
A. Started on time			
B. Ended on time			
3. TESTING MATERIAL			
Accounted, Distributed and Retrieved test materials on time			
4. EXAMINEES			
A. Present			
B. Absent			
5. EXAMINER/PROCTOR			
A. Punctual			
B. Approachable			

No. of classrooms utilized: _____

No. of chairs utilized: _____

No. of booklets used.: _____

No. of answer sheets used.: _____

No. of unused booklets.: _____

No. of unused answer sheets.: _____

No. of identified learners/examinees :

Male: _____ Female: _____ Total: _____

No. of actual learners/examinees:

Male: _____ Female: _____ Total: _____

Monitored by:

Conformed:

NUEVA A. ANDAG
 SMME-Testing Coordinator

 Name of School Head/School Testing Coordinator

