



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

Office of the Schools Division Superintendent

January 4, 2024

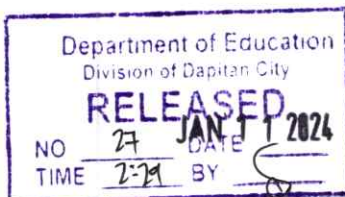
DIVISION MEMORANDUM

No. 27 s. 2024

**POLICY GUIDELINES IN THE CONDUCT OF
QUARTERLY ASSESSMENT/PERIODIC TEST**

To: Assistant Schools Division Superintendent
Chief Education Program Supervisors (CID and SGOD)
Education Program Supervisors
District Supervisors & PICDs
Elementary and Secondary School Heads
All Teachers

1. In line with the department's effort to improve assessment processes in all schools, this division issues the attached Division Policy Guidelines in the Conduct of Quarterly Assessment/Periodic Test for implementation in all schools both elementary and secondary effective immediately.
2. The objectives of this policy are the following:
 - a. To assess and measure learning outcomes of learners through the Quarterly Assessment Test/Periodic Test;
 - b. To identify least learned skills or unmastered skills of learners in the Minimum Learning Competencies in every Quarterly/Periodic Test;
 - c. To serve as guide of the learning area supervisors, district supervisors, school heads, master teachers and teachers to improve instruction and learning outcomes.
3. For clarification and queries, you may contact Dr. Vicente Jose V. Suarez II, EMD, CES – CID, cp # 09175100066/09088998180.
4. Widest dissemination and compliance is enjoined.



DANNY B. CORDOVA, ED.D. CESO VI
Schools Division Superintendent



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Enclosure # 1, S.2024 to D.M. No. _____

**DIVISION POLICY GUIDELINES IN THE CONDUCT OF QUARTERLY
ASSESSMENT/PERIODIC TEST**

I. Rationale:

The Schools Division of Dapitan City adheres to the mandate of the Department of Education in assessing learning outcomes as stipulated on D.O. 8, s. 2015 POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K TO 12 BASIC EDUCATION PROGRAM.

Classroom Assessment is an integral part of curriculum implementation. It allows the teachers to track and measure learners' progress and to adjust instruction accordingly. Classroom assessment informs the learners, as well as their parents and guardians of their progress.

DepEd Order No. 13, s. 2013, mandates the ESTABLISHMENT OF A POLICY DEVELOPMENT PROCESS AT THE DEPARTMENT OF EDUCATION which aims to establish a policy development process that provides for a systematic, evidenced-based, and participatory mechanisms and procedures for the formulation, adoption and review of policies issued by the Department of Education.

In line with this, Dapitan City Schools Division's mission is to protect and promote the right of every Filipino to quality, equitable, culture-based and complete basic education where;

Students learn in a child-friendly, gender sensitive, safe and motivating environment. Teachers facilitate learning and constantly nurture every learner. Administrators and staff, as stewards of the institution, ensure an enabling and supportive environment for effective learning to happen.

Anent this, the significance to measure, evaluate and learning outcomes of the learners in this division is a must. The policy must measure the Content Standards, Performance Standards, Learning Competencies, and Concept Development.

The Regional Achievement Test results shows that the MPS in all grade levels and all subject areas are far below the target which is at least 75% MPS. This is an indication that there is a huge problem that the CID has to address. Thus, creation of localized Dapitan City Division Policy on Assessment is significant.

The objectives of this policy are the following;

1. To assess and measure learning outcomes of learners through the Quarterly Assessment Test/Periodic Test.
2. To identify least learned skill or unmastered skills of learners in the Minimum Learning Competencies in every Quarterly/Periodic Test.



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- 3. To serve as a guide of the learning area supervisors, district supervisors, school heads, master teachers and teachers to improve instruction and learning outcomes .

II. Scope

The Division of Dapitan City issues Policy Guidelines in the conduct of Quarterly Assessment/Periodic Test in the elementary and secondary schools in accordance with D.O. 8 s 2015 Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program.

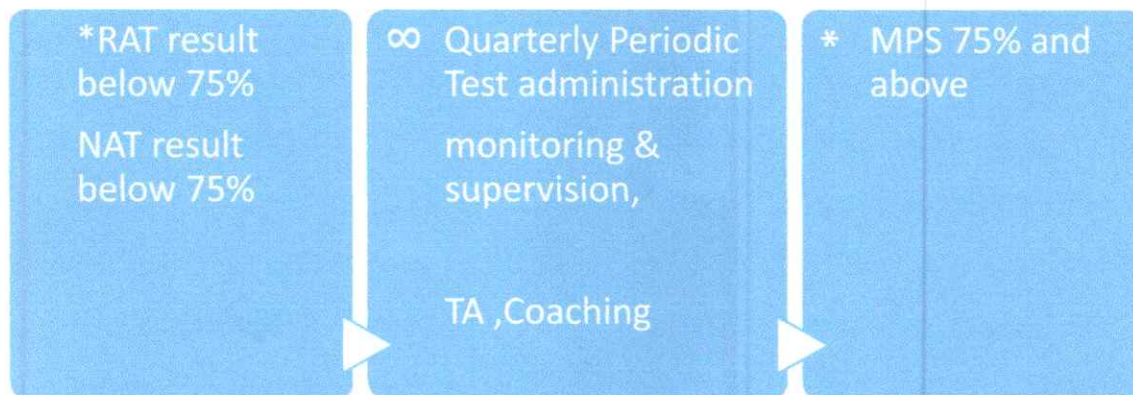
III. Definition of Terms

- MELCS – refers to Most Essential Learning Competencies
- PISA- refers to Program for International Student Assessment
- YEAT – refers to Year End Assessment Test
- RAT – refers to Regional Achievement Test
- NAT – refers to National Achievement Test
- MPS – refers to Mean, Percentile, Score

IV. POLICY STATEMENT

The Curriculum Implementation Division seeks to ensure effective ASSESSMENT TOOLS which caters inclusivity to diverse learners, culture-sensitive, gender based and violence free to measure learning outcomes in the classroom. The MELCS is the basis for construction of test questions in DM. No. 0538 Test Construction and Validation of Quarterly Examinations effective SY 2017-2018 and D.O. 20 s. 2017 Policy Guidelines on System Assessment.

V. Procedure and Conceptual Framework:



- 1. Table of Specification shall be made before constructing a test.
- 2. Test questions shall be based in the Most Essential Learning Competencies (MELCS) allotted for every grading period.
- 3. PISA-like questions shall be formulated so that learners will be exposed to these kind of assessment.
- 4. Test Questions with Table of Specification shall be submitted to the Office of the School Head/Principal for review and approval two (2) weeks before schedule of Quarterly Periodic Examination in the DEPED school calendar.



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5. Printing of Test Questions shall be done after the checking and approval of the School Principal.

Table of Reference on the Test Preparation

Grade	No. of Test Items	Font	Size
1 and 2	15	Bookman Old Style	14
3 and 4	25	Bookman Old Style	12
5 and 6	30	Bookman Old Style	12
Junior High & Senior High	35	Bookman Old Style	11

6. All teachers shall administer the Quarterly Periodic Test following the time allotment for every subject area. It shall be supervised by the school heads, PICD's, PSDS, EPS and CID Chief.

7. Schools shall submit the following reports to the District Office for consolidation. It will be submitted to the CID Office.
- Assessment Monitoring Report (1 week after the quarterly test administration)
 - Analysis of Summative Assessment
 - Learners Performance (Average Grade of Learners by subject area)

Least learned skills and unmastered skills shall be identified. Intervention Plan shall be done to learners who failed in the tests. Technical Assistance shall be provided to the teachers.

VI. Monitoring and Evaluation

DepEd Dapitan City will consistently monitor, assess, and evaluate implementation of this policy through supervision and provision of technical assistance of the instructional supervisors to ensure effective implementation.

Conduct of YEAT (YEAR-END ASSESSMENT TEST) to be administered 3 weeks before the close of the school year by the EPS, PSDS, PICD and school heads.

This is an examination to be conducted at the end of the school year. This is an assessment of learners' knowledge gained throughout the school-year in his/her grade level in all subject areas

This is NOT a basis for rating. The result shall be used for analyzing learning outcomes.

The EPS in charge in every subject area shall take charge in the crafting and formulation of the YEAT. (Year End Achievement Test)

VII. References:

DepEd ORDER No. 8 S.2015

POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K TO 12 BASIC EDUCATION PROGRAM

DepEd ORDER No. 29, 2017 POLICY GUIDELINE ON SYSTEM ASSESSMENT

DM No. 0538 TEST CONSTRUCTION AND VALIDATION OF QUARTERLY EXAMINATIONS Effective SY 2017-2018



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VIII. Effectivity:

This policy becomes effective on [insert effective date], and all stakeholders are required to be familiar with and follow the outlined guidelines.

By following this Division Policy on Monitoring and Instructional Delivery, the division strives to promote a culture of continuous improvement, accountability, and excellence in educational practices.

These guidelines become effective immediately upon approval.

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