



Republic of the Philippines
Department of Education
 Region XI
SCHOOLS DIVISION OF DIGOS CITY
 Digos City



DIVISION MEMORANDUM
 No. 1125, s. 2017

December 28, 2017

**SCHEDULE AND ASSIGNMENT OF DIVISION PERSONNEL FOR THE
 REPRODUCTION OF TEST PAPERS AND FOR THE CONDUCT
 OF THIRD QUARTER EXAMINATION**

To: CID and SGOD Chiefs
 Education Program Supervisors
 Public Schools District Supervisors
 SGOD Personnel
 Elementary and Secondary School Heads

1. In pursuance to DepEd Order No. 8, s. 2015, re: Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program, and DepEd Order No. 25, 2016, re: School Calendar for School Year 2017-2018, the schedule and assignment of Division Personnel for the reproduction of test papers and for the conduct of 3rd quarter examination is herein stipulated.

2. Schedule of Activities

Date	Activity
Dec. 29	Submission of hard copy of finalized Test Papers by concerned EPS
Jan. 3 -10	Reproduction of Test Papers/Segregation/Binding
Jan. 11-12	Conduct of Third Quarter Examinations
Jan. 15 - 26	Submission of School Report on Results of Third Quarter Examination

3. Assignment of Division Personnel

a. Monitoring and Assisting as to Reproduction of Test Papers, Segregation and Binding in the District

District	Date	Main In-Charge	Monitors & Assistants
Digos Oriental District	Jan. 3	Patriotiso O. Peñas (<i>Over-all Chairman</i>)	Vicente Laburada
	Jan. 4		Ofelia de Mesa
	Jan. 5	Cherry Rosette Oliva	Analiza Almazan
	Jan. 8		Julie Anne Posadas
	Jan. 9		Imelda Cardines
	Jan. 10		Maria Jadloc
Digos Occidental District	Jan. 3	Zenaida Guya (<i>Over-all Chairman</i>)	Luzminda Jasmin
	Jan. 4		Peter Jason Senarillos
	Jan. 5	Rosalinda Adlaon	Joan Niones
	Jan. 8		Ronald Dedace
	Jan. 9		Ronilyn Nieves
	Jan. 10		Cecile Uy
Mt. Apo District	Jan. 3	Ely Cataluña (<i>Over-all Chairman</i>)	Maryglor Tabanao
	Jan. 4		
	Jan. 5	Arlene Barba	Eppie Grace Presto
	Jan. 8		Reyzen Monzerate
	Jan. 9	Cataluña, Barba	Valeriano delos Reyes
	Jan. 10		Evangeline Hernan

- The main in-charge as well as the monitors and assistants are expected to stay the whole day in the District for the performance of their tasks. However, if finished already, they are expected to be doing their other tasks in venues where they need to do them.

- The over-all chairman is expected to relay to the CID Office the absence of any monitor/assistant, if there is.
- In case of conflict of schedule, the monitors/assistants are expected to arrange with his/her partners or with other EPS/PSDS/SGOD Personnel to attend to their tasks, and to inform the chairman.
- Monitoring of reproduction done in schools (not included in item b) shall be made by focal PSDS. It is therefore expected that coordination with concerned principals as to dates of reproduction has to be given importance.

b. Provision of Soft Copy of Test Papers and Monitoring of Reproduction in Some Schools

In-Charge/Monitors	Schools
IDA JUEZAN	DICNHS (main)
	DICNHS Annexes
	Igpit NHS
NEIL BONGCAYAO	Matti NHS
	Balabag NHS
	Ruparan NHS

4. Schedule for the conduct of Third Quarter Examination

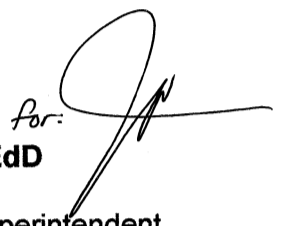
Time	Learning Area	
	Day 1 (January 11, 2017)	Day 2 (January 12, 2017)
8:30 – 9:30	English	Filipino
10:00 – 11:00	MAPEH	TLE/EPP/MTB
1:30 – 2:30	Math	EsP
3:00 – 4:00	Araling Panlipunan	Science

5. Monitoring Assignment of Division Personnel as to the Conduct of 3rd Quarter Examination

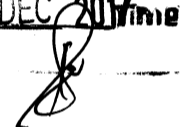
Monitor	School Assignment
Peter Jason Senarillos	Balabag NHS, Balabag ES
Cherry Rossette E.Oliva	Ramon Magsaysay CES, Don Mariano Marcos ES
Ronald Dedace	Igpit ES, Igpit HS
Ferna Renira T. Alde	Badiang ES, P. Garcia
Helen A. Casimiro	C. Nonol ES, Lungag ES
Rosalinda C. Adlaon	Maniapao ES
Arlene P. Barba	N. Isidro ES, G. Reusora CES
Ida I. Juezan	Soong Annex NHS, Soong ES
Neil Bungcayao	Ranao ES,
Maryglor D. Tabanao	Alferez ES, Goma NHS
Valeriano Y. delos Reyes	Apolandia ES, Marawer ES
Luzminda A, Jasmin	Bagumbuhay ES, Abawag ES
Joan N. Niones	Digos City NHS, Digos City SHS - Stand Alone
Ronilyn Nieves	Ruparan ES, Ruparan JHS & SHS
Imelda Cardines	Matti NHS, R. Saplala ES
Epe Grace Presto	Mahayayhay ES, Digos Central ES
Vicente Laburada	Rizal CES, Kapatagan NHS/SHS
Analiza Almazan	Colorado ES, P. Basalan ES
Evangeline Hernan	Kibanaban ES, Dawis ES
Reyzen Monzerate	Matti ES, Binaton ES
Cecile Uy	J. Alberca ES
Maria Jadloc	Dawis HS
Julie Anne Posadas	Damñas ES

Monitor	School Assignment
Ofelia de Mesa	Dulangan ES
Beverly Daugdaug	Aplaya HS, Cogon ES
Sollie Oliver	San Miguel ES, Abalayan ES

6. Test papers reproduced in the District are to be released by the Focal PSDS at 6:00 A.M. on the day of the exam. Test papers for Day 1 are to be released on January 11, 2017 while those for the 2nd day are to be released on January 12, 2017.
7. Monitor with conflict as to schedule should properly tap other EPS/PSDS/SGOD Personnel to take his/her place, and shall relay the same to the CID Office..
8. Each monitor shall be provided with a monitoring tool for the task, and shall submit the same to the CID Office.
9. For information, guidance and compliance of all concerned.

For: 

WINNIE E. BATOON, EdD
Officer in Charge
Office of the Schools Division Superintendent

DepEd Schools Division of Digos
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Encls: List Enclosures
References: DepEd Order
To be indicated in the Perpetual Index under the following subjects:
SUBJECT

Beverly: memorandum title
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