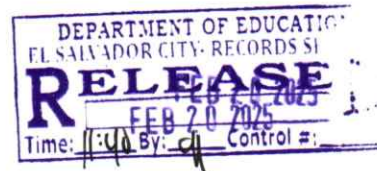




Republic of the Philippines
Department of Education

**REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY**



February 20, 2025

DIVISION MEMORANDUM

No. 069, s. 2025

**MONITORING AND EVALUATION ON THE ADMINISTRATION OF THE
DIVISION ACHIEVEMENT TEST FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, SGOD and CID
Education Program Supervisors
Schools Governance and Operations Division Personnel
School Heads
All Others Concerned

1. Regarding Division Memorandum No. 053 s. 2025 Re: Division Achievement Test for School Year 2024-2025, this Office will conduct **Monitoring and Evaluation on the Administration of the Division Achievement Test for SY 2024-2025** on February 25-28.
2. The activity aims to
 - a. ensure test integrity and security,
 - b. assess compliance with testing guidelines,
 - c. identify and address challenges before, during, and after administration, and
 - d. gather feedback for continuous improvement for future assessments and policy decisions.
3. The Supervising Examiner's Monitoring Form is provided in Attachment No. 5 to Division Memorandum No. 053, s. 2025. Herewith is the updated List of Supervising Examiners and Monitors and Monitoring and Evaluation Form for monitors.
4. This activity shall adhere to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.
5. This Office directs the immediate and wide dissemination of this Memorandum.


RANDOLPH B. TORTOLA
Schools Division Superintendent

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT

DIVISION ACHIEVEMENT TEST

Re: Monitoring and Evaluation on the Administration of the Division achievement Test for School Year 2024-2025

CID/naa



Address: Zone 3, Poblacion, El Salvador City
Telephone No: (088) 855-0113
Website: www.depedelsalvadorcity.net
Email Address: elsalvador.city@deped.gov.ph

**Transforming Schools,
Forging Partners**



List of Supervising Examiners and Monitors

No.	Name of Employee	Supervising Examiner					Monitor							
		Feb-25	Feb-26	Feb-27	Feb-28	Feb-28	Feb-25	Feb-26	Feb-27	Feb-28				
1	ALCASID, NINIAN A.													
2	ASEQUIA, KEVIN B.													
3	BEJIGA, LINA CAPILI													
4	CABELTES, GLADYS GRACE H.													
5	CACAYAN, MARIE JADE A.													
6	COMON, JOVIT D.													
7	DESCALLAR, MARILOU Y.													
8	DUNGOG, SHERRIE R.													
9	ESTRADA, JURICA ETHEL L.													
10	ESTROSAS, LORNA H.													
11	FABRIA, ANALYN G.													
12	GAID, FRANZ MAYBELLE M.													
13	GENEROL, CHERIEMY D.													
14	KHOBUNTIN, CECILLE Z.													
15	ISIDERIO, GLENN JOHN O.													
16	LABIS, ROLLY B.													
17	LAZAGA, VANITY JADE C.													
18	LIGUTOM, MELANIE M.													
19	LUSTERIO, GENEVIEVE E.													
20	MALACO, ESMUEL JR. V.													
21	MAMAACLAY, ANABELLE M.													
22	QUISMUNDO, MARICRIS P.													
23	SABASAJE, ROQUE R.													
24	SERRANIA, KAREN ROSE A.													
25	TIAD, VANESSA PRORES L.													
26	VACALARES, JOHNNELL FRANCIS S.													
27	VALMORIA, MARGIE R.													
28	YUBUCO, EMEJIE G.													

To attend Regional Training

Chief Examiner



Republic of the Philippines
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REGION X- NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 2 to Division Memorandum No _____, s. 2025

MONITORING AND EVALUATION FORM
Division Achievement Test SY 2024-2025

Date: _____
Time: _____
Grade: _____
Subject: _____
School: _____
Room Number: _____
Room Examiner: _____
 Supervising Examiner: _____

SECTION I: TEST ADMINISTRATION PROCEDURES

(Please tick the appropriate box.)

Criteria	Yes	No	Comments
1. Test materials were received in a secure manner.	<input type="checkbox"/>	<input type="checkbox"/>	
2. Test room was prepared appropriately (adequate lighting, seating arrangement, minimal distractions).	<input type="checkbox"/>	<input type="checkbox"/>	
3. The test started on time.	<input type="checkbox"/>	<input type="checkbox"/>	
4. Instructions were clearly explained to learners.	<input type="checkbox"/>	<input type="checkbox"/>	
5. The test was administered according to official guidelines.	<input type="checkbox"/>	<input type="checkbox"/>	
6. The test administrator followed ethical and professional conduct.	<input type="checkbox"/>	<input type="checkbox"/>	
7. Learners followed the instructions and maintained discipline.	<input type="checkbox"/>	<input type="checkbox"/>	
8. Proper time management was observed.	<input type="checkbox"/>	<input type="checkbox"/>	
9. There were no incidents of cheating or irregularities.	<input type="checkbox"/>	<input type="checkbox"/>	
10. Answer sheets and test questionnaires/tablets were collected securely.	<input type="checkbox"/>	<input type="checkbox"/>	





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SECTION II: CHALLENGES OBSERVED

(Describe any issues encountered during test administration)

SECTION III: RECOMMENDATIONS FOR IMPROVEMENT

(Provide suggestions for enhancing future test administrations.)

Monitor's Name: _____

Signature: _____

Date: _____

