



Republic of the Philippines  
**Department of Education**  
Region II – Cagayan Valley  
Schools Division of Nueva Vizcaya

04 September 2024

**DIVISION MEMORANDUM**


No. 363, s. 2024

**CONTEXTUALIZED GUIDELINES ON QUARTERLY LEARNING ASSESSMENT**

TO: OIC-Assistant Schools Division Superintendent  
Curriculum Implementation Division Chief  
Schools Governance and Operations Chief  
Education Program Supervisors  
Public Schools District Supervisors/Districts-in-Charge  
All others concerned

1. In consonance with DO 18, s. 2015 on the **Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program**, the Schools Division Office of Nueva Vizcaya through the Curriculum Implementation Division (CID) is adopting the attached **Contextualized Guidelines on Learning Assessment** to further guide the teachers and school heads in ensuring that summative assessments including periodic and quarter examinations are properly undertaken in the different schools of the SDO.
2. Anent this issuance, all school heads and teachers are hereby advised to abide by the set contextualized guidelines – from the crafting of the table of specifications to the development of test questions, down to the submission of results to the SDO through the CID.
3. Attached to this memorandum are the following:
  - a. *Learning Assessment Process Flow*,
  - b. *CID Assessment Form 1A – Table of Specifications for Grades 1-8, 11, and 12*,
  - c. *CID Assessment Form 1B – Table of Specifications for Grades 9 and 10, and*
  - d. *CID Assessment Form 2 – Checklist for Monitoring Quarterly Learning Assessment*.
4. For information, guidance and compliance.



  
**ORLANDO E. MANUEL PhD, CESO V**  
Schools Division Superintendent

09-2024-242



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Attachment to DO No. 343 s. 2024

**LEARNING ASSESSMENT PROCESS FLOW**

STEP	ACTION	PERSON RESPONSIBLE	TIME	REMARKS
1	Preparation of the Table of Specifications based on the budget of work/LCs/MELCs and Test Questions	Teacher/Team	One month before the quarterly assessment	Use the attached TOS Template and the Suggested Number of Items per Grade Level Grade 1 - 15 Grade 2 - 20 Grade 3 - 30 Grade 4 - 40 Grade 5 to 6 - 50 Grade 7 to 12 - 60  Note: Follow the ff specs; Font – Alfabeto Font Size : Grade 1 - 16 points Grade 2 & 3 - 14 points Grade 4 to 12 - 12 points
2	Checking of Table of Specifications and Test Questions	School Head/Department Head /Master Teacher	3 weeks before the quarterly assessment	Use the contextualized checklist
3	Revision of the TOS and Test Questions	Teacher	2 weeks before the quarterly assessment	
4	Validation/Finalization of the TOS and Test Questions	Teacher and School Head/Head Teacher/Master Teacher	1 week before the quarterly assessment	Attach draft of the revised Test Questions
5	Printing/Reproduction of the Test Questions	Teacher/Non-Teaching Personnel ( ADAS, ADA, AO, PDO, Utility )	1 week before the quarterly assessment	School Head as overseer Checklist per grade level with the number of learners



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6.	Filing of Test Questions for School's Test Item Bank	School Head	1 week before the quarterly assessment	
7	Administration of the Quarter Examination	Teacher	As scheduled	2 days allotment for the Quarter Examination
8	Checking of the Test Papers	Teacher	1 day after the quarterly assessment	
9	Submission of the Analyzed Test Item Results	Teacher	1 week after the quarterly assessment	
10	Submission of grade sheets	Teacher	1 week after the quarterly assessment	
11	Verification of Grade Sheets	Teacher and School Head / Head Teacher / Master Teacher	1 week after the quarterly assessment	
12	Submission of the Consolidated School Learning Outcomes	School Head	2 weeks after the quarterly assessment	Use Forms 23 & 24
13	Analysis of the division/district Learning Outcomes	Education Program Supervisor / Public Schools District Supervisors	3 weeks after the quarterly assessment	Use Forms 23 & 24
14	Drafting of Policy Recommendation	Chief Education Supervisor / Education Program Supervisor	3 weeks after the quarterly assessment	



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CID Assessment Form 1A

TABLE OF SPECIFICATIONS ( FOR GRADES 1 TO 8, 11-12 )

Subject: \_\_\_\_\_  
Time Allotment: \_\_\_\_\_

Grade Level: \_\_\_\_\_  
Time Allotment for the Test: \_\_\_\_\_

Area/Major Topic	Instructional Objectives/Learning Competencies ( With Code for MELCs )	No. of days taught	Percentage Distribution	Number of Items	Low Order Thinking Skills (Remembering, Understanding) - 60%		Higher Order Thinking Skills (Applying, Analyzing, Evaluating and Creating) - 40%	
					No of Items	Item Placement	No of Items	Item Placement
<b>Total:</b>								

Prepared by :	Reviewed by :	Approved by :
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Subject Teacher	Dept. Head/MT	School Head

( Note: For schools without Dept.Heads or Master Teachers, this will be Reviewed and Approved by the School Head )



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CID Assessment Form 1B

TABLE OF SPECIFICATIONS ( FOR GRADES 9 & 10 )

Subject: \_\_\_\_\_ Grade Level: \_\_\_\_\_  
Time Allotment: \_\_\_\_\_ Time Allotment for the Test: \_\_\_\_\_

Area/Major Topic	Instructional Objectives/Learning Competencies ( With Code for MELCs )	No. of days taught	Percentage Distribution	Number of Items	Low Order Thinking Skills (Remembering, Understanding) 50%		Higher Order Thinking Skills (Applying, Analyzing, Evaluating and Creating) 30%		HOTS SOLO-based Assessment Items ( Super Items ) 20%	
					No of Items	Item Placement	No of Items	Item Placement	No of Items	Item Placement
Total :										

Prepared by : \_\_\_\_\_ Reviewed by : \_\_\_\_\_ Approved by: \_\_\_\_\_

Subject Teacher \_\_\_\_\_ Dept. Head / MT \_\_\_\_\_ School Head \_\_\_\_\_

( Note: For schools without Dept.Heads or Master Teachers, this will be Reviewed and Approved by the School Head )





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CID Assessment Form 02

**CHECKLIST FOR MONITORING QUARTERLY LEARNING ASSESSMENT**

Name of Teacher: \_\_\_\_\_

Quarter: \_\_\_\_\_

Grade Level & Subject: \_\_\_\_\_

Date: \_\_\_\_\_

**INSTRUCTIONS:** Put a check mark (✓) on the appropriate column for every indicator observed. Kindly put additional information (if there is any) on every indicator in the REMARKS column.

<b>Part I. Table of Specification</b>				
		Evident	Not evident	Remarks
1	Used the suggested template			
2	Properly distributed the items from the budget of objectives			
3	Compliant with the number of items in the grade level			

<b>Part II. Test Question</b>				
		Evident	Not evident	Remarks
1	Directions/instructions are easy to follow/understand			
2	The test items are aligned with the competencies			
3	All competencies for the quarter are tested			
4	Appropriate questions are developed			
5	The suggested number of test items for each grade level is followed			
6	Font size for the grade level is followed			
7	The test is free from grammatical error			
8	The test is free from content errors			
9	The TOS and test questions are submitted on time			
10	The test items prepared in the grade level are aligned with the TOS			

CONFORME:

Accomplished and Verified by:

\_\_\_\_\_  
Subject Teacher

\_\_\_\_\_  
School Head

Noted by:

\_\_\_\_\_  
EPS/PSDS



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