



Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



May 6, 2024

**DIVISION MEMORANDUM**

No. 171, s. 2024

**REPRODUCTION AND ADMINISTRATION OF THE DIVISION UNIFIED  
 FOURTH QUARTER ASSESSMENT**

To: Assistant Schools Division Superintendent (ASDS)  
 Chief Education Program Supervisors (CID & SGOD)  
 Education Program Supervisors (EPSs)  
 Public Schools District In-Charge (PSDICs)  
 All Others Concerned

1. Regarding DepEd Order 003, s. 2024 on the Amendment to DepEd Order No. 022, s. 2023, the Academic Quarter 4 Assessment is scheduled on May 16 and 17, 2024.

2. To meet the target schedule as provided, this Division shall continue the division unified fourth quarter assessment involving the responsible official/personnel, guided by their respective responsibilities in the table:

<b>Responsible Official/Personnel</b>	<b>Responsibility</b>
CID Chief	1. Lead in the formulation of assessment tools 2. Mobilize people to ensure completeness of test materials and ready for administration 3. Monitor the reproduction and administration of the test. 4. Assign CID people to be deployed in the reproduction venue.
Education Program Supervisor (Learning Resource)	1. Ensure that all assessment materials have been evaluated and quality assured. 2. Coordinate the development of assessment materials, production, and distribution.
Education Program Supervisors (all learning areas)	1. Develop and contextualize the test materials in the assigned learning area and grade level with the assistance of one's team of test developers. 2. Lead or work as a team member to evaluate and quality assure the assessment materials. 3. Gather results of the assessment and analyze performance gaps for possible interventions ready in the next school year. 4. Draft policy recommendation related to improving learning outcome.
District In-Charge	1. Identify a school venue for the reproduction of assessment tools. 2. Manage the reproduction of test materials and the



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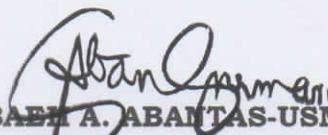
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	administration of the test in the assigned district, and ensure honesty in the conduct of the test. 3. Gather results of assessment reports per school in the assigned district, per subject area and analyze performance gaps to pinpoint causes and possible interventions to close the gap. 4. Draft policy recommendation related to improving learning outcome.
Division M & E	1. Supervise the administration of the test. 2. Gather reports and draft policy recommendations.

3. All learning area supervisors shall be deployed to the school-reproduction venue to monitor the preparation of the test materials. The following are the venues and the assigned supervisor:

	<b>VENUE</b>	<b>DISTRICT</b>	<b>MONITOR</b>
1	Maloro IS	North B	EPS Roger F. Duhaylungsod
2	TCCS	Central A	Chief Angelina B. Buaron
3	Lorenzo Tan NHS	South B	EPS Relita P. Decina
4	Sumirap NHS	Southwest B	EPS Romel E. Huertas
5	Sta. Maria CS	North A	EPS Clariza P. Catedral
6	TCNHS	Central B	EPS Roger A. Baril
7	Maquilao IS	South A	EPS Puriza L. Legaspi
8	Pangabuan IS	Southwest A	EPS Wilfredo B. Canete

4. The schedule of reproduction is May 14-15, 2024.
5. All expenses relative to the conduct of this activity shall be charged against local funds, subject to the usual accounting and auditing rules and procedures.
6. This Office directs the immediate and wide dissemination of this Memorandum.

  
**SHAMBAEL A. ABANTAS-USMAN, PhD, CESO VI**  
 Schools Division Superintendent *per re*

To be indicated in the Perpetual Index  
 under the following subjects:  
 CURRICULUM    PROGRAMS    ASSESSMENT  
 SAU/CID/radj

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