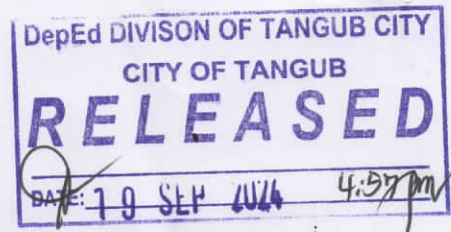




Republic of the Philippines  
**Department of Education**  
 Region X  
**SCHOOLS DIVISION OF TANGUB CITY**



September 17, 2024

DIVISION MEMORANDUM  
 No. 317 s. 2024

PRE-ASSESSMENT ACTIVITIES OF THE REGIONAL UNIFIED  
 FIRST QUARTER EXAMINATIONS

To: Assistant Schools Division Superintendent (ASDS)  
 Chief Education Supervisors (CID and SGOD)  
 Education Program Supervisors  
 Elementary and Secondary School Heads  
 All Others Concerned

- With regards to the conduct of the Regional Unified First Quarter Assessment, this Office through the Curriculum Implementation Division (CID) shall conduct activities prior to the Regional Unified First Quarter Assessment.
- The **Reproduction and the Segregation of Materials** shall be a collaboration of SDO and the schools. The printing of the materials is done at the Division Office and at the Lorenzo Tan National High School, with the materials coming from all schools in the entire division.
- In the absence of manpower to assist the reproduction areas, the school heads along with the ASS are advised to report to the designated reproduction areas, beginning September 18, and bring with them stapler and staple wire. The school heads shall oversee the segregation and packing of materials. Once the task is completed at Lorenzo Tan NHS, all test materials shall be brought to the Division Office for ready distribution. Hereunder are the reproduction areas and details:

Reproduction Area	Schools
Lorenzo Tan NHS	Panalsalan ES, Pangabuan IS, Aquino ES, Pangabuan Beach ES, Lorenzo Tan CS, Bintana IS, Labuyo ES
Division Office	All remaining schools

- All school heads, school testing coordinator and testing coordinator in another school as indicated in this link <https://tinyurl.com/mr3d4ku5> are advised to attend the virtual **Orientation on the Conduct of the First Quarter Assessment** at 2:30 p.m. to 5:00 p.m. on September 19. The link of the virtual activity shall be shared through the PSDICs. All district participants are advised to stay in a school or venue where internet connectivity is stable. It is advised that those with vehicles will be prioritized to be assigned in another school for convenience of bringing the test materials.



Address: Anecito Siete St. Mantic, Tangub City  
 Telephone No. (088) 530 – 5988  
 Email: tangub.city@deped.gov.ph  
 Website: www.tangub.deped.gov.ph

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5. During the **Distribution of Test Materials**, only the Testing Coordinator in another school shall report to the SDO on Monday, September 23 to get the materials. It is also during this time that the school assignment shall be known.
6. Only the class adviser shall administer the test. The assigned testing coordinator in the school shall monitor the administration of the test following the Carousel technique.
7. Should there be queries regarding this issuance, all concerned persons are advised to call the CID Office at (088) 530-5988 or contact the chief at 0917-7146991.
8. This Office directs the immediate and dissemination of this Memorandum

  
**SHAMBAEH A. ABANTAS-USMAN, PhD, CESO VI**  
Schools Division Superintendent *per/hael*

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

CURRICULUM                      ASSESSMENT

SAU/CID/radj



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