



Republic of the Philippines  
Department of Education  
REGION IV-A CALABARZON  
**CITY SCHOOLS DIVISION OFFICE OF ANTIPOLLO**  
NAZARENE VILLE ELEMENTARY SCHOOL  
SAN ROQUE, ANTIPOLLO CITY

March 19, 2024

**SCHOOL OFFICE MEMORANDUM**

To :

Kindergarten-Grade 6 Teachers, Learners and Parents  
Non-teaching Personnel  
School/Homeroom PTA Officers  
Others Concerned

**ADMINISTRATION OF THIRD QUARTERLY TEST IN ALL LEARNING AREAS**

1. Pursuant to DO #8, S. 2015 otherwise known as "POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K TO 12 BASIC EDUCATION PROGRAM", this office reminds the administration of the Third Quarter Tests on March 25-26, 2024.
2. In this connection, coordinators and technical assistance providers are hereby instructed to assure the quality of test questions submitted by teachers by being part of the Quality Assurance Committee:

Name of TP/NTP	Role	Task
Luz A. Quilang	QA Team Leader in the MTB-MLE, Filipino, English and Science	Certifies the correctness of all test questions formulated based on the Table of Specification in every learning area; Helps in test construction;
Marichu J. San Jose	QA Team Leader in MAPEH and AP	
Glenda C. Arao	QA Team Leader in EPP-TLE, Math and EsP	
Reynaldo C. Bricia	QA Team Leader	Validates test items; Ensures correct grammar
Ermeliza C. Villamayor	QA Team Leader	
Geoffrey T. Unida	Support Chairperson	Monitors and provides technical support
Lilia Q. Austria	MTB-MLE Test Question Facilitator/Grammar Corrector	Facilitates submission of test questions by grade level advisers; Helps/Provides TA in test construction; Gives test questions, TOS, and
Katrina J. Corpuz	Filipino Test Question Facilitator/Grammar Corrector	



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Genevie A. Calixtro	English Test Question Facilitator/Grammar Corrector	answer key to TA Providers for checking; Submits finalized QT questions to the OIC 2-5 days before test administration for reproduction by the assigned NTP
Maybelle B. Navarrete	Math Test Question Facilitator/Grammar Corrector	
Marcelita B. Llana	Science Test Question Facilitator/Grammar Corrector	
Marichu J. San Jose	AP Test Question Facilitator/Grammar Corrector	
Christy A. Figurasin	MAPEH Test Question Facilitator/Grammar Corrector	
Alex H. Hitosis	EPP/TLE Test Question Facilitator/Grammar Corrector	
Maria Fe S. Zabala	EsP Test Question Facilitator/Grammar Corrector	

3. It is also reminded that the Grade Level Schedule on Test Administration must be submitted to the office a day before its conduct. The schedule must also be legibly written/posted on the board.
4. It is also reiterated that "NO TEACHER WILL ACT AS PROCTOR IN HER SECTION.
5. Likewise, ensure that each learner uses a folder to cover his/her answer sheets.
6. Remind learners to always observe honesty.
7. For information, dissemination, and compliance.

  
**GEOFFREY T. UNIDA**  
School Principal I