



Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE

Office of the Schools Division Superintendent

MEMORANDUM

CID-2025- 031

TO: Chief Education Supervisor, CID
Education Program Supervisors
Public Schools District Supervisors
Public Elementary & Secondary School Heads

FROM: 
LYNN G. MENDOZA, EdD
OIC – Schools Division Superintendent

SUBJECT: **RELEASE OF GOOGLE DRIVE LINK FOR THE FIRST QUARTER
EXAMINATION FOR SY 2025-2026 AND GUIDELINES ON
CONFIDENTIALITY AND INTEGRITY**

DATE: August 15, 2025

In preparation for the upcoming First Quarter Examination for School Year 2025–2026, this Office hereby issues the following instructions regarding the release and handling of examination materials:

1. The official Google Drive link with the examination materials will be shared only with authorized personnel. Only the School Heads will receive the link directly from the Public Schools District Supervisor. Sharing or forwarding the link to unauthorized individuals is strictly prohibited.
2. To maintain the confidentiality and integrity of the examination materials, the following guidelines must be strictly observed:
 - a) All personnel involved in the handling of the materials must sign a Confidentiality Agreement;
 - b) Reproduction must be done in a secure location, supervised by the School Head;
 - c) Examination papers must be stored in sealed envelopes and labeled as confidential;
 - d) During the administration of the examination, classroom arrangements must minimize distractions and prevent academic dishonesty;
 - e) After the examination, all test materials and answer sheets must be immediately collected by the teachers concerned for checking and recording purposes; and

- f) All teachers are required to conduct item analysis following the administration of the quarter examination to evaluate the quality and effectiveness of each test item, identify areas for instructional improvement, and ensure alignment with the Most Essential Learning Competencies (MELCs) and Revised K to 12 Curriculum.

Any breach of confidentiality or irregularity in the handling of examination materials shall be subject to investigation and appropriate administrative action.

For strict compliance.

CONFIDENTIALITY AGREEMENT / OATH OF CONFIDENTIALITY

*Downloading, Reproduction, and Administration of the First Quarter Examination
School Year 2025–2026*

I, **[Full Name]**, of legal age, currently designated as **[Position]** at **[School/Office]**, and a participant in the above-mentioned activities, hereby solemnly swear and affirm that:

1. I shall maintain the strict confidentiality of all examination materials, including but not limited to test questions, answer keys, rubrics, and related documents;
2. I shall not disclose or distribute any part of the examination materials to any unauthorized person or entity, in any form, whether physical or digital;
3. I understand that the integrity and credibility of the assessment process depend on the confidentiality of these materials, and any breach may compromise the fairness and validity of the examination;
4. I shall exercise due diligence in safeguarding all materials entrusted to me and shall report any incident of potential breach or loss of confidentiality to the appropriate authority immediately; and
5. I acknowledge that any violation of this agreement may result in disciplinary and/or legal action, in accordance with existing DepEd rules, civil service regulations, and applicable laws.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 2025 at _____.

Signature over Printed Name of Participant

Position / Designation