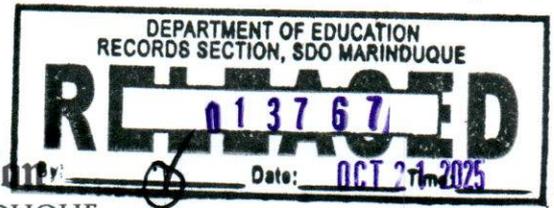




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

October 20, 2025

DIVISION MEMORANDUM

No. 113 s. 2025

**PROTOCOLS FOR ISSUANCE, HANDLING, REPRODUCTION, AND
ADMINISTRATION OF THE SECOND QUARTER EXAMINATION**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, CID
Education Program Supervisors
Public Schools District Supervisors
Heads of Public Elementary, Secondary, and Integrated Schools
All Others Concerned

1. In line with the Division's commitment to uphold the integrity of assessment processes and ensure the welfare of personnel involved in examination development, this Memorandum outlines the protocols for the issuance, handling, and administration of the Second Quarter Examination to be observed in all public schools.
2. The protocols outline the following:
 - a) Authorization and access;
 - b) Reproduction etiquette;
 - c) Confidentiality measures;
 - d) Required documentation and accountability forms;
 - e) Schedule of the administration of the examination; and
 - f) Grant of compensatory time-off for the members of the development team who rendered asynchronous work on weekends.
3. School Heads are instructed to convene their respective Examination Teams to review and implement the enclosed protocols. Also attached are the forms/templates to be used for school-level reproduction, which can be accessed and downloaded at <http://bit.ly/SDO-ASSESSMENT-FORMS>
4. Should there be clarifications, all concerned may contact **Mr. John M. Chavez**, Chief Education Supervisor, CID, at john.chavez001@deped.gov.ph.
5. For strict compliance.


LYNN G. MENDOZA, EdD
OIC – Schools Division Superintendent



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Encl.:
As stated

Reference: None

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

ASSESSMENT
EXAMINATION

CURRICULUM
FORMS

DELIVERY
LEARNING AREAS

CID/JMC/DM-Protocols Second Quarter Examination/10/20/2025

**PROTOCOLS FOR ISSUANCE, HANDLING, REPRODUCTION, AND
ADMINISTRATION OF THE SECOND QUARTER EXAMINATION**

I. Authorization and Access

- Soft copies of the examination materials shall be released to Public Schools District Supervisors or to their duly authorized representatives and shall sign in the ***Distribution Matrix***. They are advised to bring a flash drive or a USB.
- Only the School Heads shall receive the test materials directly from the Public Schools District Supervisor at the district level and shall also sign the distribution matrix. Sharing of the test materials with unauthorized individuals is **STRICTLY PROHIBITED**.
- School Heads shall submit the ***School Examination Security Roster to the Office of the Public Schools District Supervisor, which in turn shall submit the same in a PDF copy at the CID Submission link not later than October 23, 2025.***
- **ONLY** those listed personnel in the roster may access the examination materials.

II. Reproduction Etiquette

- **School Testing Coordinator** shall oversee the printing, ensure completeness, and maintain confidentiality of the materials. He/she shall accomplish the ***Examination Reproduction Log Sheet and keep its custody.***
- All reproduction must be done within school premises using school-owned equipment.
- No materials shall be printed outside the school.
- Printed materials must be stored in sealed envelopes and kept in a locked cabinet until the day of administration.

III. Confidentiality Measures

- School Personnel listed in the School Examination Security Roster must sign a **Confidentiality and Integrity Declaration Form** before receiving copies of the examination materials.
- Any breach or leak shall be subject to inquiry and, if warranted, must be dealt with accordingly, subject to existing guidelines.

IV. Grant of Compensatory Time-Off

- To recognize the commitment of examination development team members who rendered asynchronous work on Saturdays and Sundays, the following shall apply:
 - a) Personnel listed in the official Development Team who submitted outputs between September 29–20, 2025, outside regular working hours.
 - b) Eligible personnel shall be granted one (1) day CTO for every eight (8) hours of verified asynchronous work, subject to

approval by the Schools Division Office and in accordance with DepEd Order No. 53, s. 2003.

V. TEST/EXAMINATION SCHEDULES
A. Elementary

GRADE 1

Day 1			Day 2		
Time	Learning Area		Time	Learning Area	
AM	8:00 – 8:10	Prayer / Attendance / Orientation	AM	8:00 – 8:10	Prayer / Attendance
	8:10 – 9:10	Reading and Literacy		8:10 – 9:10	Mathematics
	9:10 – 9:30	Break		9:10 – 9:30	Break
	9:30 – 10:30	GMRC		9:30 – 10:30	MAKABANSA
	10:30 – 11:30	Language		10:30 – 11:30	Science (for SSES/SSC Classes)

GRADE 2

Day 1			Day 2		
Time	Learning Area		Time	Learning Area	
AM	8:00 – 8:10	Prayer / Attendance / Orientation	AM	8:00 – 8:10	Prayer / Attendance
	8:10 – 9:10	English		8:10 – 9:10	Mathematics
	9:10 – 9:30	Break		9:10 – 9:30	Break
	9:30 – 10:30	GMRC		9:30 – 10:30	MAKABANSA
	10:30 – 11:30	Filipino		10:30 – 11:30	Science (for SSES/SSC Classes)

GRADE 3

Day 1			Day 2		
Time	Learning Area		Time	Learning Area	
	8:00 – 8:10	Prayer / Attendance / Orientation		8:00 – 8:10	Prayer / Attendance
	8:10 – 9:10	English		8:10 – 9:10	Science
	9:10 – 9:30	Break		9:10 – 9:30	Break



	9:30 – 10:30	Mathematics		9:30 – 10:30	MAKABANSA
	10:30 – 11:30	Filipino		10:30 – 11:30	GMRC

GRADE 4

Day 1			Day 2		
	Time	Learning Area		Time	Learning Area
AM	8:00 – 8:10	Prayer / Attendance / Orientation	AM	8:00 – 8:10	Prayer / Attendance
	8:10 – 9:10	English		8:10 – 9:10	Science
	9:10 – 9:30	Break		9:10 – 9:30	Break
	9:30 – 10:30	Mathematics		9:30 – 10:30	MAPEH
	10:30 – 11:30	GMRC		10:30 – 11:30	Filipino
	11:30- 1:00	Lunch Break		11:30- 1:00	Lunch Break
PM	1:00- 2:00	Araling Panlipunan	PM	1:00- 2:00	EPP

GRADE 5

Day 1			Day 2		
	Time	Learning Area		Time	Learning Area
AM	8:00 – 8:10	Prayer / Attendance / Orientation	AM	8:00 – 8:10	Prayer / Attendance
	8:10 – 9:10	English		8:10 – 9:10	Science
	9:10 – 9:30	Break		9:10 – 9:30	Break
	9:30 – 10:30	Mathematics		9:30 – 10:30	MAPEH
	10:30 – 11:30	GMRC		10:30 – 11:30	Filipino
	11:30- 1:00	Lunch Break		11:30- 1:00	Lunch Break
PM	1:00- 2:00	Araling Panlipunan	PM	1:00- 2:00	EPP

GRADE 6

Day 1			Day 2		
Time		Learning Area	Time		Learning Area
AM	8:00 – 8:10	Prayer / Attendance / Orientation	AM	8:00 – 8:10	Prayer / Attendance
	8:10 – 9:10	English		8:10 – 9:10	Science
	9:10 – 9:30	Break		9:10 – 9:30	Break
	9:30 – 10:30	Mathematics		9:30 – 10:30	MAPEH
	10:30 – 11:30	GMRC		10:30 – 11:30	Filipino
	11:30-1:00	Lunch Break		11:30-1:00	Lunch Break
PM	1:00-2:00	Araling Panlipunan	PM	1:00-2:00	EPP

B. Junior High School

GRADES 7-10

Day 1			Day 2		
Time		Learning Area	Time		Learning Area
AM	8:00 – 8:10	Prayer / Attendance / Orientation	AM	8:00 – 8:10	Prayer / Attendance
	8:10 – 9:10	English		8:10 – 9:10	Science
	9:10 – 9:30	Break		9:10 – 9:30	Break
	9:30 – 10:30	Mathematics		9:30 – 10:30	MAPEH
	10:30 – 11:30	Values Education		10:30 – 11:30	Filipino
	11:30-1:00	Lunch Break		11:30-1:00	Lunch Break
PM	1:00-2:00	Araling Panlipunan	PM	1:00-2:00	TLE
	2:00 – 3:00	Elective (for SCP Classes)			

VI. TEST ADMINISTRATION PROCEDURES

A. Before Testing

- Ensure all test materials are ready and verified.
- Create a quiet, distraction-free testing space with appropriate seating and lighting.
- Inform examinees about rules, schedules, and what to expect during the examination.

B. During Testing

- Deliver clear instructions to maintain uniformity.
- Actively supervise to prevent cheating and provide assistance when needed (without compromising test integrity).
- Adhere strictly to allotted timeframes and break schedules.
- Follow protocols for emergencies, technical issues, or student misconduct.

C. After Testing

- Gather and account for all materials, ensuring nothing is lost or tampered with.
- Record attendance, incidents, and any accommodations provided.
- Submit formal reports for any breaches or anomalies.
- Ensure timely and secure transmission of test results to the appropriate authority.

D. Accommodations for Students with Disabilities

- Adjustments (e.g., extended time, alternate formats) must be pre-approved and documented.
- Ensure accommodations do not alter the test's intent or difficulty.

E. Absence of the Assigned Test Administrator / Proctor

- If the teacher assigned to administer the test is absent, the School Head or Testing Coordinator must immediately assign a substitute proctor (preferably another subject teacher or class adviser not handling the same section).
- The replacement teacher shall be briefed on the testing guidelines, schedule, and procedures before the examination begins.

F. Preventive Measures

- Before the examination period, schools should prepare a proctoring schedule with alternates (e.g., "in case of absence, Teacher X will replace Teacher Y").
- This avoids last-minute confusion and ensures that testing starts on time.

G. Make-Up/Special Examinations

- A make-up test may be administered if a student misses the scheduled test due to a valid reason (serious illness, accident, calamity, school-

sanctioned activity) and relevant documentation is provided (doctor's certificate, parent/guardian letter).

- Invalid or non-documented reasons for absence will not warrant a make-up exam.
- The make-up exam schedule must be communicated and consistent with policy.

FORMS/TEMPLATES FOR SCHOOL-LEVEL REPRODUCTION

I. Distribution Matrix

District	School	Grade Level/s covered	Number of Subjects	Date Release	Released by	Received by	Remarks
District A	School A	Grades 1-6	6 subjects	10/20/2025			

II. School Examination Security Roster

School Name: _____ District: _____
 Examination Period: Second Quarter SY 2025-2026
 Date of Examination: _____

Name of Personnel	Designation	Role in Exam Security	Signature	Remarks
Juan Dela Cruz	School Head	Overall Custodian		
Personnel A	Testing Coordinator	Key Holder & Inventory Manager		
Personnel B	Grade Level Chair	Room Assignment & Monitoring (can be done by the School Testing Coordinator in a small school)		
Personnel C	Teacher	Examiner / Proctor		

III. Examination Reproduction Log Sheet

Subject	Grade Level	Adviser/ Subject Teacher's Name	Date Printed	No. of Copies	Verified By	Remarks
Math	Grade 6	Ana Lopez	Nov 6, 2025	50	M. Santos (School Testing Coordinator)	Complete

IV. Confidentiality and Integrity Declaration Form

I/We hereby affirm that I/We will handle the examination materials with utmost confidentiality and integrity. I/We understand that any breach of protocol may result in administrative sanctions.

District	School	Name	Subject/s	Grade Level/s	Signature Over Printed Name	Date