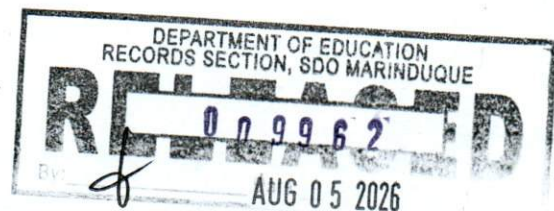




Republic of the Philippines
Department of Education
SCHOOLS DIVISION OF MARINDUQUE



Office of the Schools Division Superintendent

August 5, 2026

DIVISION MEMORANDUM

No. 074 s. 2026

**CONDUCT OF THE DIVISION VIRTUAL ORIENTATION ON THE
ADMINISTRATION OF THE FIRST TERM ASSESSMENT
FOR SCHOOL YEAR 2026-2027**

TO: Asst. Schools Division Superintendent
Chief Education Supervisor, CID
Public Schools District Supervisors
Public Elementary, Secondary, and Integrated School Heads
All Others Concerned

1. In line with the Department of Education's commitment to ensuring the effective implementation of classroom assessment and the proper administration of division-wide assessments, the Schools Division Office of Marinduque, through the Curriculum Implementation Division shall conduct a Division Virtual Orientation for all School Heads on the Administration of the First Term Assessment for School Year 2026-2027 on August 14, 2026, 8:00 AM to 10:00AM via this MS Teams link: <https://tinyurl.com/SDOFirstTermExamOrientation>.

2. The orientation aims to:

- a. provide School Heads with the guidelines, procedures, and timelines for the administration of the First Term Assessment;
- b. clarify the roles and responsibilities of School Heads and assessment coordinators in ensuring the smooth conduct of the assessment;
- c. discuss the standards and protocols for test security, administration, retrieval, and reporting of results; and
- d. address concerns and queries related to the implementation of the First Term Assessment.

3. Participants to this activity are all Public Elementary, Secondary, and Integrated School Heads and other concerned school personnel authorized by the School Head.

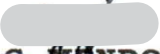
4. School Heads are expected to:

- a. attend the virtual orientation in its entirety;
- b. ensure the dissemination of the assessment guidelines to all concerned personnel;
- c. oversee the proper administration of the First Term Assessment in their respective schools;
- d. ensure adherence to assessment protocols and test security measures; and
- e. submit required reports within the prescribed timeline.



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5. Immediate and wide dissemination of and strict compliance with this Memorandum are desired.


LYNN G. MENDOZA, EdD
OIC-Schools Division Superintendent

Encl: As stated
Reference: DO 15, s. 2026

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

ASSESSMENT
BASIC EDUCATION
CURRICULUM
ELEMENTARY EDUCATION
EVALUATION
LEARNING AREAS
SECONDARY EDUCATION

CID/MBR/Conduct of the Division Virtual Orientation on the Administration of the First Term Assessment for SY 2026-2027/August 2026



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