



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

04 January 2024

SCHOOLS DIVISION MEMORANDUM

No. 007,

s. 2024

**DEVELOPMENT, QUALITY ASSURANCE, AND ADMINISTRATION
OF THE SCHOOLS DIVISION SECOND QUARTER ASSESSMENT TOOLS**

To: Assistant Schools Division Superintendent

Chief Education Supervisors

Public Elementary and Secondary Schoolheads

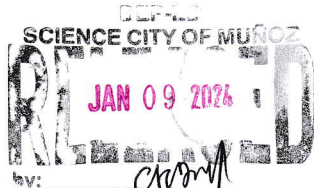
All Others Concerned

1. This Office announces the Development and Quality-Assurance of the Division Second Quarter Assessment Tools and its administration for SY 2023-2024.
2. This activity aims to:
 - a. ensure that the assessment tools are based on the Essential Learning Competencies (MELCs) across learning areas,
 - b. produce quality assessment tools, and
 - c. administer the second quarter examination.
3. There will be a planning meeting and the provision of technical assistance (TA) to the development team to be held online. The time and meeting link will be announced by the Education Program Supervisors to their respective group chats.
4. Enclosed in this issuance are the following:
 - a. Enclosure No.1 Schedule of the 2nd Quarterly Assessment,
 - b. Enclosure No.2 Matrix of Activities of the 2nd Quarter Assessment
 - c. Enclosure No.3 Activities and Report to be Accomplished
 - d. Enclosure No.4 Pool of Test Writers for the Assessment Tools
 - e. Enclosure No.5 Quality Assurance Team
 - f. Enclosure No.6 ICT Core Team
 - g. Enclosure No.7 Teachers Report of the Results of the 2nd Quarter Assessment (Template 1, 2 and 3)
 - h. Enclosure No.8 2nd Quarter Assessment Monitoring Tool
 - i. Enclosure No.9 2nd Quarter Assessment Issues and Concerns
 - j. Enclosure No. 10 2nd Quarter Assessment Tools Technical Specifications
4. For queries, please communicate with Dr. Larry B. Espiritu, CID Chief ES, through his messenger or cellphone number 09171869854.



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

5. Wide dissemination of this Memorandum is earnestly desired.



JOHANNA N. GERVACIO PhD, CESO V
Schools Division Superintendent

Encl: None
Reference: None
To be indicated in the Perpetual Index
Under the following subjects:

ASSESSMENT

CID/LDT-2nd Quarter Assessment
001/January 4, 2024



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 1 to Schools Division Memorandum No. 007, s. 2024

SCHEDULE OF THE 2nd QUARTER ASSESSMENT

Key Stage	Day 1 (January 22, 2024)	Day 2 (January 23, 2024)
KS 1: Kinder and Grades 1-3	Literacy in Kindergarten Filipino MTB-MLE Science EsP	Numeracy in Kindergarten Math English AP MAPEH
KS 2: Grades 4-6	Science Filipino EsP MAPEH	Math English AP EPP
KS 3: Grades 7-10	Science EsP Filipino TLE/EPP	Mathematics AP MAPEH English
KS 4: Grade 11	Komunikasyon sa Pananaliksik sa Wika at Kulturang Pilipino General Mathematics Oral Communication PE and Health	Earth and Life Science 21 st Century Literature Empowering Technology Specialized Subjects
KS 4: Grade 12	Personal Development Introduction to Philosophy PE and Health Media Information and Literacy	Contemporary Philippine Arts from the Region Understanding Culture, Society and Politics Specialized Subjects



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 2 to Schools Division Memorandum No. 007 s. 2024

MATRIX OF ACTIVITIES FOR THE 2ND QUARTER ASSESSMENT

Activity (Per learning area)	Date/Time/Venue	Modality	Participants
Planning Meeting	January 9, 2024	Online	EPSs Test Writers, QA Team
Development of Assessment Tools	January 10-11, 2024	Asynchronous	Test Writers
Quality Assurance of Developed Assessment Tools	January 12 and 15, 2024	Face-to-Face/ Online	EPSs Test Writers, QA Team
Finalization and uploading to a google drive	January 16, 2024	Online	EPSs and ICT Core Team
Providing access to the final assessment tools	January 17, 2024	Online	CID
Printing of the Assessment Tools	January 18 - 19, 2024		
2nd Quarter Assessment	January 22-23, 2024		



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 3 to Schools Division Memorandum No. 007, s. 2024

ACTIVITIES AND REPORTS TO BE ACCOMPLISHED

Activity	Date of Completion	Person Responsible	Remarks
Checking and Analysis of Results - % of learners who obtained or exceeded the MPL - Most and least learned competencies (MLCs & LLCs) - Learners who need intervention per LLC	January 24-26, 29-31, 2024	Subject Teachers	Use Templates 1 and 3 in Enclosure No. 7
School Consolidation of Test Results	February 1 – 2, 2024	Grade Level/Learning area coordinators or Head Teachers	Use Template 2 in Enclosure No.7
Encoding and Submission of Assessment Results and Analysis to the Division Office for Consolidation	February 5 – 9, 2024	School Heads and Learning Area Supervisors	



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 4 to Schools Division Memorandum No. 002 s. 2024

POOL OF WRITERS FOR THE ASSESSMENT TOOLS

Learning Area (Domain)	Level	Name of Test Writers	School
Numeracy	Kindergarten	Charmaine Joyce B. Capinding	Gabaldon IS
Literacy	Kindergarten	Erlynn M. San Andres	Calabalabaan ES
MTB-MLE	1	May Ann M. Amar	Munoz North CS
	2	Olivia N. Andasan	Curva ES
	3	Lea F. De Guzman	Munoz North CS
Filipino	1	Aiza D. Lazo	Villa Isla ES
	2	Marichu A. Fernando	Cabisuculan ES
	3	Josephine De Guzman	Rizal ES
	4	Joza Castro	Gabaldon IS
	5	Venus Paclibare	Villa Isla ES
	6	Liezete Joy Miranda	Munoz North CS
	7	Karren Joy Sabado	MNHS-Main
	8	Jonnabelle Valdez	MNHS-Annex
	9	Mar-Jay DC. Saldua	Gabaldon IS
	10	Lilibeth Feliciano	MHNS-Main
English	1	Ruth D. Santiago	Palusapis IS-Elem.
	2	Amalia F. Cruz	Munoz CS
	3	Justine Idylla T. Fernandez	Munoz CS
	4	Ginalyn S. Oneza PhD	Bical ES
	5	Margarie D. Lucero	Catalanacan ES



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

	6	Leoval DG. Dela Cruz PhD	Sapang Cawayan ES
	7	Jovie Mei Valdez	Gabalton IS
	8	Honey Glen B. Lanuza	MNHS Annex
	9	Moon Lee G. Lee	MNHS Main (JHS)
	10	Lovely Shane B. Dela Cruz	MNHS Main (JHS)
Mathematics	1	Elvie G. Corpuz	DepEd CLSU
	2	Rosemarie N. Busania	Maligaya ES
	3	Hederlyn L. Ferrer	Villa Isla ES
	4	Agnes C. Bengano	Villa Santos ES
	5	Helen V. Alvaran	Munoz CS
	6	Maribel Peralta	SAIS
	7	Francisco Pelagio	MNHS-MAIN JHS
	8	Christine Cruz	MNHS-MAIN JHS
	9	Alpha Merryl B. Tadatada	MNHS-MAIN JHS
	10	Roberto C. Abril	MNHS-MAIN JHS
Science	3	Cindy P. Elquiero	Curva ES
	4	Maila A. Norte	Bagong Sikat ES
	5	Gladys F. Macato	GELJMS
	6	Maricel H. Palma	Linglingay ES
	7	Marivic O. Agito	MNHS Annex
	8	Maricor V. Santos	MNHS Main-JHS
	9	Oshine D. De Vera	MNHS Annex
	10	Melanie O. Roldan	MNHS Main-JHS
AP	1	Joan C. Natividad	Villa Nati ES
	2	Prescilla G. Ibarra	Linglingay ES



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

	3	Alma Grace Corpuz	Gabaldon IS
	4	Benny V. Aquino	Maligaya ES
	5	Mary Ann B. Waing	MCS
	6	Jinky H. Martin	MCS
	7	Jessica D. Sumigcay	Magtanggol IS
	8	Katherine C. Garcia	MNHS Main-JHS
	9	Maribel M. Balagot	MNHS Main-JHS
	10	Naida B. Tanay	Palusapis IS
ESP	1	Jennifer D. Aban	MCS
	2	Myra B. Castaneda,	Villa Nati ES
	3	Marissa Novicio	DepEd CLSU Elem. (Lab.) School
	4	Maria Gina T. Roa	MNCS
	5	Gloria D. Lagat	Magtanggol IS
	6	Melvic M. Dela Cruz	Maligaya ES
	7	Charmaine M. Marzan	MNHS -Main JHS
	8	Maria Leonida C. Pascual	MNHS -Main JHS
	9	Joan Marie Q. Asuncion	MNHS -Main JHS
	10	Maricar P. De Guzman	MNHS -Main JHS
MAPEH	1	Caroline D. Dela Cruz	Cabisuculan ES
	2	Leonora Santos	Munoz CS
	3	Marites Cabading	Maligaya ES
	4	Evanessa R. Cara	Cabisuculan ES
	5	Imelda Sicat	Munoz CS
	6	Rick Tatel	Munoz CS
	7	Rocky V. Mercado	MNHS Main JH
	8	Cornelio M. Lina	MNHS Main JH



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

	9	Ezekiel P. Bautista	MNHS Main JH
	10	Imee D. Evangelista	MNHS Main JH
EPP/TLE	4	Elyssa Marie T. Prado	MCS
	5	Portia E. Esperanza	MCS
	6	Flomel L. Javier	Maragol IS
	7	RFS- Ryan Jason Q. Tomas Bread & Pastry-Mary Grace C. Dagdagan	MNHS-ANNEX Palusapis IS
	8	RFS- Alvin D. Lazaro Beauty/Nail Care-Jenna Marie P. Sagun	MNHS-ANNEX SAIS
	9	CSS-Christian P. De Leon Beauty Care- Rozelle Go Agri-CropProduction- Jane S. Duran Cookery-Eufrocina M. De Guzman SMAW-Garry R. Gapuz	MNHS-ANNEX MNHS_ANNEX MNHS-MAIN MNHS-MAIN MNHS-MAIN
	10	CSS-Christian P. De Leon Beauty Care- Ruby Rosa Caimoy Agri-CropProduction- Zenaida M. Mones Cookery-Regina Bigornia SMAW-Noel A. San Pedro	MNHS-ANNEX MNHS-MAIN MNHS-MAIN MNHS-MAIN MNHS-MAIN
TVL	11	SMAW NC 1-Manny M. Pascua CSS NC II- Reneir Paraguison FBS NC II- Antonette Zambrano AFA NC II- Jemima Pueyo	MNHS-MAIN MNHS-ANNEX MNHS-MAIN PIS
	12	SMAW NC II-Froilan Santiago CSS NC II- Karl Vincent Nonog COOKERY NC II- Michelle Iblasim	MNHS-MAIN MNHS-MAIN MNHS-MAIN MNHS-MAIN



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

		AFA NC II- Denver Luquias	
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Subject	Level	Name of Test Writer	School
Gen Math	11	Cynthia M. Monserate	MNHS-Main SHS
KOM AT PAN	11	Sankis Jel G. Gabuyo	MHNS-Main SHS
Oral Communication	11	Rosalie D. Dilla	MNHS Main SHS
PE 11	11	Katherine T. Tabuno	MNHS Main SH
PE 12	12	John Paul V. Gonzales	MNHS Main SH
21st CLPW	11	Patrick Norwell V. de Ramos	MNHS Main SH
DISS	11	Rochelle Oracion	MNHS – Annex
World Religion	11	Mark Anthony M. Santos	MNHS Main-SH
Business Math	11	Lalaine Valdez	MNHS Main-SHS
Organization and Mngt.	11	Christian Paolo Fernandez	MNHS Main-SHS
UCSP	12	Helen Grace Dolormente	MNHS – Annex
PPG	12	Darwin C. Alonzo	MNHS Main-SH
PHILO	12	Ronaliza Espiritu	MNHS -Annex
Fundamentals of Accounting and Management 2	12	Maria Concepcion M Santiago	MNHS Main-SHS
Principles of Marketing	12	Brenda Gaoat	MNHS Main-SHS
Creative Non- Fiction	12	Honey Rocchl V. Sapitan	SAIS



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

SSES-Science	1	Elvira G. Corpuz	DepEd CLSU
	2	Daryl Ann Q. Pagaduan	Munoz Central Sch
	3	Marilyn C. Bravo	Maligaya ES
	4	Jennie Lyn M. Escobar	DepEd CLSU
	5	Sherlyn S. Vilorio	Munoz Central Sch
	6	Marilyn U. Dela Cruz	Maligaya ES



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 5 to Schools Division Memorandum No. 007, s. 2024

QUALITY ASSURANCE TEAM

FILIPINO	ENGLISH	MATH	SCIENCE
<p>Leader: Mary Queen P. Orpilla PhD</p>	<p>Leader: Aileen G. Mactal</p>	<p>Leader: Leilani D. Tidalgo EdD</p>	<p>Leader: Nelie D. Sacman PhD</p>
<p>Members: John F. Del Mundo PhD Leah C. Lazaro Cecilia R. Alvarez Jocelyn C. Regpala PhD Gilda S. Panuyas Necelyn M. Encarnacion Eufemia N. Cuaresma PhD Mark Anthony Paraguison Jocelyn Castelo John Ocampo PhD Sheila M. Angel Alona C. Acosta PhD</p>	<p>Members: Michelle T. Jayme PhD Jocelyn D. De Guzman Marilyn D. Sicat Ann Christian A. Francisco Glorifer F. Quitan Melanie N. Aquino Marichele M. Mercurio PhD Wensdy S. Casio Haidee O. Pajarito Josephine S. Quintin Ruth D. Santiago Irenio A. Bucsit Moon Lee G. Lee</p>	<p>Members: Pedro J. De Guzman Jordan T. Nicodemus Rosario M. Sapitan Pepito D. De Guzman Sally S. Feria Jackielou H. Nery Albert H. Papalis Arlene C. Castaneda Patrick Harold B. Tadatada Hederlyn L. Ferrer Helen V. Alvaran</p>	<p>Members: Teresita Ventura Eva F. Garcia Veronica M. Aquino Jackylou G. Alberto Lea Irish Salazar Florenz Asinas William M. Cinense</p> <p>SSES Teresita Ventura Ginalyn O. Imperial Joanna Marie Torda Elvira G. Corpuz Eva E. Garcia Felerma G. Urbano</p>
<p>Araling Panlipunan Leader: Melody E. Galingan</p> <p>Members: Imelda Sirot Rosemarie Vero Randy F. Del Rosario Hederlyn Ferrer Maricel E. Devad Ginalyn S. Oneza Reny B. Ramirez Analyn Razon Alma Grace Corpuz Patrick Norwell V. de Ramos Rochelle Oracion Mark Anthony M. Santos Helen Grace Dolormente Darwin C. Alonzo Maria Concepcion M Mingala</p>	<p>EPP/ESP/TVL Leader: Zoraida F. Espino PhD</p> <p>Members: Dominador M. Orpilla Michael A. Castaneda Jenifer Mangahas Priscila P. Esteban Rubie Rosa Caimoy Nerissa L. Morete Elyssa Marie T. Prado Ruby Donna C. Manuel Diana Kris G. Limos Michelle Iblasim Donabelle G. Licudan</p>	<p>ESP Leader: Mercedita D. Saldero</p> <p>Members: Aljohn U. Febrero Corazon H. Mateo Marites Cabading Natividad Niegos Edilyn M. Magbitang Janice Elamparo Ladylyn G. Javier Jhon Michaelangelo DC. Fernandez</p> <p>KINDERGARTEN Leader: Rodolfo A. Dizon PhD Members: Jemalyn A. Aguiran Joane E. Bernabe Melita B. Gabriel</p>	<p>MAPEH Leader: Augusto A. Mateo</p> <p>Members: May Padilla Anvil Portes Jeffrey Banawe Mar Jane De Vera Tita Acuna Mark Anthony Paguison Rosario Banag Avalon Inigo Edgardo San Andres Rustom Esteban</p>



Republic of the Philippines
Department of Education
 REGION III – CENTRAL LUZON
 SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 6 to Schools Division Memorandum No. 007 s. 2024

ICT CORE TEAM

FILIPINO	ENGLISH	MATH	SCIENCE
<p>Leader: Mary Queen P. Orpilla PhD</p> <p>Members: Antono Niegos Andrew Pagaling Jessa Solomon Maila Abelardo Sherly Fronda Jayson Sobrevilla Eleonor Morcilla</p>	<p>Leader: Aileen G. Mactal</p> <p>Members: Reinier B. Paraguison Virgilio M. Billiones Jessie V. Dumale Honey Rocehl V. Sapitan Roxanne G. Bolneo Robinson B. Valenzona Aulene V. Wamil</p>	<p>Leader: Leilani D. Tidalgo EdD</p> <p>Members: Elyssa Marie T. Prado James Patrick Barias Raymond Baniqued Lissette Garcia Christine Cruz Kathlyn Manlusoc</p>	<p>Leader: Nelie D. Sacman PhD</p> <p>Members: Michael A. Castaneda Veronica M. Aquino Gladys F. Macato Carmela G. Pelayo Karl Vincent R. Nonog</p>
<p>Araling Panlipunan Leader: Melody E. Galingan</p> <p>Members: Rene B. Ramirez Rosemarie Vero Hederlyn Ferrer Ginalyn Oneza Maricel Devad</p>	<p>EPP/ESP/TVL Leader: Zoraida F. Espino PhD</p> <p>Members: John Alvin Apostol Ace Benson R. Wamil Jezzamay Salvatiera Rose Mary Dominique Ganiban Ralphy Fajardo Lucio Pajarito Donabelle G. Licudan Reneir Paraguison Karl Vincent Nonog</p>	<p>ESP Leader: Mercedita D. Saldero</p> <p>Members: Jefferson M. Umagat Michael M. Evangelista Jovita E. Bejec Sharon O. Tadeo Catherine C. Coloma Michelle A. Esteban</p>	<p>MAPEH Leader: Augusto A. Mateo</p> <p>Members: Anvil Portes Carl Vince Nonog Joel Salvador Rogelio Mariano Flomel Javier Ariel Ordonez</p>



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 7 to Schools Division Memorandum No. 007 s. 2024

Template No. 1

TEACHERS REPORT ON THE RESULTS OF THE 2ND QUARTER ASSESSMENT
School Year _____

School: _____

Address of the School: _____

Learning Area: _____

School: _____

Grade Level: _____

School: _____

Section (If applicable): _____

Total Number of Enrolled Learners: _____ No. of Male: _____ No. of Female: _____

Total Number of Takers: _____ No. of Male: _____ No. of Female: _____

Percentage of Learners who achieved or exceeded the MPL: _____

Percentage of Male Takers who achieved or exceeded the MPL: _____

Percentage of Female Takers who achieved or exceeded the MPL: _____

Part A. Most Learned and Least Learned Items

Item No.	Most Learned Competencies	Rank	Item No.	Least Learned Competencies	Rank

Analysis and Interpretation:

Prepared by:

Subject Teacher



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Template No. 2

**SCHOOL REPORT ON THE RESULTS OF THE 2ND QUARTER ASSESSMENT
(REGULAR CLASS)**

School Year _____

School: _____

Address of the School: _____

Learning Area: _____

School: _____

Grade Level: _____

School: _____

Section (if applicable): _____

Total Number of Enrolled Learners: _____ No. of Male: _____ No. of Female: _____

Total Number of Takers: _____ No. of Male: _____ No. of Female: _____

Percentage of Learners who achieved or exceeded the MPL: _____

Percentage of Male Takers who achieved or exceeded the MPL: _____

Percentage of Female Takers who achieved or exceeded the MPL: _____

Item No.	Most Learned Competencies	Rank	Item No.	Least Learned Competencies	Rank

Note: *If there are more than one sections in particular grade level, the average percentage of the learners who achieved or exceeded the MPL shall be reported.

Analysis and Interpretation:



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Template No. 3

**SCHOOL REPORT ON THE RESULTS OF THE 2ND QUARTERLY ASSESSMENT
(SSES/STE CLASSES)**
School Year _____

School: _____

Address of the School: _____

Learning Area: _____

School: _____

Grade Level: _____

School: _____

Section (If applicable): _____

Total Number of Enrolled Learners: _____ No. of Male: _____ No. of Female: _____

Total Number of Takers: _____ No. of Male: _____ No. of Female: _____

Percentage of Learners who achieved or exceeded the MPL: _____

Percentage of Male Takers who achieved or exceeded the MPL: _____

Percentage of Female Takers who achieved or exceeded the MPL: _____

Item No.	Most Learned Competencies	Rank	Item No.	Least Learned Competencies	Rank

Note: *If there are more than one section in particular grade level, the average percentage of the learners who achieved or exceeded the MPL shall be reported.

Analysis and Interpretation:



Republic of the Philippines
Department of Education

REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 9 to Schools Division Memorandum No. 007 s. 2024

2ND QUARTER ASSESSMENT ISSUES AND CONCERNS

A. Assessment Tools

Issues and Concerns	Action Taken

B. Printing and Reproduction of Assessment Tools

Issues and Concerns	Action Taken

C. Actual Conduct of the 2nd Quarter Assessment

Issues and Concerns	Action Taken

Comments/Suggestions/Recommendation to improve the test administration

Monitored by:



Republic of the Philippines
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REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Printed name and Signature of the Monitoring Official

Designation : _____

Date : _____

Conformed:

Printed name and Signature of the Schoolhead



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 10 to Schools Division Memorandum No. 007, s. 2024

2ND QUARTER ASSESSMENT TOOLS TECHNICAL SPECIFICATIONS

1. The heading of the test should contain the Quarter, Learning Area, Grade Level, and School Year.

Example: 2ND QUARTER ASSESSMENT IN SCIENCE 7
SY: 2023-2024

2. Follow the number of items, font size, and font style indicated below.

Grade Level	Number of Items	Font Size	Font Style
Kinder	30	16	Alfabeto or Century Gothic
1	25	16	
2	25	14	
3	30	14	
4	40	12	Bookman Old Style
5	50	12	
6	50	12	
7-12	50	11	

3. Margin is 2 centimeters on all sides.

4. The first page should contain the SDO header and SDO-MATATAG footer. On the other hand, the succeeding pages should contain the SDO header while pagination (e.g. Page 1 of 6) on the footer's left side.

5. In the table of specifications, use the following Bloom's Taxonomy Level:

Easy (30%) - Remembering and Understanding

Average (60%) - Applying and Analyzing

Difficult (10%) - Evaluating and Creating

6. Leading space shall be at 1.15.



Republic of the Philippines
Department of Education
REGION III – CENTRAL LUZON
SCHOOLS DIVISION OF SCIENCE CITY OF MUÑOZ

Enclosure No. 10 to Schools Division Memorandum No. 007, s. 2024

2ND QUARTER ASSESSMENT TOOLS TECHNICAL SPECIFICATIONS

1. The heading of the test should contain the Quarter, Learning Area, Grade Level, and School Year.

Example: 2ND QUARTER ASSESSMENT IN SCIENCE 7
SY: 2023-2024

2. Follow the number of items, font size, and font style indicated below.

Grade Level	Number of Items	Font Size	Font Style
Kinder	30	16	Alfabeto or Century Gothic
1	25	16	
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4	40	12	Bookman Old Style
5	50	12	
6	50	12	
7-12	50	11	

3. Margin is 2 centimeters on all sides.
4. The first page should contain the SDO header and SDO-MATATAG footer. On the other hand, the succeeding pages should contain the SDO header while pagination (e.g. Page 1 of 6) on the footer's left side.
5. In the table of specifications, use the following Bloom's Taxonomy Level:
 - Easy (30%) - Remembering and Understanding
 - Average (60%) - Applying and Analyzing
 - Difficult (10%) - Evaluating and Creating
6. Leading space shall be at 1.15.