



October 12, 2016

DIVISION MEMORANDUM  
No. 0119, s. 2016

## MONITORING AND EVALUATION GUIDELINES AND TEMPLATES FOR QUARTERLY SUBMISSION OF ANALYSIS OF PERIODICAL EXAMINATION RESULTS

TO: Assistant Schools Division Superintendent  
OIC, Office of the Assistant Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Schools School Heads

1. This is to inform the field that the School Governance and Operations Division - Monitoring and Evaluation will intensify the regular conduct of quarterly analysis of the periodical examination results in all learning areas based on the mandate of the Regional Office. This aims to provide the Division Planning Team and the Curriculum Implementation Division with concrete data on the state of curriculum and instruction in the Division which will serve as basis for policy formulation and recommendation.
2. The quarterly submission of analysis of periodical examination results shall be conducted following the process below:

LEVEL	PROCESS INVOLVED	NEXT STEP
School	<p><b>Elementary.</b> Teachers shall get the Mean (M), Standard Deviation (SD), and Mean Percentile Score (MPS) from the results of periodical tests of all students using M &amp; E Template No. 1-A and submit the result to their Key Teacher or School Head for consolidation per grade level using Template No. 2-A&amp;2-B.</p> <p><b>Secondary.</b> Teachers shall get the Mean (M), Standard Deviation (SD), and Mean Percentile Score (MPS) from the results of the periodical examination of all students using M &amp; E Template No. 1-A and submit the result to their Learning Area Head Teacher for consolidation using Template</p>	School Principal from each school in the city/municipality shall submit the consolidated analysis to the Public Schools District Supervisor assigned in their city/municipality for consolidation.

	No. 1-B. The HTs will then submit the consolidation to the School Principal for School-level consolidation using Template No. 2-A & 2-B.	
CITY/ MUNICIPALITY	PSDS consolidates the analysis of periodical examination by learning area and grade level from Grade 1 to Grade 10 in their respective city/municipality using Template No. 3-A & 3-B.	PSDS submits Template No. 2 in soft copy, MS Excel format to the SGOD Monitoring and Evaluation Unit
SDO	M & E generates the data submitted by the PSDSs, analyses, and interprets the result.	M & E reports the result of analysis and interpretation to the following: a) SGOD Chief b) CID Chief c) SDS d) CLMD Chief

3. All submissions must be in MS Excel format using the M & E Templates attached to this Memorandum. Soft copy of the templates will be available through DepEd Cavite Official Website and social media groups (CID FB Page, M & E FB Page).

4. Deadline for the submission of quarterly analysis of periodical examination shall be as follows:

- a) School level to City/Municipality level – 3 days after the Quarterly Final Examination
- b) City/Municipality level to SDO level–5 days after the Quarterly Final Examination
- c) SDO level to RO level – 7 days after the Quarterly Final Examination

5. Filenames of the submitted consolidation must strictly follow this format: Name of city/municipality and the quarter being analyzed (example: ternate.quarter2analysisofperresults; silang.quarter3analysisofperresults; *et seq.*). Please direct all your submissions to [depedcavite.monitoring@gmail.com](mailto:depedcavite.monitoring@gmail.com), cc: [depedcavite.cid@gmail.com](mailto:depedcavite.cid@gmail.com).

6. Immediate and wide dissemination of this Memorandum is earnestly desired.

  
**CHERRYLOU D. DE MESA**  
 OIC/Schools Division Superintendent





**(Template 1-B) IMPORTANT:** This Template is intended for HEAD OF THE LEARNING AREA ONLY. Please fill out this template and submit to the PSDS assigned in your city/municipality for consolidation.

**CONSOLIDATED MEAN, SD, AND MPS OF PERIODICAL EXAMINATION RESULTS IN ALL LEARNING AREAS**

\_\_\_\_\_  
Learning Area

\_\_\_\_\_  
Quarter

#	NAME OF TEACHERS	GRADE LEVEL	CASES	M	SD	MPS
1						
2						
3						
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(Template No. 2-A) **IMPORTANT:** This Template is intended for SCHOOL PRINCIPALS ONLY (Secondary only) and to be submitted to the PSDS assigned in your city/municipality upon completion.

**CONSOLIDATED MEAN, SD, AND MPS OF PERIODICAL EXAMINATION RESULTS IN ALL LEARNING AREAS**

Quarter

#	NAME OF TEACHERS	LEARNING AREA	GRADE LEVEL	CASES	M	SD	MPS
1							
2							
3							
4							
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**(Template 1-A) IMPORTANT: This Template is for TEACHERS ONLY and to be submitted to their respective Principal or Department Head upon completion.**

**CONSOLIDATED MEAN, SD, AND MPS OF PERIODICAL EXAMINATION RESULTS IN ALL LEARNING**

\_\_\_\_\_ Grade Level

\_\_\_\_\_ Quarter

LEARNING AREA	CASES	M	SD	MPS
English				
Filipino				
Mathematics				
Science				
AP				
EPP/TLE				
Music				
Arts				
PE				
Health				
EsP				
MTB-MLE				

LEAST MASTERED COMPETENCY

CONTENT STANDARD	PERFORMANCE STANDARD	#	COMPETENCY (Please include competency code)
		1	
		2	
		3	
		4	
		5	
		6	
		7	
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		9	
		10	



LEAST MASTERED COMPETENCY

CONTENT STANDARD	PERFORMANCE STANDARD	#	COMPETENCY (Please include competency code)
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