



Republic of the Philippines  
**Department of Education**  
Region VI-Western Visayas  
SCHOOLS DIVISION OF KABANKALAN

**Office of the Schools Division  
Superintendent**

**DIVISION MEMORANDUM**  
No. 004 s. 2024

JAN 05 2024

**CONDUCT OF THE SECOND QUARTER EXAMINATION  
FOR SY 2023-2024**

**TO:** OIC-Asst. Schools Division Superintendent  
Chiefs, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors  
Public Elementary and Secondary School Heads  
All Others Concerned

1. In reference to DepEd Order No. 22, s. 2023 RE: **IMPLEMENTING GUIDELINES ON THE SCHOOL CALENDAR AND ACTIVITIES FOR THE SCHOOL YEAR 2023-2024**, this Office, through the Curriculum Implementation Division, reiterates the schedule of the conduct of the Second Quarter Examination on **January 22-23, 2024**.
2. School heads shall ensure compliance to DepEd Order No. 8, s. 2015 RE: **POLICY GUIDELINES ON CLASSROOM ASSESSMENT FOR THE K TO 12 BASIC EDUCATION PROGRAM** in the preparation of the test materials before the administration of the examination.
3. A Table of Specification (TOS) shall be provided by all learning area Education Program Supervisors together with the 5-item Higher Order Thinking Skills (HOTS) questions to be incorporated in the teacher- made tests. The Google question drive will be shared on January 8-12, 2024.
4. EPS, PSDS, and School Heads shall evaluate the teacher-made tests to ensure their adherence to quality standards.
5. Results of the Second Quarter Examination shall be reported to the Schools Division Office through a google form link not later than January 31, 2024. Google form link shall be shared the day after the examination. Results of the 5-item HOTS questions shall be reported on a separate Google form.
6. Immediate dissemination of and compliance with this Memorandum are desired.

**MICHELL L. ACQYONG, CESO VI**  
Assistant Schools Division Superintendent  
Officer In-Charge  
Office of the Schools Division Superintendent

