



Republic of the Philippines  
**Department of Education**

Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**


Document Tracking No  
 August 27, 2025  
 WP497166-2025



**Office of the Schools Division Superintendent**

August 25, 2025

Division MEMORANDUM  
 No. 361, s. 2025

DEPED-DIVISION OF SURIGAO DEL SUR  
**RELEASED**  
 DATE: August 27, 2025  
 TIME: 4:28pm  
 SIGNATURE: 

**ESTABLISHMENT OF MECHANISMS FOR COLLECTING, ANALYZING,  
 AND REPORTING QUARTERLY ASSESSMENT RESULTS**

To: EPSs  
 PSDSs/DICs  
 School Heads  
 District Testing Coordinators

1. In accordance with the Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program (DepEd Order No. 8, s. 2015), which defines Quarterly Assessment as a component of Summative Assessment and mandates the recording and reporting of results to reflect learner achievement, all schools are hereby directed to strictly submit their Quarterly Assessment results.

2.) To ensure consistency, accuracy, and timely reporting, the following guidelines shall be observed:

2.1 Accuracy and Validation of Data. PSDSs/DICs, School Heads, and District Testing Coordinators must guarantee that all data submitted are accurate, consolidated, and validated before final submission.

2.2 Coverage and Format. The reporting of results shall cover all grade levels and learning areas using the prescribed template accessible through this link: <https://tinyurl.com/Quarterly-Assessments-Results>

2.3 Timeliness of Submission. Gathering, consolidating, and reporting of Quarterly Assessment results shall be completed within five (5) working days as stipulated in the attached mechanism.  
 Non-compliance or late submission will be dealt with accordingly.

3.) Education Program Supervisors (EPS) of the different learning areas and PSDSs/DICs shall further analyze the consolidated data and develop appropriate Catch-Up Plans to address gaps in learning achievement through Remediation, Reinforcement, and Enhancement (RRE).

4.) The implementation of catch-up plans shall be closely monitored by Top Management, Section Chiefs, and the Monitoring and Evaluation (M&E) Section for proper documentation and reporting.





Republic of the Philippines  
**Department of Education**  
Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

- 5.) Attached herewith are the detailed **Mechanisms/Guidelines** for gathering Quarterly Assessment results and the official **List of District Testing Coordinators** for Elementary and Secondary Levels.
- 6.) For dissemination and compliance.

**LORENZO O. MACASOCOL, PhD, CESO V**  
Schools Division Superintendent

Encl: As stated

Reference:

DepEd Order No. 8, s. 2015

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

Quarterly Assessment      Learners      Achievement

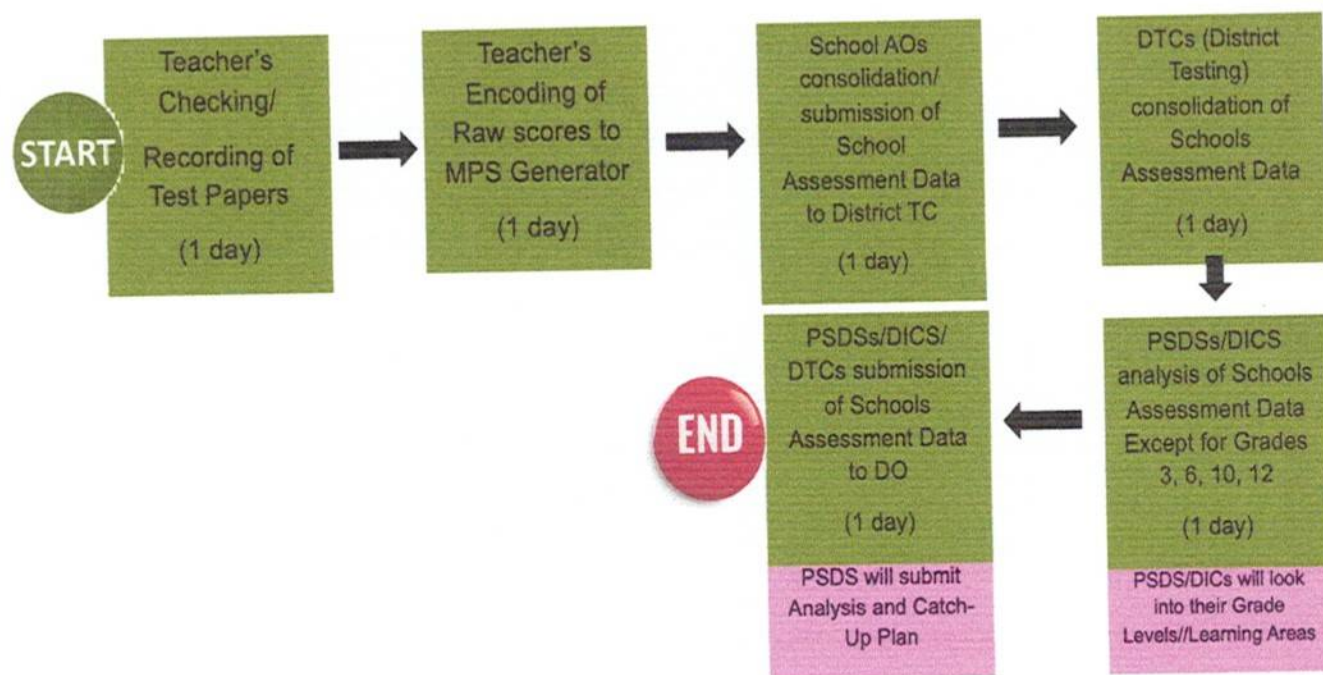
SMME-JMO/DM-      REPORTING OF QUARTERLY ASSESSMENT RESULTS  
\_\_\_\_\_ August 25, 2025



Republic of the Philippines  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Enclosure No. 1

**MECHANISM ON ASSESMENT DATA GATHERING AND ANALYSIS**





**Republic of the Philippines**  
**Department of Education**  
 Caraga Region  
**SCHOOLS DIVISION OF SURIGAO DEL SUR**

Enclosure No. 2

**List of Designated District Testing Coordinators**

ELEMENTARY LEVEL			SECONDARY LEVEL		
#	DISTRICT NAME	FULL NAME	#	DISTRICT NAME	FULL NAME
1	CARRASCAL	IRISH ME P. AMBRAY	1	CARRASCAL	SHIELA L. PANDAC
2	CANTILAN	ORLYN T. ANINO	2	CANTILAN	JESSA FAYE G. MINGUILLAN
3	MADRID	LEYRA LYN U. MANILAG	3	MADRID	MADelyn S. DELA CUESTA
4	CARMEN	CHARLIE R. LOMOLJO	4	CARMEN	REYAMEL G. ACAAC
5	LANUZA	MADALLE A. TINONGA	5	LANUZA	JONNA MARIE L. MONTENEGRO
6	CORTES	MARY GRACE L. DEDIOS	6	CORTES	AGNES M. LIAZON
7	TAGO	CHRISTINE ROSE C. CABANA	7	TAGO	APPLE MAY G. LIBARIOS
8	SAN MIGUEL 1	FREDERIC T. LAGGUI	8	SAN MIGUEL 1	ANDREW P. LUMANTA
9	SAN MIGUEL 2	IRESH G. VECINO	9	SAN MIGUEL 2	DAVE ADRIAN T. SALVE
10	BAYABAS	RAP F. MARTINEZ	10	BAYABAS	MERLYN LLIMIT
11	CAGWAIT	VANESSA B. LOMOLJO	11	CAGWAIT	JAY O. LEOPOLDO
12	MARIHATAG	MARY ROSE ANN S. MAHINAY	12	MARIHATAG	CHARITY D. DIAMANTE
13	SAN AGUSTIN	GAZELLE GRAPES S. RONQUILLO	13	SAN AGUSTIN	MARY GRACE A. NAVAJA
14	LIANGA	DANIEL A. CAÑO	14	LIANGA	BENJIE M. NAVARRO
15	BAROBO	JEMBOY C. MARTIN	15	BAROBO	MARK DANIEL PALER
	BAROBO	MARLOUVIE PORMIENTO		BAROBO	MELODY C. MERCADER
16	TAGBINA 1	TRESHIA MAE CHU BULASO	16	TAGBINA 1	SWEENEY C. ALEJADO
17	TAGBINA 2	LEIZLE ANAJAO CLOR	17	TAGBINA 2	Charlene Velarde Germata
18	HINATUAN NORTH	CHERYLYN A. TAN	18	HINATUAN NORTH	JACKILYN R. SAMAR
19	HINATUAN SOUTH	RONNEL V. ANIB	19	HINATUAN SOUTH	MARY GRACE P. ASISTORES
20	LINGIG 1	NIKKI ANNE D. CLERINO	20	LINGIG 1	THERESE DIOVE GLEA M. RUBI
21	LINGIG 2	MINGLE V. ARAYAN	21	LINGIG 2	CHANIELOU J. MARTINEZ