



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
DIVISION OF CEBU PROVINCE

**Office of the Schools Division
Superintendent**

March 10, 2020

DIVISION MEMORANDUM

No. 113, s. 2020

**ADMINISTRATION OF THE 4TH QUARTER COMPETENCY ASSESSMENT
FOR THE SCHOOL YEAR 2019-2020**

To: Assistant Superintendents
Chiefs, CID and SGOD
Education Program Supervisors/OICs
District Supervisors/OICs
Elementary and Secondary School Heads

1. Pursuant to DepED Order No. 8, s. 2015, entitled “Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program”, this Office announces the **Administration of the 4th Quarter Competency Assessment for the School Year 2019-2020** on the following dates:

Dates	Forms of Assessment	Grade Levels
March 12-13, 2020	Pencil- Paper	Grades 6 and 12
March 16 and 17, 2020	Performance	
March 16 - 17, 2020	Pencil-Paper	Grades 1-5 and 7-11
March 18 and 19, 2020	Performance	

2. This competency assessment aims to:
- keep track of learners’ progress in relation to learning standards and in the development of 21st century skills;
 - promote self-reflection and personal accountability among students about their own learning; and
 - provide bases for profiling of student performance on the learning competencies and standards of the curriculum for appropriate remediation/intervention.
3. Please refer to the attached Guidelines in the Administration of the 4th Quarter Competency Assessment for the details of this activity.
4. The members of the Core Field Technical Assistance Teams (CFTATs), EPSA’s, together with the CID and SGOD Chiefs are advised to proceed to their respective areas of assignment during the administration of the 4th Quarter Competency Assessment to monitor and provide technical assistance. (Please refer to Division Memorandum No. 01, s. 2020 for the Assignments of CFTATs.)
5. Teaching personnel are entitled to service credits in accordance with the provisions of DepEd Order No. 19, s. 2011 and DepEd Order No. 53, s. 2003, while non-teaching personnel are entitled to Compensatory Time Off (CTO) per

CSC and DBM Joint Circular No. 2, s. 2004 tantamount to the services rendered during non-working hours/days relative to the preparation of assessment tools and/or results.

6. Expenses for test materials, traveling and other related expenses incurred by school based personnel involved in this activity shall be chargeable against **local school MOOE/SEF/PTA Funds**, while traveling and other related expenses incurred by Division Personnel shall be chargeable against **Division Funds**, subject to availability and the usual accounting and auditing rules and regulations.

7. This Memorandum also serves as Authority to Travel.

8. Immediate dissemination of and compliance with this Memorandum is directed.

MARILYN S. ANDALES EdD, CESO V
f Schools Division Superintendent



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Enclosure to Division Memorandum No. 113 s. 2020

GUIDELINES IN THE ADMINISTRATION OF THE 4TH QUARTER COMPETENCY ASSESSMENT FOR SCHOOL YEAR 2019-2020

I. The Division Office through the Curriculum Implementation Division (CID) has prepared Competency Assessment Tools for the 4th Quarter Competency Assessment for School Year 2019- 2020. This 4th Quarter Competency Assessment is the Division's technical assistance to the teachers.

II. This assessment specifically aims to:

- a. keep track of learners' progress in relation to learning standards and in the development of 21st century skills;
- b. promote self-reflection and personal accountability among students about their own learning; and
- c. provide bases for profiling of student performance on the learning competencies and standards of the curriculum for appropriate remediation/intervention.

III. The following guidelines shall be observed before, during and after the administration of the 4th Quarter Competency Assessment.

A. Pre - Assessment

1. The ASDS in-charge of CID shall collaborate with the CID Chief in facilitating the preparation of the Competency Assessment Tools for the Fourth Quarter, School Year 2019- 2020.
2. The Education Program Supervisors, being the content experts of their subject area/s shall prepare the Competency Assessment Tools.
3. The assessment tools shall be prepared both in hard copies (for editing purposes) and soft copies (for distribution to the districts).
4. The ICT personnel shall reproduce the assessment tools in CDs to be distributed to the PSDSs during the One-Day Orientation on March 6, 2020.
5. The PSDSs shall facilitate in the conduct of the District Orientation re the reproduction of hardcopies and administration of the 4th Quarter Competency Assessment.
6. The School Heads shall take charge of the reproduction of the

hardcopies chargeable against School MOOE. (Grades 1-3 & 6 & 12: one is to one; Grades 4 & 5, 7-10: 15 copies each subject/per class/grade level.

7. The school principal shall prepare the assignments of room examiners and proctors for each grade/year level and section.
8. The ingredients and other consumable materials for SHS TVL may be purchased through SHS MOOE

Note: Highest confidentiality of the Competency Assessment Tool shall be adhered to. School Heads shall be held administratively liable for the occurrence of any leakage.

B. During Assessment

1. The 4th Quarter Competency Assessment shall be administered in all levels except Kindergarten.
2. JHS TLE and MAPEH, and SHS TVL and some core subjects are administered through Performance Tasks.
3. All other subject areas are pencil-paper assessment.
4. Teachers within the school shall administer the 4th Quarter Competency Assessment. (Example: Grades 1 to 3 teachers shall exchange classes among themselves as examiners...)
5. The pencil-paper assessment shall be done within one hour each subject area.
6. TVL, MAPE, and SHS Grade 12 shall be administered in four hours per specialization. Thus, the school head shall make a doable schedule re this matter.
7. MAPEH shall be done in one day. Two hours per component like Music (two hours), Arts (two hours), P.E. (two hours) and Health (two hours).

C. Post Assessment

1. The Teacher-Examiners shall prepare the Form 14.
2. Those learners who fail to get the 75% mastery level shall be given remedial instruction until they achieve the target proficiency level of 75% per subject/specialization.
3. The teachers shall decide whether or not to use the results of the assessment for grading purposes after all have reached 75% mastery level.

4. If the teachers opt to use the results for grading purposes, they may use the following strategies, viz:

- a. Get the average of the scores (4th Quarter Competency Assessment plus teacher-made assessment)

1 st Administration	Achieved the 75% Mastery Level	Automatically the results serve as the 4 th Quarter Score of the learner
2 nd Administration	Achieved less than 75% Mastery Level, the subject/specialization teacher shall provide remedial instruction. Teacher-made assessment shall be administered to the learners.	The computation is as follows: Score of the first administration plus score of the teacher-made assessment divided by two. (Get the average of the two assessments.)

b. How to Compute:

$$\text{Final Score} = \frac{\text{Score 1} + \text{score 2}}{2}$$

$$\text{Example: } \frac{20 + 36}{2} = 28$$

c. Intervention/Remedial Instruction

- Only the least-mastered competencies shall be focused on for remedial instruction.
- Teacher-made assessment shall be developed based on the least-mastered competencies.
- Teachers shall ensure that remedial instruction shall capture the least-mastered competencies.

d. Proportionate

- 4th Quarter Competency Assessment - 60%
- Teacher-made assessment - 40%

5. If the teacher decides NOT to use the results of the assessment, he/she will prepare competency assessment tool for the 4th quarter.

6. Whether or not the teachers use the competency assessment prepared by the Division, they still administer the tool and submit the results to the District Office five days after the assessment. ***This will be the basis for the provision of appropriate intervention and technical assistance.***

7. The District Office through the District Testing Coordinators shall consolidate and submit the results to the Division Office on or before March 18 (Grades 6 and 12) and March 28 (Grades 1-5 and 7-11).

IV. Penalty Clause. Any violation relative to the rule of confidentiality shall be subject to **Administrative Sanctions**.

Approval Recommended:


LEAH B. APAO EdD, CESE
Assistant Schools Division Superintendent

Approved:


MARILYN S. ANDALES EdD, CESO V
Schools Division Superintendent



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