



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

June 7, 2021

DIVISION MEMORANDUM

No: 116, s.2021

DIVISION POLICY ON ASSESSMENT AND GRADING IN LIGHT OF THE BASIC EDUCATION LEARNING CONTINUITY PLAN

TO: Assistant Schools Division Superintendent
CID/SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads
All others concerned

1. This Division puts premium on the implementation and adoption of DepEd Order No. 31, s. 2020 or the Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan which is responsive to the varying context and development of the learner.
2. Relative to this, School Heads shall create a School Assessment Team (SAT). The SAT shall have the following duties and responsibilities:
 - a. provide technical assistance to teachers on the conduct of assessment;
 - b. monitor the assessment plan prepared by the teachers;
 - c. verify the summative assessment prepared by the teachers are aligned with the Most Essential Learning Competencies(MELCs);
 - d. check the activities prepared for the performance tasks that are doable for both learners and teachers;
 - e. administer at least 4 written works and performance tasks every quarter;
 - f. observe the adherence on the number of items in the written works;
 - For Key Stage 1 (Grs.1-3) –5 items
 - Key Stage 2 (Grs.4-6) -10 items
 - Key Stage 3 (Grs. 7-10) – 10-15 items
 - Key Stage 4 (SHS) – 10 - 15 items
 - g. review performance tasks conducted that are **INTEGRATIVE in NATURE** (*across learning competencies within the subjects and/or across learning areas*);
 - h. monitor the timeliness and accuracy of information made by the teachers in providing feedbacks to parents;

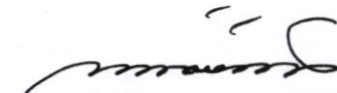


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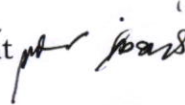
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- i. check the administration of written works and performance tasks that are written in the weekly home learning guide;
 - j. validate the contextualized rubrics used in the assessment of performance tasks of the learners;
 - k. check the formative assessments of the learners that are recorded for the purpose of feedbacking and further study;
 - l. monitor the written works and/or performance tasks in all learning areas are not conducted simultaneously in a day; and
 - m. check the schedule prepared by the teachers in the conduct of summative assessment. (2 learning areas per day).
3. The School Heads together with SAT shall prepare a School Assessment Plan and disseminate to all the teachers, learners, parents and other stakeholders.
 4. The School Heads and Supervisors shall be primarily responsible for supervising the implementation of this Division Policy in their schools/districts, ensuring that the provisions are communicated to all concerned stakeholders in the community.
 5. At the district and school levels, the implementation of this policy shall be supervised, monitored, and evaluated at least once every quarter by the School Heads, Schools District Supervisors, and Education Program Supervisors. The School Heads shall prepare a quarterly report which shall include among others, the challenges and issues encountered throughout the policy implementation. The said reports shall be submitted to the Schools District Supervisors copy furnished the Schools Division Office for consolidation, analysis, and policy determination.
 6. This Division Policy shall take effect immediately upon its issuance and shall remain in full force and effect for the duration of SY 2020-2021 or unless otherwise sooner revoked or cancelled.
 7. For information, guidance, and compliance.

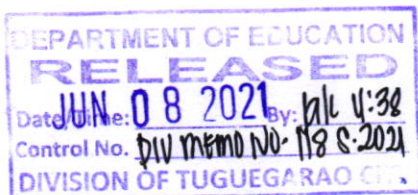

REYNANTE Z. CALIGUIRAN

Assistant Schools Division Superintendent
Officer In- Charge

Office of the Schools Division Superintendent 

Reference: DepEd Order No. 31 s. 2020
DepED Order No. 12 s. 2020
To be indicated in the PERPETUAL INDEX
Under the following SUBJECTS

ASSESSMENT SCHOOLS



cid/esc/nba/



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