



Republic of the Philippines  
Department of Education  
Region VI - Western Visayas  
SCHOOLS DIVISION OF CAPIZ  
Banica, Roxas City



Telefax No. (036) 6210-974 / Tel. No. (036) 620-2373

February 14, 2022

## **DIVISION MEMORANDUM**

No. 036 S. 2022

### **VIRTUAL ORIENTATION ON THE SUBMISSION OF QUARTERLY ASSESSMENT REPORT**

To: Public Schools District Supervisors  
Heads of Concerned Elementary, Integrated and Secondary Schools

1. The Schools Division of Capiz, through the Curriculum Implementation Division will conduct an Orientation on the submission of Quarterly Assessment Report on February 17, 2022.
2. This activity aims to:
  - a. Orient the schools and district offices on the use of online tools for gathering summative assessment results; and
  - b. Establish systematic procedure in collecting accurate data for authentic analysis.
3. Participants to this activity are the 10 Education Program Supervisors, 10 Public Schools District Supervisors, 18 District Mathematics Coordinators, 18 Teacher encoder from the elementary level and 54 teacher encoder from the secondary level.
4. The training matrix is attached to this memorandum.
5. Expenses relative to the conduct of the activity shall be charged against HRTD fund subject to usual auditing rules and regulations.
6. Immediate dissemination of this Memorandum is desired.

**SALVADOR O. OCHAVO, JR. EdD, CESO V**  
Schools Division Superintendent

FEB 14 2022

TRAINING MATRIX

February 17, 2022

Time	Topic	Person Involved
8:30 – 9:00	Preliminary	Inie de Felix Capiz NHS
	Opening Program Pambansang Awit Prayer Capiz Hymn	
	Presentation of Participants	Elenia P. Baranda EPS - Mathematics
	Message	Salvador O. Ochavo, Jr, EdD, CESO V Schools Division Superintendent
	Statement of Purpose	Segundina F. Dollete, EdD CID Chief
9:00-12:00	Orientation Workshop Proper	
	Using Google Form as gathering tool for Quarterly Summative Assessment Data	Marcnie C. Albason Capiz NHS
	Summarizing Data Collected using Google Sheet for Submission	Lyod B. Berjamin Admin Aide SDO