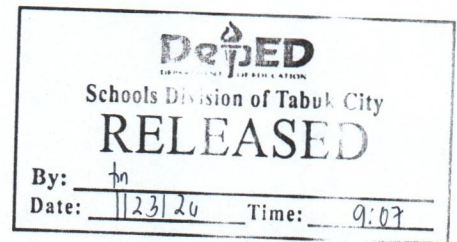




Republic of the Philippines
Department of Education
CORDILLERA ADMINISTRATIVE REGION
Schools Division of Tabuk City



Office of the Schools Division Superintendent

22 January 2026

DIVISION MEMORANDUM

No. 31, s. 2026

**ORIENTATION OF PRIVATE SCHOOLS ON QUARTERLY ASSESSMENT
MONITORING SYSTEM**

- To:**
- Assistant Schools Division Superintendent
 - Chief Education Supervisors (SGOD and CID)
 - Public School District Supervisors Concerned
 - All Private Elementary and Secondary Schools' Administrators/School Heads
 - All Others Concerned

1. This is a follow-through of the concern that was discussed during our *kumustahan* on December 2, 2025, regarding the necessity for private schools to establish a more effective and efficient mechanism for monitoring the performance of their learners in the quarterly assessment. This will enable them to more easily identify learners who are struggling and, as a result, provide a timely, diverse intervention.
2. In relation to this, the Division's current system for tracking learners' quarterly performance in public schools will be implemented in private schools as well. With this, there will be a short orientation to be conducted on **February 3, 2026 (8:30 to 10:30 A.M.)**, in the *Kagitingan* Hall of the Division Office located on the 2nd floor of the Extension Building.
3. Participants in this activity shall be the **school head and one personnel/teacher** who is comfortable in using computer applications like Microsoft Office Suite (Word, Excel and PowerPoint) and the Internet.
4. Since this is a computer-based workshop and data entry, participants from each school are expected to bring at least **one (1) computer laptop** and the **results of the 3rd Quarter Assessment/examination** (at least 1 grade level).
5. For the information of all concerned.

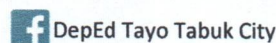

BENEDICTA B. GAMATERO PhD, CESO/V
Schools Division Superintendent

Encl: Program Matrix

sgod/smme/kaa/DM-2026-PrvtSchl_QrtlyAssmt_Orient
January 22, 2026



Address: Bulanao Central School Cmpd., Purok 2, Bulanao Norte, Tabuk City, Kalinga
Email: tabuk.city@deped.gov.ph
Website: <https://www.depedtabukcity.com>





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Enclosure No. 01

LIST OF PARTICIPANTS ON THE ORIENTATION OF PRIVATE SCHOOLS ON QUARTERLY ASSESSMENT MONITORING SYSTEM

Participants	No. of representatives	
	School Head/ Administrator	IT Personnel
Tabuk Institute & UCCP-Early Childhood Learning Center	1	1
St. Theresita's School of Tabuk, Inc.	1	1
Spring Academy Tabuk City, Inc.	1	1
Tabuk Seventh Day Adventist School	1	1
International School of Asia and the Pacific	1	1
Saint Williams Academy	1	1
Map-Hod Montessori Learning Center	1	1
Holy Trinity Kiddie School	1	1
Tabuk Baptist Christian Academy	1	1
Saint Tonis College & UCCP Capitol Early Childhood School, Inc.	1	1
Kalinga Colleges of Science and Technology	1	1
St. Louis College of Bulanao-Elementary	1	1
Jesus Cares Learning Center of Tabuk, Inc.	1	1
SDS / ASDS	2	
SGOD Chief/CID Chief	2	
EPS SGOD	1	
Quarterly Assessment Monitoring System Focal	1	
ITO	1	
SMME	2	
Total	35	



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Enclosure No. 02

PROGRAM MATRIX		
February 03, 2026 8:30 AM- 10:30 AM		
TIME	Activity	Unit/Person Responsible
PART I 8:30 AM- 8:45 AM	Registration	Vincent B. Martinez, EPS II Secretariat
PART II 8:45 AM- 9:15 AM	OPENING PROGRAM	Kenneth A. Atiwag, SEPS Private School Focal
	National Anthem	AVP
	Prayer	AVP
	Opening Remarks/ Statement of Purpose/ Overview of the Activity	Sally P. Feken Chief Education Supervisor-SGOD
	Inspirational Message	Benedicta B. Gamatero PhD, CESO V Schools Division Superintendent
PART III 9:15 AM- 10:00 AM	Orientation on Quarterly Assessment Monitoring System	Emmanuel Ubuan EPS- Focal & Allan S. Dumalsin ITO
10:00 AM- 10:25 AM	-Working Break/Snack -Continuation of the orientation -Q&A	Emmanuel Ubuan EPS- Focal & Allan S. Dumalsin ITO
10:25 AM- 10:30 AM	Other matters/ Wrapping up	Kenneth A. Atiwag, SEPS Private School Focal
End of Program		

