



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON

13 March 2026

**Regional Memorandum**  
No. 196, s. 2026

**REGIONAL ONSITE MONITORING ON THE ADMINISTRATION  
OF SENIOR HIGH SCHOOL LITERACY AND NUMERACY  
ASSESSMENT FOR GRADE 11 LEARNERS  
IN SCHOOL YEAR 2025-2026**

To **Schools Division Superintendents**  
**Regional Functional Division Chiefs**  
**Other concerned personnel**

1. Relative to DepEd Memorandum 016, s. 2026, **“Administration of the Senior High School Literacy and Numeracy Assessments for Grade 11 Learners in School Year 2025-2026”**, this Office, through the Quality Assurance Division (QAD) will conduct a Regional Onsite Monitoring on **March 2-18, 2026** to **Grade 11 students** in all stand-alone SHSs, private and public secondary schools offering SHS, and state/local universities and colleges (SUCs/LUCs) offering SHS nationwide on **Quarter 4 of the School Year 2025-2026**. These assessments shall be used to determine the literacy and numeracy levels of Grade 11 students and to inform the implementation of remediation activities.
2. The objectives of this activity are the following:
  - a. Ensure standardized test administration by performing the activities at various stages of the assessment stated in the Teacher’s Manual; and
  - b. Ensure the integrity of test materials in the whole process of test administration.
4. The Regional Monitoring Team is composed of the Functional Division Chiefs and Quality Assurance Division Education Program Supervisors. Attached is the list of the monitoring officials and monitoring tool.
5. Regional Monitoring Officials and schools are expected to comply with **R.A. 6713, the Code of Conduct and Ethical Standards for Public Officials and Employees**, especially Section 7d. *“Public Officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.”*



Address: Gate 2, Karangalan Village, Cainta, Rizal  
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Certificate No. PHP QMS  
22 93 0085

6. Travel and other related expenses of the Regional Office personnel relative to the conduct of this activity will be charged against regional funds while that of the Schools Division Office will be charged against their local funds subject to the usual accounting and auditing rules and regulations.
7. For clarifications, please contact **Luz E. Osmena**, Chief, Quality Assurance Division and **Buenalyn M. Manuel**, Regional Testing Coordinator, through the QAD landline (02) 8862-5773 loc.450.
8. Immediate and widest dissemination of this Memorandum is enjoined.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
 Regional Director 

Enclousre 1

**LIST OF REGIONAL ONSITE MONITORING OFFICIALS ON THE  
ADMINISTRATION OF SENIOR HIGH SCHOOL LITERACY AND NUMERACY  
ASSESSMENTS FOR GRADE 11 LEARNERS  
IN SCHOOL YEAR 2025-2026  
March 2-18, 2026**

<b>SDOs</b>	<b>RO Monitoring Official</b>
Antipolo City	Luz E. Osmena Chief, QAD
Rizal Province	Jisela N. Ulpina Chief, HRDD
Cavite Province	Buenalyn M. Manuel EPS, QAD
Lucena City	
Carmona City	
Binan City	Jeffrie F. Ditolan EPS, QAD Arturo P. Rosaroso, Jr. RO-QAD
Tayabas City	
Quezon Province	
Imus City	Reymund M. Ferry EPS, QAD
Gen. Trias City	
Bacoor City	
Sto. Tomas City	Lourdes T. Bermudez Schools Division Superintendent  Ma. Lourdes O. Manimtim EPS, QAD
Calaca City	
Sta. Rosa City	
Cavite City	
Batangas Province	
Cabuyao City	Viernalyn M. Nama Chief, CLMD
Tanauan City	
San Pablo City	
Laguna Province	Loida G. Tomelden EPS, QAD
Batangas City	
Lipa City	Almer D. Mayo EPS, QAD
Calamba City	
Dasmarinas City	
San Pedro City	



QAD-RM-2026-196

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Enclosure 1

**REGIONAL ONSITE MONITORING TOOL ON THE ADMINISTRATION OF  
SENIOR HIGH SCHOOL LITERACY AND NUMERACY ASSESSMENTS FOR  
GRADE 11 LEARNERS  
IN SCHOOL YEAR 2025-2026**

**School:** \_\_\_\_\_  
**School Address:** \_\_\_\_\_ **Division:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_ **School ID No.:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Testing Center:** \_\_\_\_\_  
**Date of Assessment Administration:** \_\_\_\_\_

- No. of Testing Rooms:  
Morning Session \_\_\_\_\_ Afternoon Session: \_\_\_\_\_ Total: \_\_\_\_\_
- Total Enrolment/Registrants: \_\_\_\_\_  
Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
- Total No. Examinees:  
AM Session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_  
PM session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
- Total No. of Absences:  
AM Session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_  
PM session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
- Time when the assessment administration started and ended  
AM Session: From \_\_\_\_\_ to \_\_\_\_\_  
PM Session: From \_\_\_\_\_ to \_\_\_\_\_

**Directions:** Put a check (✓) mark to the corresponding box below if the indicators are evidently observed and (✗) mark if not evidently observed. The responses may be generated through interviews and direct observations.

**A. Before the Examination**

Indicators	Evident	Not Evident
1. Arranged the learners' seats properly, with space between learners to prevent any attempt on their part to communicate with each other.		



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2. Accommodate <b>30</b> learners per testing room.		
3. Availability of <b>one (1)</b> room, which shall serve as a holding area for the learners to prepare them before entering the testing rooms.		
4. Availability of the List of Examinees arranged alphabetically and posted outside the testing rooms.		
5. Availability of Test Administration Schedule with total time allotment posted on the board.		
6. Put the Learner's bags and other belongings in the holding area or in front of the testing room.		
7. Locate testing rooms in a quiet and unpopulated area within the school. and is conducive to the testing activity (e.g. spacious, well-lighted, and ventilated) and with a nearby restroom for the student use.		

### **B. During the Examination**

<b>Indicators</b>	<b>Evident</b>	<b>Not Evident</b>
1. Ensure the testing room is prepared according to the guidelines.		
2. Check the learner's attendance based on official list provided by the School Head.		
3. Verify student attendance and provide clear instructions to students.		
4. Ensure that every learner has their own ball pen or pencil and is provided with a piece of clean paper for computation purposes only.		
5. Ensure that no cellphones, calculators, smart watches, and other forms of electronic devices are not allowed during the assessment.		
6. Monitor students during the assessment to prevent any form of cheating or irregularities and to maintain order and discipline within the testing room.		
7. Report and address any major issues or concerns that may arise.		

**C. After the Examination**

<b>Indicators</b>	<b>Evident</b>	<b>Not Evident</b>
1. Prohibited students from leaving the room until everyone is done answering the assessment.		
2. Collected paper used for computation purposes were collected after the testing session for shredding and disposal.		
3. Checked the learner's log out of the testing platform properly.		
4. Reported any issues or concerns to the Chief Examiner.		

**Overall Significant Findings/Observations:**

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\_\_\_\_\_  
Signature over Printed Name  
RO Monitoring Official)

**Conforme :**

\_\_\_\_\_  
Signature Over Printed Name  
School Testing Coordinator (STC)

\_\_\_\_\_  
Signature Over Printed Name  
School ICT Coordinator

\_\_\_\_\_  
Signature Over Printed Name  
School Head