



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF QUEZON CITY
ERNESTO RONDON HIGH SCHOOL
ROAD 3, PROJECT 6, QUEZON CITY

Office of the Principal

February 19, 2026

SCHOOL MEMORANDUM
No. 006, s. 2026

CONDUCT OF SCHOOL-BASED FOURTH PERIODIC EXAM FOR SY 2025-2026

To: Assistant School Principal
Department Heads/ Subject Coordinator
All Teaching Personnel
School Quality Assurance Team (SQAT)
Jose Sigasig B. Macatangay
All Others Concerned

1. In reference to **DepEd Order No. 012, s. 2025** titled “Multi-Year Implementing Guidelines on the School Calendar and Activities”, this office issues this information and guidance stated above.
2. Below is the timeline of activities:

DATE	ACTIVITY	PERSONS CONCERNED
February 19-23	Development of Test Items per Learning Area with TOS	Test Writers of All Subjects
February 24-25	Content Validation	Master Teachers/Head Teachers
February 26-March 3,	Language Validation	Ruth O. Gabiane HTIII-Filipino Filipino Master Teachers Ma. Victoria J. Tacuyan HTVI-English All English Teachers Juara P. Encendencia-Teacher I, English (MAPEH Department) Ryan Anthony L. Miranda-ADAS II/English Major (Property Custodian)
March 4-5	Integration of Comments & Suggestions	Test Writers of All Subjects
March 6-10	Format Validation	Format Validators: JHS – Germie Bernardo Scarlet Tadifa Grade 11 – Ruvimae Bantigue Grade 12 – Kimberly jean O. Cotino
March 11	Submission to School Testing Personnel for Consolidation	Ruth O. Gabiane HTIII-Filipino/STC/LR Coor



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March 11-17	Printing & Reproduction of Test Materials	Jose Sigasig B. Macatangay ADA IV/ Property Officer
March 18	Sorting of Test Papers	Teachers Assigned per Department
March 19-20	Fourth Periodic Test	Proctors
March 27	Submission of Item Analysis and Dashboard	All Teachers

**Prior notice will be sent in case of adjustment.*

3. Scan the QR Code below to download the official school-based template of each subject as well as the content and language validation tools. The same drive will be used for the uploading of the TOS and Periodic Test.



Fourth Periodic Test Drive:

Drive Link: <https://tinyurl.com/ERHS4thPeriodicTest>

4. Submit a soft copy of the test paper to your department representative:

Junior High School		Senior High School
Filipino –	Marissa F. Francisco	SHS Subjects – Dr. Guillermo E. Espineda
English –	Gladys Pelotin	
Mathematics –	Eric De Guzman	
Science –	Antonette Dizon	
AP –	Rose Esparas	
ESP –	Luzviminda Auxtero	
MAPEH –	Annalyn Buhian	
TLE –	Arjhay Serpa Juan	

5. For ethical considerations, please maintain strict confidentiality of the test materials before, during, and after the assessment. Let us uphold the integrity of the assessment process by preventing any form of malpractice or dishonesty. Any breach or leakage will be addressed promptly.
6. Immediate and wide dissemination of this memorandum is desired.

JULIUS D. SOMERA, PhD
OIC- Principal
Public Schools District Supervisor

LR:RGabiane/HTIIIFilipino