



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



DIVISION MEMORANDUM
No. **07-193**, s. 2026

To: Assistant Schools Division Superintendent
CID and SGOD Chiefs
Public Schools District Supervisors (PSDSs)
Public Secondary School Principals/HTs/SICs
All Others Concerned

**MONITORING OF THE CONDUCT OF THE PRE-TEST (BASELINE ASSESSMENT)
UNDER THE BLENDED LEARNING 4.1 PILOT IMPLEMENTATION**

1. Pursuant to **Regional Memorandum No. 0619, s. 2026**, titled "Monitoring of the Conduct of the Pre-Test (Baseline Assessment) under the Blended Learning 4.1 Pilot Implementation," this Office hereby disseminates the guidelines for the monitoring of the conduct of the Pre-Test (Baseline Assessment) in participating schools.
2. The monitoring activity shall be undertaken to verify schools' compliance with the prescribed implementation protocols, specifically:
 - a. adherence to prescribed online assessment procedures;
 - b. proper implementation of cognitive rest breaks during the assessment; and
 - c. observance of cohort integrity safeguards to ensure the validity and reliability of assessment results.
3. Attached are the Schedule of Activities, monitoring tool and the complete list of monitoring team members for your reference and guidance. These documents contain the planned activities and the corresponding monitoring protocols as well as assignments to ensure the smooth and effective implementation of all scheduled activities.
4. School Heads shall ensure that:
 - a. teachers, learners, and parents are properly oriented on the assessment guidelines;
 - b. required learning devices, online platforms, and internet connectivity are available and functional;
 - c. cognitive rest breaks are implemented according to prescribed schedules;
 - d. cohort integrity safeguards are strictly observed; and
 - e. monitoring teams are provided access to relevant documents and assessment activities for validation purposes.



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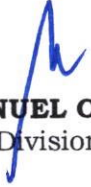



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5. Travel and other incidental expenses incurred by Regional/Division monitoring personnel shall be charged against Division /School MOOE and other available support funds, subject to the usual accounting and auditing rules and regulations.
4. Immediate wide dissemination and compliance with this memorandum is desired.


MANUEL O. CABERTE
Schools Division Superintendent 

Reference: As stated

Enclosure: As stated

To be indicated in the Perpetual index under the following subjects:

**ASSESSMENT
BASIC EDUCATION
JUNIOR HIGH SCHOOL
MONITORING AND EVALUATION
PROGRAMS
TEACHERS**

*CID/RArudila
7/03/2026*



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Enclosure 1, DM No. _____, s 2026

LIST OF MONITORING TEAM

Team 1

(Assigned Schools : Del Carmen NHS, Roxas NHS and Gen Luna NHS)

*Monitoring Date : July 8, 2026 (Del Carmen and Roxas NHS)
July 9, 2026 (Gen Luna NHS)*

Chairman : BERNABE L. LINOG
CLMD Chief
Co-Chair : MA. CONSUELO C. JAMERA
CLMD -EPS
Members : RANDY A. RUDILA -EPS
DIV. FOCAL, Blended Learning
JOSEPH SOLANA - PSDS
ROLANDO S.SAPURAS-PSDS
MARITNESS M. PETALLO-PSDS
AQUINO GARCIA -SEPS
M and E

Team 2

(Assigned Schools : Sapao NHS, Atoyay NHS, Siargao Science NHS, Dapa NHS and Socorro NHS)

*Monitoring Date : July 8, 2026 (Sapao NHS, Siargao Science NHS and Dapa NHS)
July 9, 2026 (Atoyay NHS and Socorro NHS)*

Chairman : GEMNA G. POBE,EDD,DPA
CID, Chief
Co Chair : FLORANGEL S. ARCADIO -EPS
Members : RELYN D. RAZA - EPS
MARITES T. PENERA -EPS
JOHN ERICK JABINES - DIVISION ITO
GIRLIE JOI C. SANICO-PSDS
LEAH G. MONES -PSDS
EMELIE C. POMOY -PSDS



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Enclosure 2, DM No. _____, s 2026

FIELD OBSERVATION TOOL

Blended Learning 4.1 Pilot Scale-Up | School Year 2026–2027
Pre-Test (Baseline Assessment) Administration Monitoring

INSTRUCTIONS : This tool is designed for quick, field-based use during actual school visits. It must be accomplished on-site during the assessment administration. One form covers one school visit. Ratings and observations must reflect what was actually seen and verified during the monitoring visit, not what was reported by school personnel. Submit the accomplished form to the CLMD Chief within two school days of the monitoring visit. For schools that could not be physically visited, note the reason and indicate "Remote Verification" in the Visit Mode field.

SECTION 1 — VISIT INFORMATION

Date of Visit:	
Time of Arrival:	Time of Departure:
Visit Mode:	<input type="checkbox"/> Unannounced <input type="checkbox"/> Coordinated <input type="checkbox"/> Remote Verification
Assessment Event Monitored:	<input type="checkbox"/> LBNCI Wave 1 <input type="checkbox"/> Pre-Test Day 1 <input type="checkbox"/> Pre-Test Day 2
Name of EPS / Regional Monitor:	
Designation:	

SECTION 2 — SCHOOL PROFILE

School Name:	
School ID:	
Schools Division Office:	
School Classification:	<input type="checkbox"/> Urban <input type="checkbox"/> Rural
Cohort Assignment:	<input type="checkbox"/> Treatment Group <input type="checkbox"/> Standard Implementation Cohort
School Type:	<input type="checkbox"/> JHS with SHS <input type="checkbox"/> Purely JHS <input type="checkbox"/> ES and JHS (K to 10) <input type="checkbox"/> All Offering (K to 12)
School Head:	
Testing Coordinator:	
ICT Coordinator	



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SECTION 3 — LEARNER PARTICIPATION SNAPSHOT

Ask the Testing Coordinator or verify from the platform dashboard. Record only what is reported and verifiable.

Total enrolled learners in BL 4.1 implementing classes:	
Number of learners present and logged in at time of visit:	
Number of learners absent:	
Number of learners with technical difficulty at time of visit:	
Approximate % of learners actively answering at time of visit:	

SECTION 4 — RAPID COMPLIANCE CHECKLIST

Mark only what was directly observed. Rate each item using the following:

- Observed and Compliant Observed with Minor Deviation
 Not Compliant / Not Observed N/A Not Applicable

A. PRE-ADMINISTRATION READINESS

No.	Indicator	Rating	Quick Observation Note
A1	ICT Coordinator and proctors were present and ready before 7:30 AM	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> N/A	
A2	All learner devices were charged, functional, and connected	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> N/A	
A3	Device and Platform Readiness Checklist (Annex I) was accomplished	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> N/A	
A4	All learner accounts were active and accessible on the platform	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> N/A	
A5	Offline backup answer sheets were available and sealed	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> N/A	
A6	Form assignment lists were available and verified (Midline only)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> N/A	



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B. ADMINISTRATION PROPER

No.	Indicator	Rating	Quick Observation Note
B1	The Standard Administrator Script was read aloud before assessment links were activated	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	
B2	Assessment links were activated only at the designated start time	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	
B3	Proctors were actively monitoring learner screens throughout the session	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	
B4	No hints, answers, or content clarifications were given by any school personnel	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	
B5	No unauthorized browser activity or tab switching was observed	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	
B6	The subject sequence followed the prescribed Master Testing Schedule	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	

C. COGNITIVE REST BREAK

No.	Indicator	Rating	Quick Observation Note
C1	Rest break was administered at the correct time between testing blocks	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	Actual break time:
C2	All screens were locked or closed during the rest break	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	
C3	Proctor led physical stretching during the rest break	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	
C4	20-20-20 eye relaxation exercise was conducted	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	
C5	Rest break lasted the full 22 minutes before the next link was activated	<input type="checkbox"/> ✓ <input type="checkbox"/> □ <input type="checkbox"/> XON/A	Actual duration:



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D. PHYSICAL ENVIRONMENT

No.	Indicator	Rating	Quick Observation Note
D1	Testing room had sufficient lighting without screen glare	<input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> N/A	
D2	Room was free from external distractions and noise during testing	<input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> N/A	
D3	Learner seating was arranged to prevent visual access to other screens	<input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> N/A	
D4	Internet or LAN connectivity was stable throughout the observed session	<input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> N/A	

E. LBNCI WAVE 1 (If Monitored as Standalone Session)

No.	Indicator	Rating	Quick Observation Note
E1	LBNCI Wave 1 was conducted as a standalone session (not on Pre-Test day)	<input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> N/A	Actual date conducted:
E2	The LBNCI low-stakes framing script was read aloud before the link was activated	<input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> N/A	
E3	The session maintained a calm and relaxed atmosphere	<input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> N/A	
E4	All 32 LBNCI items were completed by all participating learners	<input type="checkbox"/> ✓ <input type="checkbox"/> <input type="checkbox"/> X <input type="checkbox"/> N/A	



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Incident Type	Occurred?	Brief Description and Action Taken
Device malfunction or failure	<input type="checkbox"/> Yes <input type="checkbox"/> No	No. of units affected:
Platform access or account issue	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Unauthorized browser activity by learner	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Proctor or ICT Coordinator absent	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Rest break protocol not followed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Offline backup answer sheets used	<input type="checkbox"/> Yes <input type="checkbox"/> No	No. of sheets:
Session suspended or delayed	<input type="checkbox"/> Yes <input type="checkbox"/> No	Duration of delay:
Cohort integrity concern observed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Other (specify):	<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 6 – OVERALL COMPLIANCE RATING

Based on the totality of observations in Sections 4 and 5, select one overall rating for this school visit.

Rating	Description	Select
4 – Fully Compliant	All critical indicators observed and compliant; no incidents or deviations that threaten data validity	<input type="checkbox"/>
3 – Substantially Compliant	Minor deviations observed in at most two indicators; no threat to data validity; self-correctable	<input type="checkbox"/>
2 – Partially Compliant	Moderate deviations observed in three or more indicators; data validity may be affected; requires SDO follow-up	<input type="checkbox"/>
1 – Non-Compliant	Major violations observed; data validity seriously threatened; immediate SDO and Regional Office action required	<input type="checkbox"/>

SECTION 7 – KEY FINDINGS AND RECOMMENDATIONS

Write in plain, direct language. Limit to the most significant observations. Three to five sentences per box is sufficient.

What was done well? (Strengths observed during this visit)

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.....
.....



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What needs to be immediately corrected? (Concerns requiring action)

Technical Assistance (TA) Needed from the Regional Office or SDO

Identified Gap	Recommended TA	Target Resolution Date

SECTION 8 – ACTION TAKEN BY REGIONAL MONITOR ON SITE

Describe any corrective guidance given to the school during the visit.

- Reminded school personnel of the correct rest break protocol
- Directed ICT Coordinator to resolve connectivity or platform issue
- Instructed Testing Coordinator to enforce screen monitoring
- Corrected use of Administrator Script
- Advised school head on cohort integrity compliance
- Escalated incident to SDO immediately via phone or message
- No corrective action needed; observed full compliance
- Other: _____

SECTION 9 – SCHOOL HEAD'S ACKNOWLEDGMENT

The School Head acknowledges the monitoring visit and the findings noted above. Signature does not necessarily indicate agreement with all findings; it confirms that the visit occurred and that the findings were shared.

School Head's Printed Name:	
Signature:	
Date:	
School Head's Remarks (Optional):	

SECTION 10 – REGIONAL MONITOR'S CERTIFICATION

I hereby certify that all findings and ratings recorded in this tool reflect my own direct observations during the monitoring visit and have been accomplished honestly and in accordance with the BL 4.1 Assessment Framework.

EPS / Regional Monitor's Printed Name:	
Signature:	
Date Accomplished:	



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Date to be Submitted to CLMD | Not later than two school days after the visit
Division Chief:

QUICK REFERENCE — MASTER TESTING SCHEDULE

For monitor use during observation. Verify that the school is on schedule at the time of the visit.

PRE-TEST DAY 1

Time	Activity
7:30 – 7:45 AM	Platform Login and Orientation
7:45 – 8:45 AM	Mathematics (60 items)
8:45 – 9:07 AM	REST BREAK (22 min)
9:07 – 9:47 AM	Values Education (60 items)
9:47 – 10:47 AM	English (60 items)
10:47 – 11:09 AM	REST BREAK (22 min)
11:09 – 11:49 AM	MAPEH (60 items)
11:49 AM	Session Close

PRE-TEST DAY 2

Time	Activity
7:30 – 7:45 AM	Platform Login and Orientation
7:45 – 8:45 AM	Science (60 items)
8:45 – 9:07 AM	REST BREAK (22 min)
9:07 – 9:47 AM	TLE/TVE (60 items)
9:47 – 10:47 AM	Filipino (60 items)
10:47 – 11:09 AM	REST BREAK (22 min)
11:09 – 11:49 AM	Araling Panlipunan (60 items)
11:49 AM	Session Close

REST BREAK SEQUENCE (22 minutes total)

Phase	Duration
Screen lock	1 min
Physical stretching (shoulder rolls, neck rotation, wrist stretches)	5 min
20-20-20 eye relaxation (look 20 ft away for 20 sec, repeated)	10 min
Hydration and comfort room	3 min
Re-orientation and link activation	3 min



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