



Republic of the Philippines
Department of Education
CARAGA REGION

DEPARTMENT OF EDUCATION
RECORDS UNIT, REGIONAL OFFICE-CARAGA
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REGIONAL MEMORANDUM

No. **0864**, s. 2026

To: Schools Division Superintendents
Chiefs, Curriculum Implementation Division
Division Blended Learning 4.1 Focal Persons
Division Information Technology Officers
Public Schools District Supervisors
School Heads of Participating Schools
Testing Coordinators, ICT Coordinators and Proctors
All Others Concerned

ADMINISTRATION OF THE END-OF-TERM 1 ASSESSMENT FOR THE BLENDED
LEARNING 4.1 PILOT IMPLEMENTATION, SY 2026–2027

1. **Activity.** The Department of Education Caraga Region, through the Curriculum and Learning Management Division (CLMD), will administer the **End-of-Term 1 Assessment** for the Blended Learning 4.1 (BL 4.1) Pilot Implementation on **September 2 to 4, 2026**, covering 87 participating schools in the twelve Schools Division Offices (SDOs) of the Region. .
2. **Objectives.** The activity aims to:
 - a. measure learner progress in the eight learning areas at the close of Term 1 and establish the first midline data point against the July 2026 Pre-Test baseline;
 - b. address all Pre-test administration and data-quality gaps before testing; and
 - c. institute a three-tier monitoring mechanism — remote regional monitoring, on-site division monitoring, and in-room school supervision.
3. **Participants.** The target participants are the **Grade 9 learners of the 87 participating schools** — 43 Treatment Group schools and 44 Standard Implementation Cohort schools — together with the School Heads, Testing Coordinators, ICT Coordinators, proctors and class advisers who administer the assessment; the Division Assessment Monitors, Division IT Officers, Division Data Management Officers and Education Program Supervisors who monitor and consolidate it; and the CLMD and Regional ICT Unit personnel who conduct remote monitoring. The distribution of schools per Schools Division Office and the corresponding monitor requirement are set out in Enclosure No. 3.
4. **Guidelines.** The assessment will be conducted under the following guidelines:
 - a. **Coverage:** Eight Grade 9 learning areas, with 10 items per learning area, for a total of 80 items.



- b. **Participants:** Grade 9 learners from 87 participating schools, comprising 43 Treatment Group schools and 44 Standard Implementation Cohort schools.
- c. **Spiraled Form Assignment and Link Distribution:** Learners shall be assigned to three spiraled forms using the prescribed class enrollment list, divided into approximately equal groups: Form 1, Form 2, and Form 3, in that order. The ICT Coordinator shall release only the designated link to each learner group. The Regional Office-issued form-assignment list shall be strictly followed; re-ordering, re-grouping, or re-assignment is not allowed. The form-assignment and link release templates in Enclosure No. 1 shall be used.
- d. **Schedule:** One morning session only within the September 2 to 4, 2026 testing window, on a date chosen by the school and confirmed with the SDO to ensure the presence of a Division Assessment Monitor, with a total testing time not exceeding two hours and 45 minutes. The 80 items will be delivered in three blocks, separated by a 22-minute structured cognitive rest break and a 10-minute mini-break, following the item distribution and master schedule in Enclosure No. 1.
- e. **Pre-Administration Compliance:** No school will proceed with the assessment until all applicable corrective measures in Enclosure No. 2 have been closed and all steps in the pre-administration sequence in Enclosure No. 1 have been completed. SDOs shall certify closure to CLMD on or before September 1, 2026. Schools with outstanding applicable measures or incomplete requirements will not be scheduled for administration.
- f. **Existing Instruments:** The annexes and monitoring instruments previously issued under **Regional Memorandum Nos. 0611 and 0722, s. 2026**, will remain in full force and effect and shall be used in their existing form and without local modification. No substitution, abridgment, or locally devised version of these instruments is authorized.
- g. **Three-Tier Monitoring:** A three-tier monitoring mechanism will operate simultaneously during each administration morning, consisting of remote regional monitoring by CLMD and the Regional ICT Unit, on-site division monitoring by Division Monitors at a ratio of one monitor per cluster of five schools with a named alternate, and in-room school supervision by the Testing Coordinator, ICT Coordinator, and proctors. SDOs shall stagger administration dates within each cluster and submit the deployment plan required under Enclosure No. 3 on or before September 1, 2026.
- h. **Contingency Protocol:** In case of connectivity or platform failure, only the contingency protocol in Enclosure No. 1 will be used. The assessment will run on one platform only, with Annex J offline backup sheets as the sole authorized fallback. A session in which 50 percent or more of the devices are affected shall be suspended and rescheduled within the testing window. Annex H shall be filed within 24 hours of any incident.

- i. **Online Monitoring Tool:** All concerned offices and schools shall accomplish the **Online Monitoring Tool for the End-of-Term 1 Assessment** through the single regional workbook at <https://bit.ly/BL41MidlineMonitoring>. The Tool will consolidate the three monitoring tiers, pre-administration prerequisites, and corrective measures. It shall be accomplished online using the accountable officer's official **DepEd Microsoft 365 account** and shall not be downloaded, renamed, restructured, or circulated as a local copy. **Completion is mandatory.** Only **designated cells** shall be encoded. The Tool will not replace the prescribed annexes and instruments, and **in case of discrepancy**, the duly accomplished and signed instrument shall prevail.
 - i. **Post-Administration Submission:** Post-administration submissions shall follow the chain, deadlines, and accountabilities prescribed in Enclosure No. 3, with each handover accompanied by the appropriate signed instrument. All annex and Tool outputs shall be processed in accordance with the Data Privacy Act of 2012 (R.A. No. 10173). Learner-level data shall be reported only in aggregated and anonymized form, and assessment results shall not be reflected in report cards.
 - j. **Mode:** Online administration through a DepEd-authorized platform using the same instrument and schedule for both cohorts.
 - k. **Assessment Results:** Results will be used solely for program monitoring, technical assistance, and evaluation and shall not be reflected in learners' grades or report cards.
5. **Enclosures.** Enclosed are the following documents providing the detailed procedures, requirements, and monitoring arrangements for the conduct of the assessment:
- **Enclosure No. 1** – Guidelines on the Administration of the End-of-Term 1 Assessment — coverage and instrument, item distribution across the eight learning areas, the master schedule of the single morning session, the pre-administration sequence, the administration standards, and the contingency protocol
 - **Enclosure No. 2** – Corrective Action and Technical Assistance Matrix — the Pre-Test findings, the required corrective measures, the accountable offices, the deadlines and the means of verification for closure
 - **Enclosure No. 3** – Monitoring and Quality Assurance Plan — the three-tier monitoring mechanism, the Division Assessment Monitor deployment requirement, the cohort-differentiated monitoring instruments, the escalation and submission chain, and the deployment plan template
6. **Funding.** Expenses relative to the conduct of this activity, including the deployment of Division Assessment Monitors, connectivity, printing of Annex J offline backup sheets and other incidental costs, shall be charged against local, division or regional funds, subject to the usual accounting and auditing rules and regulations.

7. **Inquiries.** For further information and clarification, all concerned may contact RHEA J. YPARRAGUIRRE, Education Program Supervisor (EPS) in Mathematics and Blended Learning 4.1 Regional Focal Person, Curriculum and Learning Management Division, at rhea.yparraguirre@deped.gov.ph

8. **Dissemination.** Immediate and widest dissemination of this Memorandum to all concerned is directed.

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ALLAN G. FARNAZO
Director IV

RJY/CLMD/RM- Administration of the End-Of-Term 1 Assessment for the Blended Learning 4.1
14032/August 26, 2026



(Enclosure No. 1 to Regional Memorandum No. 0864, s. 2026)

GUIDELINES ON THE ADMINISTRATION OF THE END-OF-TERM 1 ASSESSMENT

Blended Learning 4.1 Pilot Implementation, School Year 2026–2027

I. Coverage and Instrument

1. The End-of-Term 1 Assessment shall be taken by the Grade 9 learners of the eighty-seven participating schools — forty-three Treatment Group schools and forty-four Standard Implementation Cohort schools — in the twelve Schools Division Offices of Caraga Region, using an identical instrument on an identical schedule.
2. The assessment covers all eight Grade 9 learning areas at ten items each, for a total of eighty items, and shall be delivered online through Microsoft Forms or another DepEd-authorized platform using the spiraled form-assignment list per learner group. Learners are assigned to forms by group; forms are not selected by the learner or the proctor.
3. The assessment shall be administered on one morning only within the September 2 to 4, 2026 testing window, on a date chosen by the school and confirmed with its Schools Division Office so that a Division Assessment Monitor can be present. No school may administer outside the window. Total online administration time shall not exceed two hours and forty-five minutes.
4. Results of this assessment shall NOT be reflected in the learners' grades or report cards under any circumstance. They are used for program monitoring, technical assistance and evaluation only.
5. CLMD shall confirm the treatment of TLE/TVE for schools without a mapped specialization before the forms are published.

II. Item Distribution across the Eight Learning Areas

Block	Coverage	Items	Duration	Release protocol
Block 1	Learning Areas 1 to 2	20 items (10 per area)	25 minutes	Form-specific links activated and released per learner group; release staggered by two (2) to three (3) minutes across groups.
Block 2	Learning Areas 3 to 5	30 items (10 per area)	45 minutes	Next set of links activated per group sequence only after the structured rest break has been completed in full.
Block 3	Learning Areas 6 to 8	30 items (10 per area)	40 minutes	Final set of links activated per group sequence after the mini-break.
TOTAL	Eight learning areas	80 items	1 hr 50 min of testing time	Links are never released to the whole cohort at once.

The sequence of learning areas within each block follows the spiraled form-assignment list issued by the Regional Office. Schools shall not re-order, re-group or re-assign the forms.

III. Master Schedule of the Single Morning Session

Time	Activity	Protocol
7:30 – 7:45	Preparation and login verification	The ICT Coordinator confirms that every account is active, accessible and correctly linked to the learner's assigned form. Assessment links remain inactive. Proctors are in position by 7:30 and the opening script is read in full. Learner identities are verified before access is granted.
7:45 – 8:10	Block 1 — Learning Areas 1 to 2 (20 items)	Form-specific links activated and released per learner group. Link release is staggered by two to three minutes across learner groups; links are never released to the whole cohort at once.
8:10 – 8:32	Structured cognitive rest break (22 minutes)	All links deactivated or rendered inaccessible; screens locked; the five-phase Annex C protocol implemented in full.
8:32 – 9:17	Block 2 — Learning Areas 3 to 5 (30 items)	Next set of links activated per group sequence.
9:17 – 9:27	Mini-break (10 minutes)	Screens locked; hydration and comfort room access in supervised waves; no device use permitted.
9:27 – 10:07	Block 3 — Learning Areas 6 to 8 (30 items)	Final set of links activated per group.
10:07 – 10:15	Submission verification	Proctors verify every submission confirmation screen; the ICT Coordinator checks the response dashboard and logs all submissions.

Note: Where Annex B and Annex C differ on the duration of the first rest break, the twenty-two (22)-minute Annex C protocol prevails and block start times are adjusted accordingly. The rest break shall not be shortened to recover lost time and shall not be shortened because the platform is misbehaving; if time is lost, the session finishes later.

IV. Pre-administration Sequence

Every step below is a prerequisite. A school that has not completed all steps does not test.

When	Responsible	Requirement
Until August 28, 2026	SDO / CID	Conduct the online briefing of School Heads, Testing Coordinators and ICT Coordinators on the Memorandum and its enclosures. Confirm each school's chosen administration date within the September 2 to 4, 2026 window.
By August 29, 2026	SDO → CLMD	Submit the monitor deployment plan required under Enclosure No. 3; confirm closure of all corrective measures under Enclosure No. 2; and confirm that divisional figures reconcile with the weighted regional totals.
By August 31, 2026	Regional Office	Publish the assessment form links and the spiraled form-assignment list per learner group, and confirm

When	Responsible	Requirement
		that immediate-feedback settings are disabled on every form in the battery.
By August 31, 2026	School Head	Name a Testing Coordinator and a designated alternate. Submit Annex G accommodation requests for any learner requiring extended time, enlarged display, screen reader, scribe or a separate room.
One (1) school day before administration	ICT Coordinator	Complete and sign Annex D, the Device and Platform Readiness Checklist, in all five sections. Conduct the test-login dry-run with a sample learner and the test-submission dry-run. Print and seal the Annex J offline backup sheets.
Morning of administration	Testing Coordinator	Proctors in position by 7:30. Assessment links confirmed inactive before learner entry. Opening script read in full. Learner identities verified before access is granted.

V. Administration Standards

Standard	Requirement
One platform only	The assessment shall run on one platform for its entire duration. Switching platforms mid-assessment is prohibited. Annex J offline backup sheets are the sole authorized fallback.
Devices	No learner shall sit the assessment on a personal phone. Government-issued devices enrolled in the Mobile Device Management (MDM) layer shall be verified as unlocked and out of the setup screen during the Annex D dry-run. A ten percent (10%) device buffer shall be on hand.
Link security	Immediate-feedback settings shall be disabled on every form in the battery so that learners cannot view correct answers after submission. Links remain inactive until the block opens and are deactivated at the end of each block.
Room set-up	Testing rooms shall be arranged to prevent screen visibility between examinees; physical dividers shall be deployed where space is constrained. Dual-window viewing on learner devices is prohibited.
Supervision	No single proctor shall supervise two testing rooms. Every school shall have a Testing Coordinator and a designated alternate.
Rest break	The 22-minute structured cognitive rest break under Annex C is mandatory and shall be delivered in full — screen lock, guided stretching, the 20-20-20 rule, hydration in supervised waves and re-orientation. Screens remain locked for the entire break.
Accommodations	Learners with approved Annex G requests shall be provided extended time, enlarged display, screen reader, scribe or a separate room as approved. Accommodations are recorded in Annex E and Annex F.
Cohort integrity	No learner may be substituted into or out of a pilot section for purposes of this assessment. Any transfer in or out shall be reported to the SDO and flagged in Annex F; unregistered learners shall not be added to the roster.
Data format	Schools shall submit one (1) consolidated figure per school per learning area; sections are consolidated at source using test-taker weighting.



VI. Contingency Protocol

In the event of connectivity or platform failure, the following is the only authorized response:

Situation	Authorized response
Interruption of under ten minutes	Hold and reconnect. Backup sheets are not distributed. Learners resume from the last auto-saved point and the time is noted in the monitor log.
Verified interruption of over ten minutes	Record the item number at which each affected learner's session was last saved, then release Annex J. The backup sheet covers only the remaining unanswered items of the learning area in progress — never a full retake.
Fifty percent (50%) or more of devices affected	Suspend the session, notify the Schools Division Office immediately, and schedule a make-up within the September 2 to 4, 2026 window. A partial session shall not be run to completion.
Within twenty-four hours of any incident	The ICT Coordinator encodes every backup sheet into the platform and flags the responses "OFFLINE_BACKUP" in the dataset; the original physical sheets are retained at the school. The School Head files Annex H, the Connectivity Failure Incident Report.
Learner restart	The proctor records the restart in the Annex E remarks and the ICT Coordinator in Annex F, so that the record is flagged in analysis rather than treated as a clean measurement.

VII. Spiraled Form Assignment and Link Distribution

Three spiraled forms shall be used. The Regional Office issues the form-assignment list and the form links; the school applies them without alteration. Re-ordering, re-grouping and re-assignment are not allowed, and no learner or proctor selects a form.

A. Assignment Rule

The Testing Coordinator arranges each section in the prescribed class enrollment list order — alphabetical or seat number — and assigns forms in rotation down the list:

Position in the enrollment list	Form assigned	Link released to the learner
1st, 4th, 7th, 10th and every third learner thereafter	Form 1	Form 1 link only
2nd, 5th, 8th, 11th and every third learner thereafter	Form 2	Form 2 link only
3rd, 6th, 9th, 12th and every third learner thereafter	Form 3	Form 3 link only

The three groups shall be of approximately equal size, with a tolerance of ± 2 learners per form per section. Where enrollment is not divisible by three, the remaining learners are assigned to Form 1 first, then Form 2. The Testing Coordinator verifies the counts before any link is activated. A learner absent on the day of administration keeps the same form during the make-up; a learner transferring in is appended to the end of the list and the rotation continues.



B. Template 1 — Spiraled Form Assignment List (per section)

Prepared by the Testing Coordinator, verified by the ICT Coordinator and approved by the School Head at least one (1) school day before administration. One sheet per section. Retained at the school and presented to the Division Assessment Monitor on request.

School: _____ **School ID:** _____ **Cohort (T / SIC):** _____

Grade and Section: _____ **Total enrolled:** _____

Date of administration: _____

No.	LRN	Learner name (as enrolled)	Form assigned	Link released (✓)	Remarks
1					
2					
3					
4					
5					
6					
...					

Count check: Form 1 _____ Form 2 _____ Form 3 _____

Total _____ (difference between any two forms must not exceed 2)

Prepared by	Verified by	Approved by
_____	_____	_____
Testing Coordinator	ICT Coordinator	School Head

C. Template 2 — Link Release Matrix (per administration morning)

Prepared by the ICT Coordinator and used as the working control sheet on the morning of administration. Release is staggered by two to three minutes across groups; links are never released to the whole cohort at once, and each block is deactivated before the rest break begins.

Block	Time	Form 1 group	Form 2 group	Form 3 group	Actual time released
Block 1	7:45 – 8:10				
Rest break	8:10 – 8:32	All links deactivated	All links deactivated	All links deactivated	
Block 2	8:32 – 9:17				
Mini-break	9:17 – 9:27	Screens locked	Screens locked	Screens locked	

Block	Time	Form 1 group	Form 2 group	Form 3 group	Actual time released
Block 3	9:27 – 10:07				

Note: the three groups may be answering different learning areas at the same moment because the release sequence differs per form. This is by design. The proctor shall state this in the opening script so that learners do not treat the difference as an error, and the time allotted per learning area shall be identical across the three groups so that the groups reach the rest break together.



Enclosure No. 2 to Regional Memorandum No. 0864, s. 2026

CORRECTIVE ACTION AND TECHNICAL ASSISTANCE MATRIX

Blended Learning 4.1 Pilot Implementation, School Year 2026–2027

I. Basis

This Matrix consolidates the administration findings and data-quality gaps documented during the July 2026 Pre-Test and in the Regional Monitoring and Evaluation Report. Of the 27 schools monitored during the Pre-Test, only 12 or 44%, were rated Fully Compliant; 12 schools logged a platform or hardware incident; 6 of 7 schools with a documented rest break failed to deliver it to protocol; and three schools had no parent or learner orientation on file.

No school shall proceed to administration until the corrective measures applicable to it are closed. Schools Division Offices shall certify closure to CLMD on or before September 1, 2026, using the means of verification in the last column. A school whose applicable measures remain open shall not be scheduled for administration.

II. Matrix

Pre-Test finding	Required corrective measure	Accountable office	Deadline	Means of verification
Platform stability and data loss	The End-of-Term 1 Assessment shall run on one platform only. Switching platforms mid-assessment is prohibited; Annex J offline backup sheets are the sole authorized fallback.	Regional and SDO ICT Officers, CLMD; all divisions	Before administration	Signed Annex D; regional ICT certification of platform readiness
Device provisioning and buffer stock	Distribute all remaining tablets, cables and cases and establish a 10% device buffer so that no learner sits the assessment on a personal phone. Devices enrolled in the Mobile Device Management (MDM) layer shall be verified as unlocked and out of the setup screen during the Annex D dry-run.	SDO Butuan City, SDO Agusan del Sur and all divisions holding undistributed units	Before administration	Distribution records; Annex D Section on devices
Assessment link security	Disable immediate-feedback settings on every form in the battery so that learners cannot view correct answers after submission. The Regional Office shall verify this on all forms before publication and again during remote monitoring.	Regional Office	By September 31, 2026	Regional Office form-settings verification log
Structured cognitive rest break	Mandatory proctor re-orientation on the 22-minute Annex C script covering screen lock, guided stretching, the 20-20-20 rule, hydration in supervised waves, and re-orientation. Screens remain locked for the entire break.	Del Carmen NHS, Sto. Niño NHS, Solomon P. Lozada NHS and all schools with a Pre-Test rest break finding	Immediate	Re-orientation attendance sheet; Annex E rest break section



Pre-Test finding	Required corrective measure	Accountable office	Deadline	Means of verification
Physical spacing and dividers	Rearrange testing rooms to prevent screen visibility between examinees and deploy physical dividers where space is constrained. Dual-window viewing on learner devices is prohibited.	Trento NHS, Libertad NHS, Ampayon NHS and Solomon P. Lozada NHS	Before administration	Room lay-out photograph; Annex E pre-testing section
Orientation, consent and staffing	Conduct make-up parent and learner orientations and complete the collection of signed consent forms. Every school shall name a Testing Coordinator and a designated alternate; no single proctor shall supervise two testing rooms.	Solomon P. Lozada NHS, Agusan Pequeño NHS, Taligaman NHS, Ambago IS, Unidad NHS	Before administration	Orientation attendance sheets; signed consent forms; designation of Testing Coordinator and alternate
Cohort integrity	No learner may be substituted into or out of a pilot section for purposes of this assessment. Any transfer in or out shall be reported to the SDO and flagged in Annex F; unregistered learners shall not be added to the roster.	All School Heads; SDO Butuan City for Maon IS	Continuing	Annex F remarks; SDO transfer report
LBNCI Wave 1 non-response	Submit a recovery plan for Mainit NHS, Amando A. Fabio, Sr. NHS, Taganito NHS, Tubod NHS, Agusan Pequeño NHS and Doongan IS, which returned no Wave 1 responses. Wave 2 forms shall use a drop-down list keyed to School ID rather than a free-text school-name field.	SDO Surigao del Norte; SDO Butuan City; CLMD	With the deployment plan, by August 29, 2026	Approved recovery plan submitted with the monitor deployment plan

III. Certification of Closure

Each Schools Division Office shall submit the certification below, signed by the Chief of the Curriculum Implementation Division and approved by the Schools Division Superintendent, together with the monitor deployment plan required under Enclosure No. 3.

School	Applicable measures	Date closed	Certified by

I hereby certify that the corrective measures applicable to the schools listed above have been closed and that each school has completed the pre-administration sequence in Enclosure No. 1.

Certified by	Approved by
_____ Chief, Curriculum Implementation Division	_____ Schools Division Superintendent

Enclosure No. 3 to Regional Memorandum No. 0864, s. 2026

MONITORING AND QUALITY ASSURANCE PLAN

Blended Learning 4.1 Pilot Implementation, School Year 2026–2027

I. The Three-Tier Monitoring Mechanism

Because the assessment is delivered online, three tiers of monitoring shall operate simultaneously on each administration morning, consistent with Section V of the Monitoring and Evaluation Framework issued under Regional Memorandum No. 0722, s. 2026.

Tier	Responsible	What is monitored	Instrument and timing
Tier 1 — Remote	Regional Office: CLMD with the Regional ICT Unit	Live watch of the response dashboard across all 87 schools; reconciliation of submission counts against expected test takers per school, per learning area and per block; real-time escalation to the Schools Division Office whenever a school's submission rate stalls; and verification that immediate-feedback settings remain disabled on every form.	Regional monitoring log and the Online Monitoring Tool, encoded on each administration morning.
Tier 2 — On site	Schools Division Office: Division Assessment Monitors deployed by the CID	One monitor per cluster of five schools, with a named alternate. The monitor covers the pre-testing, during-testing, rest break and post-testing sections, and sights the submission dashboard together with the ICT Coordinator before leaving the school. The Division IT Officer is on standby for systemic technology-track failures.	Annex E, completed during administration; Online Monitoring Tool encoded on the same day as the observation.
Tier 3 — In room	School: Testing Coordinator, ICT Coordinator and proctors	Annex D signed one school day before with both dry-runs performed; proctors in position by 7:30 with opening and closing scripts read in full; submission verification completed and jointly certified on the same day; and any connectivity incident reported within twenty-four hours.	Annexes D, F and H on the timelines stated; Online Monitoring Tool encoded on the day of administration.

II. Division Assessment Monitor Deployment Requirement

Schools Division Office	Treatment	Standard Impl.	Total schools	Minimum monitors required	Named alternates required
Agusan del Norte	4	6	10	2	2
Agusan del Sur	8	6	14	3	3
Bayugan City	3	3	6	2	2
Bislig City	1	1	2	1	1
Butuan City	5	6	11	3	3
Cabadbaran City	1	1	2	1	1
Dinagat Islands	3	2	5	1	1
Siargao	3	5	8	2	2



Schools Division Office	Treatment	Standard Impl.	Total schools	Minimum monitors required	Named alternates required
Surigao City	1	3	4	1	1
Surigao del Norte	5	2	7	2	2
Surigao del Sur	8	8	16	4	4
Tandag City	1	1	2	1	1
TOTAL	43	44	87	23	23

Because the testing window is limited to three mornings, **Schools Division Offices shall stagger the administration dates of the schools within each monitor's cluster so that no monitor is assigned to more than two schools on the same morning.** Where a cluster cannot be spread across the three days, the division shall designate additional monitors or activate the named alternates. SDO Surigao del Sur (16 schools) and SDO Agusan del Sur (14 schools) carry the heaviest load and shall submit their deployment plans first. A monitor who falls ill on the morning of administration leaves a school unmonitored with no way to recover the observation; alternates are therefore required, not optional.

III. Cohort-Differentiated Monitoring Instruments

The instrument, item count, session schedule, rest break protocol, accommodation provisions and the rule that results never appear on a report card are identical for both cohorts. The monitoring instruments and the language used around the assessment are not.

Instrument	Treatment Group (43 schools)	Standard Implementation Cohort (44 schools)
Tool 1 — Implementation Fidelity Checklist (Annex A)	Applied in full: Domains A to E, nine indicators.	Limited to Part I and Domains D to E, and only where the section uses government-issued devices.
Tool 3 — Learner Participation and Engagement Tracker (Annex C)	Encoded weekly for face-to-face attendance, Home Learning Day submission and the technology or access flag.	Limited to the face-to-face attendance column.
Tool 5 — Distance Learning Day Quality Rubric (Annex E)	Governs the weekly Work and Home Learning Plan desk review.	Not applicable.
Tool 6 — Home Learning Day Verification Visit Report (Annex F)	Covers coordinated random home visits.	Not applicable.
Scheduling check	School Heads shall confirm that the chosen administration date does not fall on a section's scheduled Home Learning Day, rescheduling within the Tuesday	Not applicable.



Instrument	Treatment Group (43 schools)	Standard Implementation Cohort (44 schools)
	to Thursday window where it collides.	
Language used with learners and parents	Normal Blended Learning 4.1 terminology may be used.	No reference to Blended Learning 4.1, the IPRAA cycle, the Home Learning Day or the Work and Home Learning Plan shall be made in any communication to learners or their parents. For this cohort it is a term assessment for quality assurance.

No Learner Behavior and Non-Cognitive Inventory (LBNCI) wave accompanies this assessment. Wave 2 shall be administered with the Term 2 Midline in December 2026, and Wave 2 forms shall use a drop-down list keyed to School ID rather than a free-text school-name field. SDO Surigao del Norte and SDO Butuan City shall submit, together with their deployment plans, a recovery plan for Mainit NHS, Amando A. Fabio, Sr. NHS, Taganito NHS, Tubod NHS, Agusan Pequeño NHS and Doongan IS, which returned no Wave 1 responses.

IV. Online Monitoring Tool — Encoding Responsibilities and Deadlines

All three tiers shall record their outputs in the single regional workbook found at <https://bit.ly/BL41MidlineMonitoring>, accomplished online through the official DepEd Microsoft 365 account of the accountable officer. Only the cells marked for completion shall be typed into; pre-filled reference cells and calculated cells shall not be overwritten. The Tool does not replace the annexes and tools, which remain in force in their existing form and without local modification; where an entry in the Tool differs from the signed instrument, the signed instrument prevails.

Tier	Accountable officer	What is encoded	When
Tier 3 — School	School Head, through the Testing Coordinator	The school's confirmed administration date; the Tier 3 in-room fields, including Annex D completion, dry-runs, proctor deployment, rest break delivery and submission verification.	Administration date on or before September 1, 2026; in-room fields on the day of administration.
Tier 2 — Division	Division Assessment Monitor	The Tier 2 on-site fields corresponding to the Annex E sections observed, including the sighting of the submission dashboard.	Same day as the observation.
Tier 2 — Division validation	Division Blended Learning 4.1 Focal Person with the Division Data Management Officer	The Monitor Deployment Plan sheet; validation of the entries of all schools in the division.	Deployment plan on or before September 1, 2026; validation within three school days from administration.
Tier 1 — Region	CLMD with the Regional ICT Unit	The Tier 1 remote fields, including submission reconciliation, escalations	On each administration morning.

Tier	Accountable officer	What is encoded	When
		raised and form-settings verification.	
Issues log	Accountable office named in each entry	Every entry in the Issues and Corrective Actions log, including the entries pre-loaded from Enclosure No. 2, remains open until certified closed.	Until closure is certified.

V. Escalation and Submission Chain

Each handover carries a named accountable officer and a signed instrument.

Deadline	Accountable officer	Requirement
Same day	Proctors and ICT Coordinator	Verify every submission confirmation screen; export all data before close of day; complete Annex E and the monitoring log.
Same day	Testing Coordinator, ICT Coordinator and School Head	Complete and jointly certify Annex F — participation by learning area, administration compliance, incidents and irregularities.
Within 24 hours	School Head	File Annex H for any connectivity incident; encode all offline backup responses and flag them “OFFLINE_BACKUP” in the dataset.
Within 3 school days	School Head → CID	Submit the Tool 1 Implementation Fidelity Checklist and any Tool 6 verification visit reports covering the period.
Within 5 school days	School → SDO	Transmit validated assessment response data with Annex F. The SDO issues a receipt acknowledgment.
Within 10 school days	SDO → Regional Office	SDO Data Management Officers transmit validated divisional data to CLMD for regional consolidation.

Escalation: a stalled submission rate detected at Tier 1 is escalated to the Schools Division Office within the session; a systemic technology-track failure is escalated by the Division Monitor to the Division IT Officer immediately and to CLMD within the hour; a suspension of a session under the contingency protocol in Enclosure No. 1 is reported to CLMD on the same day. All Tool and Annex outputs are processed under the Data Privacy Act of 2012 (R.A. No. 10173); learner-level data is reported in aggregated, anonymized form and results are never reflected in report cards.

VI. Monitor Deployment Plan Template

To be submitted by each Schools Division Office to CLMD on or before September 1, 2026, together with the certification of closure under Enclosure No. 2.

Schools Division Office: _____

Cluster No.	Schools covered (max. 5)	Cohort (T / SIC)	Administration date	Schools on that morning	Monitor (name and position)	Alternate
1						
2						
3						
4						
5						

No monitor may be assigned to more than two schools on the same morning. Attach the contact number and official e-mail address of each monitor and alternate.

Prepared by	Approved by
 _____ Chief, Curriculum Implementation Division	 _____ Schools Division Superintendent

