



Republic of the Philippines
Department of Education

Region XII
Schools Division Office of Tacurong City

November 4, 2025

DIVISION MEMORANDUM

CID - 2025 - 155

**UTILIZATION OF DIVISION TEMPLATES ON LEARNING STANDARDS TRACKER,
QUARTERLY LEARNING AREA QUALITY REPORT, LEARNING STANDARDS
REVIEW REPORT, AND FORMS IN CONDUCTING RELATED ACTION RESEARCH**

To: Assistant Schools Division Superintendent
Chiefs - (CID & SGOD)
Education Program Supervisors
Cluster Heads
Public Elementary and Secondary School Administrators
This Division

1. In line with the provisions of DepEd Order No. 8, s. 2015 (*Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program*), DepEd Order No. 39, s. 2016 (*Adoption of the Basic Education Research Agenda*), and DepEd Order No. 024 s. 2020 (*National Adoption & Implementation of the Philippine Professional Standards for School Heads*), particularly Domain 3 (*Focusing on Teaching and Learning*) Strand 1 (*School-based review, contextualization, and implementation of learning standards*), which underscore the critical role of school heads in ensuring quality in curriculum implementation, and as suggested and agreed during the concluded Division LAC/Coaching and Mentoring Program (CAMP), this Office hereby mandates the utilization of the division templates for the **learning standards tracker, quarterly learning area quality report, learning standards review report, and forms in conducting related action research**, effective immediately.

2. This will serve as a systematic collection, validation, and analysis of data on learners' academic performance, curriculum review, contextualization, and implementation. These templates are geared towards a structured and uniform approach to validate school-based reports on quarterly quality data, focusing on the learners' General Percentage Average (GPA) and the percentage of learners who have attained a grade of 80 and above, and proper documentation of school-based curriculum review-related activities, including classroom-based action research. These metrics serve as targeted Key Performance Indicators (KPIs) for curriculum delivery and instructional effectiveness. The utilization of these templates is designed to institutionalize a systematic means of verifying these reports, ensuring accuracy, reliability, and comparability of data across all schools in the division, thereby enabling informed decision-making and strategic intervention.



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3. The adoption of these templates aims to achieve the following objectives:
- a. To establish a standardized and efficient system for tracking, reporting, and analyzing data on learning standards mastery, learning deliverables pacing, and overall school academic performance every quarter or grading period, and as a guide in conducting action research relative to curriculum implementation.
 - b. To provide School Heads and Curriculum Implementation Division's (CID) Education Program Supervisors (EPSs) in the various learning areas with reliable and validated data to accurately identify areas needing instructional supervision, targeted technical assistance, and retooling and upskilling initiatives.
 - c. To strengthen the school's capacity to monitor its progress and take initiatives towards achieving key performance targets on curriculum and instruction, particularly in improving the overall learners' GPA and increasing the percentage of learners achieving grades of 80% and above.
4. These templates shall form an integral part of the essential documentary requirements during School Monitoring, Evaluation, and Assessment (SMEA) activities, as well as during school visits conducted by the CID for Instructional Supervision and the Provision of Technical Assistance.
5. School Heads are directed to ensure that these reports are accurately accomplished, updated, and made readily available for review during school visits starting this 3rd Quarter of this current school year. Data on Quality in the 2nd Quarter/Grading, including documentation of the undertaking of the quarterly learning standards review, shall be reported by schools using these templates.
6. These reports shall be the basis for the analysis of learning outcomes and planning for intervention, innovation, and catch-up activities relative to instruction and assessment in schools. The school's quarterly quality report shall be submitted to the Division Office through the CID, preferably 2 weeks after the calendared quarterly examination schedules via tacurong.cid@deped.gov.ph.
7. The Excel files can be accessed for download through this link: <https://tinyurl.com/LCTrackerQuality-Report> for the Learning Standards Tracker and Report on Quality, and <https://tinyurl.com/LearningStandardsReview> for Learning Standards Review Templates and Forms in conducting related action research.
8. The collection, processing, storage, and disposal of all data contained within the reports, including learners' and teachers' information, shall be conducted in a manner that ensures its security, confidentiality, and integrity in accordance with Republic Act No. 10173 (*Data Privacy Act of 2012*).
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9. For queries and clarification on the utilization of these templates, you may contact Cesar Q. Antolin and/or Randy E. Porras, *Education Program Supervisors*, or email your concerns to tacurong.cid@deped.gov.ph.
10. Immediate dissemination of and compliance with this Memorandum is directed.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

Enclosures: As stated
Reference: DO No. 08, s. 2015, DO No. 39, s. 2016, & DO No. 024, s. 2020
Allotment: None
To be indicated in the Perpetual Index Under the following subject/s
ACTION RESEARCH ASSESSMENT QUALITY DATA
LEARNING STANDARDS REVIEW

CQA-REP/CID/DM-UTILIZATION OF DIVISION TEMPLATES ON LEARNING STANDARDS TRACKER, QUARTERLY LEARNING AREA QUALITY REPORT, LEARNING STANDARDS REVIEW REPORT, AND FORMS IN CONDUCTING RELATED ACTION RESEARCH/November 4, 2025



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