



NOTRE DAME OF MARBEL UNIVERSITY
INTEGRATED BASIC EDUCATION DEPARTMENT

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DATE: September 1, 2026

TO: All JHS Teaching Staff
FROM: *Ma. Fe Lucia L. Palma*
Mrs. Ma. Fe Lucia L. Palma
JHS Academic Coordinator

SUBJECT: RETURNING OF TEST PAPERS – SEPTEMBER 2, 2026

On September 2, 2026, all test papers must be returned to the students for placement in their Expanded Envelope for Test Papers.

However, for MAPEH, Araling Panlipunan (AP), and Electives, the test papers must be retrieved after rechecking, since the Special Test for these subjects will be administered on September 4, 2026.

During the rechecking of test papers, students must not be allowed to use their cellphones to prevent them from taking pictures of the examination papers.

We will follow the Wednesday schedule for returning the test papers.

Grades 9 and 10		Grades 7 and 8	
10:55 – 11:10	1 st period	12:50 – 1:05	1 st period
11:10 – 11:25	2 nd period	1:05 – 1:20	2 nd period
11:25 – 11:40	3 rd period	1:20 – 1:35	3 rd period
11:40 – 11:55	4 th period	1:35 – 1:50	4 th period
11:55 – 12:10	5 th period	1:50 – 2:05	5 th period
12:10 – 12:25	6 th period	2:05 – 2:20	6 th period
12:25 – 12:40	7 th period	2:20 – 2:35	7 th period

Teachers who do not have classes during the scheduled periods are requested to make arrangements with other teachers to facilitate the return of their students' test papers.

Please ensure that all test papers are properly returned, checked, and secured in accordance with the procedures above.

Thank you.

