



Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region  
**Schools Division of Tabuk City**

DEP-ED - TABUK CITY

MAY 27 2022

RECORDS UNIT

Office of the Schools Division Superintendent

Division Memorandum

No. 168 s, 2022

TO: ALL Public Elementary and Secondary School Heads  
DAT Testing Staff  
All others concerned

DATE: May 24, 2022

**ADMINISTRATION OF THE DIVISION ACHIEVEMENT TEST (DAT)**

1. This office announces the conduct of **Division Achievement Test (DAT)** on **June 7 to 8, 2022** to all Grade 3, Grade 6 and Grade 10 learners in the Division. Succeedingly, the checking will be done on June 17, 2022 in the districts.
2. The assessment aims to:
  - a. come up with a numerical description of the standard reached by learners in the division
  - b. use the result as basis for appropriate decision for future programs, activities and projects and/or adjustment of existing programs.
  - c. use the result as the baseline to expound performance profile per learning area and proficiency level of the learners.
3. Attached are the following enclosures for your reference.
  - a. Enclosure 1 - The testing staff, committees and their roles & responsibilities,
  - b. Enclosure 2 - Test administration guidelines & procedures
  - c. Enclosure 3 - Assignment of Room Examiners & Testing Support Staff
  - d. Enclosure 4 - Checking guidelines
4. All expenses incurred relative to the administration of the Division Achievement Test can be charged to School local fund and/ or Division HRTD fund and other sources subject to the availability of fund.
5. Immediate dissemination and compliance of this memorandum is desired.

**IRENE S. ANGWAY, PhD, CESO VI**  
Schools Division Superintendent



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Enclosure 1 of memo # \_\_\_\_s. 2022

Testing Staff, Committees and their Roles & Responsibilities

A. Testing Staff and Committees

- |   |   |  |
|---|---|--|
| 1. Schools Division Superintendent            | - | Irene S. Angway                          |
| 2. Chief Curriculum Implementation Division-  |   | Ramonchito A. Soriano                    |
| 3. Division Testing Coordinator               | - | Emmanuel C. Ubuan                        |
| 4. District Testing Supervisors               | - | All PSDS                                 |
| 5. Test Materials Evaluators and Validators - |   | All EPS and core group                   |
| 6. Testing Support Staff                      | - | All ADAS in the District                 |
| 7. Chief Examiners                            | - | School Heads/ School Testing Coordinator |
| 8. Room Examiners                             | - | Teachers                                 |
| 9. Checkers                                   | - | Checking Committee                       |
| 10. Data Processor                            | - | Data Processing Committee                |
| 11. Health Safety officers                    | - | Nurses assigned in the District/ School  |

B. Roles and Responsibilities of the Testing Staff and Different Committees

1. Schools Division Superintendent
  - Supervise the different activities from preparation until analysis of results.
  - Ensure smooth conduct of the test in the division.
2. Chief Curriculum Implementation Division
  - Ensure availability of resources and other logistics
3. Division Testing Coordinator
  - Form different committees from test materials preparation until data analysis.
  - Facilitate planning, meetings, orientations and trainings
4. District Testing Supervisors
  - Assign Room Examiners
  - Identify Checkers in the district
  - Assign Roll No. to each school
  - Conduct district meeting and orientation of the identified personnel involve.
  - Distribute and receive test materials.
  - Ensure security and confidentiality of test materials.
5. Test Materials Evaluators and Validators
  - Ensures accuracy and errors free test materials
  - Manage the reproduction of test materials.
  - Account, label and pack Test Materials ready for distribution to the districts
  - Receives result from checkers
  - Organize results and submit to the Division Testing Coordinator
6. Testing Support Staff
  - Sort, label and pack test materials.
  - Assist the District Testing Supervisors in the reproduction, distribution and receiving of test materials
  - Maintain confidentiality of the test materials
7. Chief Examiners
  - Recommend Room Examiners to be assigned in other schools
  - Monitor Room Examiners on the administration of the test.



- Assign the Room Examiners assignment
  - Prepares the list of examinees per room and assign roll number/ examinee number for every examinee.
  - Ensures that minimum health protocols are observed throughout the duration of exam.
  - Receives and submit the test materials on the day of examination.
  - Report issues and concerns encountered to the District Testing Supervisors.
8. Room Examiners
- Receives test materials from chief examiner
  - Prepares replica of the answer sheets
  - Administer the test in adherence to the test administration guidelines
  - Check examinees to have lead pencil (Mongol # 2)
  - Double check that answer sheets are shaded properly
  - Account test materials and submit to the chief examiner.
9. Checkers
- Check answer sheets in the district using scanner application.
  - Submit results to the respective learning area supervisors
  - Observe confidentiality of the results.
10. Data Processing Committee
- Consolidate and statistically analyze the result
  - Submit result to the DTC.
  - Observe confidentiality of the result.
11. Health Safety Officer
- Conducts temperature check.
  - Ensures all personnel and learners involved observed minimum health protocols.

## TEST ADMINISTRATION GUIDELINES AND PROCEDURES

### A. Test Administration Guidelines

1. Room Examiners are from another school.
2. Test Materials allocation is equal to the total enrolment.
3. There will be at least 20 examinees in a every room. In cases that the enrolment exceeds 20 but not more than 25, only 1 room could be use provided the testing room is standard size.
4. Examinees are arranged alphabetically per grade level (Grade 3, Grade 6, Grade10) in the whole school.
5. Test Materials for the day shall be released only on the day of examination. Flexible time for far flung schools ( ex. Callagan E/S) is advised provided the test materials are placed in a sealed envelopes. The test materials shall be received at the district office.
6. Examinees will only use pencil specifically Mongol # 2.
7. Examinee will use only one Roll Number/ Examinee number in all learning areas.
8. The test shall be administered for 2 days. Four Learning Areas per day.
9. Use one answer sheet per learning area.

### B. Test Administration Procedures

#### Before Test Proper

1. Assign the seating arrangement of each examinee. Arrange them from left to right facing the blackboard.
2. Present the test schedule and replica of answer sheets. Explain the proper shading of the bubbles.

Day		Learning Area	Allotted Time
June 7	-	AM: English	1 hr 30 minutes
		Break	15 minutes
	-	Mathematics	1 hr 30 Minutes
		PM: EPP6 /TLE10 /MTB3	1 hr 30 minutes
		Break	15 minutes
		ESP	1 hr 30 minutes
June 8	-	AM: Science	1 hr 30 minutes
		Break	15 minutes
	-	Araling Panlipunan	1 hr 30 minutes
		PM: Filipino	1 hr 30 minutes
		Break	15 minutes
		MAPEH	1 hr 30 minutes

3. Check the Roll Number assigned to each examinee and the proper shading.
4. Only pencils, erasers and paper for computation are allowed in the desk/chair of examinee.
5. Check the test questions page by page. If some part/s is/are missing **do not reproduce**. Borrow the test question/s of the other examinee after he/she is done.

**Test Proper**

1. Do not read the questions for the learners.
2. Do not translate questions and options to local language.
3. Closely supervise the examinees in accomplishing the Answer Sheets so that reliable data could be generated.
4. Do not allow electronic gadgets to be used.

**After Test Proper**

1. Give time for the examinees to inspect and clean the Answer Sheet
2. Count the test questions and answer sheet before allowing examinees to leave the testing room.
3. Room Examiners shall submit the test materials to the chief examiner. Chief examiner submits the bundled test materials to the District Testing Supervisors on the same day. Same procedure shall be done on the second day
4. Report issues and concerns to the Chief Examiner for future reference.



ASSIGNMENT OF ROOM EXAMINERS AND TESTING SUPPORT STAFF

A. Room Examiners

Districts	Room Examiners
1. NTD 1	Teachers from ETD 1
2. NTD 2	Teachers from STD2
3. WTD 1	Teachers from NTD 1
4. WTD 2	Teachers from STD 3
5. STD 1	Teachers from NTD 2
6. STD 2	Teachers from WTD 2
7. STD 3	Teachers from STD 1
8. ETD 1	Teachers from WTD 1
9. ETD 2	Teachers from ETD 3
10. ETD 3	Teachers from ETD 2

B. Assignment of Testing Support Staff

District	Testing Support Staff
1. NTD 1	Jona Christine Lang-ay
	Marie Michelle Sarol
2. NTD 2	Thelma Gapasen
	Vicent Martinez
	Bernadette Belandres
3. WTD 1	Rona Vilorio
	Agustina Bangit
	Luningning Daligdig
	Jessa Espita
	Janine Marie Agaran
	Aza Lea Rodriguez
4. WTD 2	Sandra Tarnate
	Roscel Lingbawan
	Jingle Cristalyn Suyao
5. STD 1	Heidi Dumaguing
	Rosalia Miranda
6. STD 2	Janice Madio
	Haydee Liza Dubia
	Precious Quadra
7. STD 3	Marry Claire Moscoso
	Joey Dela Cruz
8. ETD 1	Warren Parungao
	Urshia Wren Holgado
9. ETD 2	Jaylord Pugal
	Lenny Ann Langkit
10. ETD 3	Remalou Donglayan
	Ruby Jane Taguam
	Femmalyn Mejia

Enclosure 4 of Memo #\_\_\_s. 2022

#### CHECKING GUIDELINES

1. There shall be checkers assigned per learning area in every district except for NTD 1 and STD 1 having separate group of checkers for Elementary and Secondary.
2. The checkers shall attend district orientation on the use of EVALBEE.
3. Android phone with camera is advised to be used applying the EVALBEE.
4. Answers key to correction shall be given only on the scheduled day of checking.
5. To avoid errors and invalidation, answer sheets shall be countercheck from proper shading of answers.
6. All answer sheets shall be scanned.
7. Export result and submit to the learning area supervisors.