



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

Office of the Schools Division Superintendent

May 31, 2022

DIVISION MEMORANDUM
No. 229, s. 2022

**ADDENDUM AND CORRIGENDUM TO DM NO. 219, S. 2022 RE: CONDUCT OF
THE DIVISION ACHIEVEMENT TEST (DAT) FOR GRADE 3
TO GRADE 12 LEARNERS**

To: Assistant Schools Division Superintendent
Division Chiefs
Division Testing Coordinator
Public Elementary and Secondary School Heads
This Division

1. Relative to the Division Memorandum No.219, s. 2022 Re: Conduct of the Division Achievement Test (DAT) for Grade 3 to 12 Learners, the administration of the said examination shall commence on **June 2, 2022, to June 10, 2022.**
2. The number of Room Examiners per School per Grade Level is accessible through this link <https://bit.ly/elsaDATproctors>. Further, all schools are hereby directed to identify the Room Examiners based on the given number per Grade Level.
3. The orientation of the Room Examiners and Supervising Examiners is on **June 1, 2022, at 2:00 pm** thru a virtual platform.
4. Attached is the Examination Guide for the Room Examiners (*Please see the Enclosure No.1 Room Examiner's Guide*).

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Address: Zone 3, Poblacion, El Salvador City | Tel. No. (088) 555-0475
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5. Below is the Test Timing for Grade 11 and Grade 12 on June 10, 2022:

TIME	GRADE 11	GRADE 12
7:00 - 7:30	Arrival	Arrival
7:30 - 8:00	Preliminaries	Preliminaries
8:00 - 9:00	Physical Science	Earth and Life Science
9:00 - 10:00	Reading and Writing	21st Century Literature from the Philippines and the World
10:00 - 11:00	Introduction to Philosophy of the Human Person	Understanding Culture, Society and Politics
11:00 - 12:00	Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino	Pagbasa at Pagsusuri ng Iba't Ibang Teksto Tungo sa Pananaliksik
12:00 - 1:00	Lunchbreak	Lunchbreak
1:00 - 2:00	General Mathematics	Statistics and Probability
2:00 - 3:00	Physical Education	Physical Education

6. Below is the Supervising Examiners per School:

Supervising Examiner	Elementary School	Junior High School	Senior High School
Lina C. Bejiga	Hinigdaan ES	Hinigdaan NHS	Hinigdaan NHS
Marie Jade A. Cacayan	ECCS	Molugan NHS	Molugan NHS
Lorna H. Estrosas	Sambulawan ES	Sambulawan NHS	

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Aster M. Gallega	PSB ES	Kalabaylabay IS	
Genevieve E. Lusterio	Cogon ES		El Salvador City NHS
Manuel A. Janubas	Sinaloc ES	Sinaloc NHS	Sinaloc NHS
Anabelle M. Mamaclay	SFDA ES	Himaya NHS	Himaya NHS
Grace P. Paculba	Molugan CS		
Roque R. Sabasaje	Ulaliman ES	Cogon NHS	
Margie R. Valmoria	Taytay ES		Cogon NHS
Nilo Lomongo	Bolisong ES		
Merogim Mugot	Himaya ES		
Glenn John O. Isiderio	Kalabaylabay IS		
Kevin Asequia	Kibonbon ES		
Karen Rose Serrania	Amoros ES		

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7. Roles and responsibilities of the Technical Working Group:

Task	Roles and Responsibilities
Overall Overseers	<ul style="list-style-type: none">• Supervise/oversee the overall conduct of the examination
Chief Examiner / Division Testing Coordinator (DTC)	<ul style="list-style-type: none">• Prepare the necessary data of the examination• Prepare the communications on the overall conduct of the examination• Prepare and coordinate with the TWG to ensure smooth conduct of the examination• Ensure that the testing centers are issued with School Safety Seal• Make sure that all health and safety protocols are properly observed• Oversee the test administration and report any untoward incidents to the Overall Overseer• Ensure that the confidential test materials are kept in a secure place at all times
Supervising Examiner	<ul style="list-style-type: none">• Oversee the test administration in all the testing rooms in the testing center/school• Make sure that all health and safety protocols are properly observed• Make sure that the room examiners have all the necessary materials (Questionnaires/Tablets and Answer Sheets) before the start of the testing session• Account the Questionnaires/Tablets and Answer Sheets from the Room Examiners to be submitted to the DTC for safekeeping• Report to the DTC any untoward incident• Attend the orientation conducted by the Division• Coordinate closely with the DTC for assessment plans and materials• Accomplish the Oath of Confidentiality Form• Accomplish the Supervising Examiner

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	<p>Monitoring Tool and email it to the DTC for consolidation (Please see Enclosure No.2 Supervising Examiners Monitoring Form)</p>
Room Examiner	<ul style="list-style-type: none">• Ensure a reliable and standardized administration of the examination.• Make sure that all health and safety protocols are properly observed• Set up the testing room according to the testing center requirements• Check the attendance of the Learners and prepare the attendance sheet (Please see Enclosure No.3 Learners Attendance Sheet)• Submit the Attendance Sheet to the Supervising Examiner• Report to the Supervising Examiner the learners' attendance• Report to the Supervising Examiner any untoward incident• Protect the security of the test materials• Accomplish the Oath of Confidentiality Form• Conduct assessment sessions according to the flow given by the Division• Accomplish the Room Examiners Monitoring Form (Enclosure No.4) then submit the form to the Supervising Examiner.
ICT In-Charge	<ul style="list-style-type: none">• Prepares the PC Tablets/computers for the electronic assessment• Installs the Test Questions to be used for the examination• Ensures that the PC Tablets are fully charged and fully functional• Conduct initial and final inspection of the testing rooms prior to the testing day• Take charge of the retrieval/distribution of the PC Tablets/computers to the Supervising Examiners

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	<ul style="list-style-type: none">• Assist the Room Examiners in troubleshooting of the computer units during the conduct of the test• Accomplish the Oath of Confidentiality Form
Medical Responder	<ul style="list-style-type: none">• Checks the implementation and observance of the Health Protocols• Makes sure that all necessary health supplies and materials are readily available in the schools• Ensures that health and safety measures are strictly observed at all times on the testing day• Initiates execution of response plan in case of emergency• Checks the conduct of the Triage for the takers and TWG members• Leads in the disinfection of the PC Tablets after each session (for the electronic assessment)
School Testing Coordinator / School Head and Support Staff	<ul style="list-style-type: none">• Maintain the security and safety in the testing center (school)• Ensure disinfections of the Testing Rooms before and after testing sessions.• Provide sufficient extension cords for the charging of tablets to be used for the electronic assessment. Further, make sure that the extension cords are properly positioned before the start of the examination.• Record the time of login and out of the testing staff and examinees, including their temperature log for health and safety reasons• Disinfect the testing rooms, holding area, and frequently touched surfaces and objects before and after the testing sessions• Make sure that all signages on health and safety measures, way to the testing room, holding area and comfort rooms are posted conspicuously• Put health supplies and materials in their

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	<p>appropriate places within the testing center</p> <ul style="list-style-type: none">• Accomplish the Oath of Confidentiality Form
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8. This Memorandum shall serve as the **Authority to Travel** for the Technical Working Group, Supervising Examiners, and Medical Responders during the conduct of the said examination.
9. All other provisions of the said Memorandum shall remain in full force.
10. This activity shall adhere to the Equal Opportunity Principle (EOP) wherein there is no discrimination on account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
11. For information, guidance, and strict compliance.

For:
OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

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

Division Achievement Test

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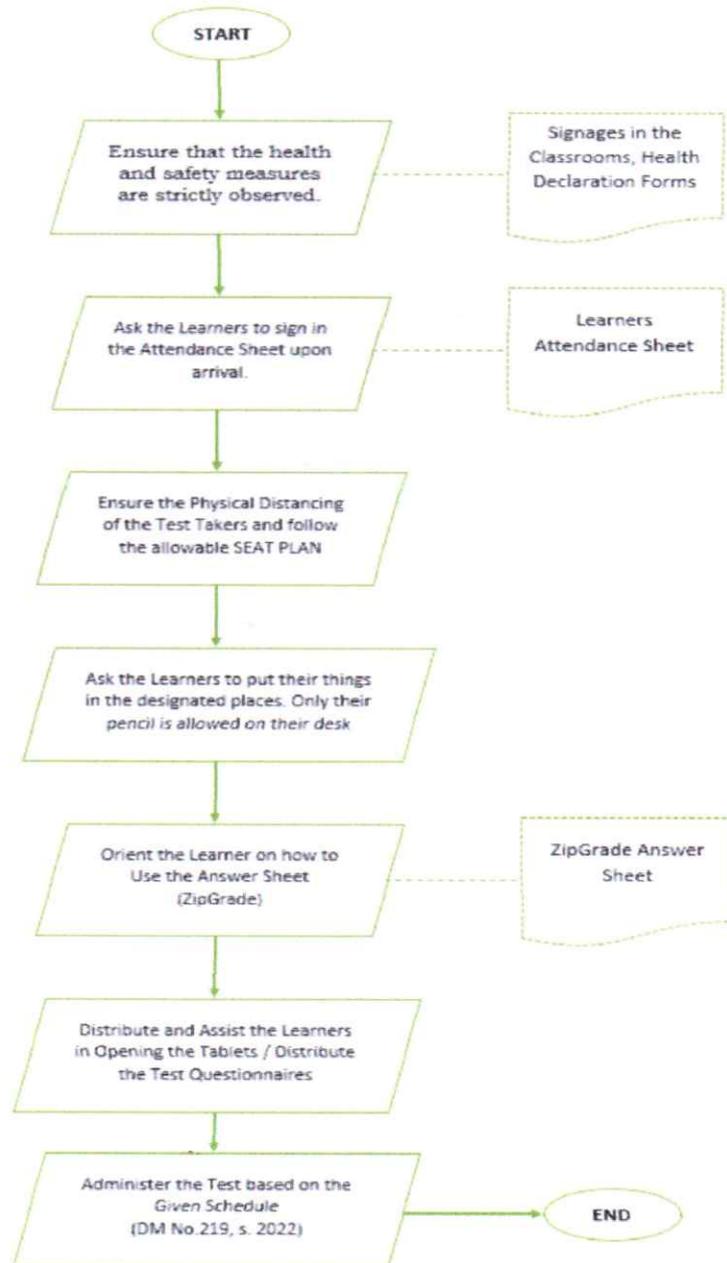


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Enclosure No.1 Room Examiner's Guide



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Important reminders to the Room Examiners:

- *To ensure the safety of the learners, please ensure proper handwashing/application of alcohol before they will enter the Testing Room and after they will leave the Testing Room.*
- *Please write the Test Schedule on the Board before the conduct of the examination (Reference: DM No.219, s. 2022 Re: Conduct of the Division Achievement Test)*
- *Please receive the Tablets / Test Questions and Answer Sheets from the Room Examiners*
- *Please ensure that there are sufficient extension cords for the charging of the Tablets for the electronic assessment.*

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Enclosure No. 5 Oath of Confidentiality Form

OATH OF CONFIDENTIALITY

As part of the testing staff for the conduct of the DIVISION ACHIEVEMENT TEST (DAT) on June 2-10, 2022, tasked to administer and helped facilitate the said examination, I hereby solemnly swear that I will strictly observe security measures to maintain the confidentiality of the said examination.

Affirmed and signed this ____ day of June 2022 at DepEd El Salvador City Division, El Salvador City, Misamis Oriental, Philippines.

Printed Name and Signature

Role as TWG

Date: _____

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