



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

Office of the Schools Division Superintendent

May 11, 2023

DIVISION MEMORANDUM

No. 215, s. 2023

DIVISION ACHIEVEMENT TEST FOR SCHOOL YEAR 2022-2023

To: Assistant Schools Division Superintendent
Chief Education Supervisors
Education Program Supervisors
Public Elementary and Secondary School Heads
All Others Concerned

1. Pursuant to DepEd Order No. 55, s. 2016 on the Policy Guidelines on the National Assessment on Learning for the K to 12 Basic Education Program and in line with the implementation of the Project Standardized electronic Assessment (Project SeA), this Office will conduct the **Division achievement Test for School Year 2022-2023 on May 23-26 and May 29-30** for the Grades 3, 6, 10, and 12 learners.
2. The assessment aims to determine the learners' performance gaps and identify the appropriate interventions to improve learning.
3. All schools are hereby directed to submit the test Takers per Grade Level based on the specified sample size to be chosen randomly on May 19, following the format below:

Name	Age	Gender	Section	Adviser

4. The schedule of the administration is indicated on the table below:

Schedule	Grade
May 23-24	Grade 3 and Grade 6
May 25-26	Grade 10
May 29-30	Grade 12



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5. The Test Timing:

A. Grade 3 and Grade 6 (May 23-24)

TIME	DAY 1 SCHEDULE	DAY 2 SCHEDULE
7:00 – 7:30 a.m.	Arrival	Arrival
7:30 – 8:00 a.m.	Preliminaries	Preliminaries
8:00 – 9:00 a.m.	Science	Mathematics
9:00 – 10:00 a.m.	English	EPP/TLE
10:00 – 11:00 a.m.	Araling Panlipunan	Edukasyon sa Pagpapakatao
11:00 a.m. – 12:00 noon	Filipino	MAPEH

B. Grade 10 (May 25-26)

TIME	DAY 1 SCHEDULE	DAY 2 SCHEDULE
7:00 – 7:30 a.m.	Arrival	Arrival
7:30 – 8:00 a.m.	Preliminaries	Preliminaries
8:00 – 9:00 a.m.	Science	Mathematics
9:00 – 10:00 a.m.	English	EPP/TLE
10:00 – 11:00 a.m.	Araling Panlipunan	Edukasyon sa Pagpapakatao
11:00 a.m. – 12:00 noon	Filipino	MAPEH

C. Grade 12 (May 29-30)

TIME	DAY 1 SCHEDULE	DAY 2 SCHEDULE
7:00 – 7:30 a.m.	Arrival	Arrival
7:30 – 8:00 a.m.	Preliminaries	Preliminaries
8:00 – 9:00 a.m.	Science (Physical, Earth and Life Science)	Mathematics (General Math, Statistics and Probability)
9:00 – 10:00 a.m.	English (Oral Communication in Context, Reading and Writing)	TVL (Applied Track: Entrepreneurship, Empowerment Technologies, and MIL)
10:00 – 11:00 a.m.	Physical Education and Health	Philosophy and Social Science (Introduction to Philosophy of the Human Person and Understanding Culture, Society and Politics)
11:00 a.m. – 12:00 noon	Filipino (Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuri sa Iba't Ibang Teksto Tungo sa Pananaliksik)	Humanities (21 st Century Literature from the Philippines and the World, Contemporary Philippine Arts from the Regions)





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6. To maximize exposure of learners on the different modalities in the national and international large-scale assessment, the Division Achievement Test shall be conducted through computer-based and paper and pencil test. The pencil to be used by the learners during the examination is Mongol 2 in shading ZipGrade Answer Sheets.
7. Teachers who will serve as Room Examiners during the Division Achievement Test shall implement the Modular Distance Learning Delivery Modality in their classes to ensure the continuity of learning.
8. The examinees, examiners and all those involved in the conduct of this activity shall observe the minimum public health standards.
9. Travel and other incidental expenses shall be charged against school and division MOOE subject to the usual auditing rules and regulations. This memorandum shall also serve as **AUTHORITY TO TRAVEL**.
10. Moreover, this activity adheres to the Equal Opportunity Principle (EOP) in observing all policies and protocol of the said activity. Hence, all actions shall be based solely on guidelines set with no discrimination on the account of age, gender identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.
11. Attached are the number of test takers by school per school per grade level, technical working group and testing personnel, roles and responsibilities of testing personnel, list of supervising examiners, supervising examiner's monitoring form, learners' attendance sheet, room examiner's monitoring form, and oath of confidentiality for reference. The test administration guide shall be released in a separate memorandum.
12. This Office directs the immediate and wide dissemination of this memorandum.


RANDOLPH B. TORTOLA


Schools Division Superintendent

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

ASSESSMENT

DIVISION ACHIEVEMENT TEST

CID/naa





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Attachment No. 1 to Division Memorandum No. _____, s. 2023

DIVISION ACHIEVEMENT TEST SY 2022-2023

Number of Test Takers by School Per Grade Level

A. Elementary Level

No	School	Grade 3	Grade 6
1	Amoros Elementary School	20	21
2	Bolisong Elementary School	8	7
3	Cogon Elementary School	18	18
4	El Salvador City Central School	53	59
5	Himaya Elementary School	15	12
6	Hinigdaan ES	13	9
7	Kalabaylabay Integrated School	15	12
8	Kibonbon Elementary School	9	8
9	Molugan Central School	44	43
10	Pedro SA Baculio ES	15	17
11	Sambulawan Elementary School	12	12
12	San Francisco Elementary School	11	10
13	Sinaloc Elementary School	22	19
14	Taytay Elementary School	17	20
15	Ulaliman Elementary School	9	11
Total		281	278

B. Secondary Level

No	School	Grade 10	Grade 12
1	Cogon National High School	51	61
2	El Salvador City NHS	64	28
3	Himaya National High School	8	16
4	Hinigdaan National High School	21	20
5	Molugan National High School	85	112
6	Sambulawan National High School	17	
7	San Francisco National High School	16	12
8	Sinaloc National High School	16	12
Total		278	261





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Attachment No. 2 to Division Memorandum No. _____, s. 2023

DIVISION ACHIEVEMENT TEST SY 2022-2023
Technical Working Group and Testing Personnel

Overall Chair:	Randolph B. Tortola Schools Division Superintendent
Co-Chair:	Conniebel C. Nistal, PhD Assistant Schools Division Superintendent
Overall Overseers:	Ninian A. Alcasid Chief Education Supervisor, CID Rolly B. Labis Chief Education Supervisor, SGOD
Chief Examiners:	Marilou Y. Descallar Registered Guidance Counsellor Faith Q. Colarte Registered Guidance Counsellor
Supervising Examiners:	All Education Program Supervisors SGOD Personnel CID Personnel
Room Examiners:	Guidance Advocates
Test Evaluators:	Grace P. Paculba Education Program Supervisor Analyn G. Fabria Education Program Supervisor Kevin B. Asequia Planning Officer Karen Rose A. Serrania Supervising Senior Education Program Specialist
ICT In-Charge:	Sherrie R. Dungog ITO I
Technical Support:	Arnel A. Superable Jacqueline C. Maghuyop Amor C. Altubar Earl Ronald S. Macapayag
Schools Testing Coordinators:	All School Heads





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Attachment No. 3 to Division Memorandum No. _____, s. 2023

DIVISION ACHIEVEMENT TEST SY 2022-2023

Roles and Responsibilities of Testing Personnel

Task	Roles and Responsibilities
Overall Overseers	<ul style="list-style-type: none">• Supervise/oversee the overall conduct of the examination.• Prepare the necessary data of the examination.• Prepare the communications on the overall conduct of the examination.
Chief Examiners	<ul style="list-style-type: none">• Prepare the test administration user guide.• Prepare and coordinate with the Technical Working Group to ensure smooth conduct of the examination.• Oversee the test administration.• Report any untoward incidents to the Overall Overseer• Ensure that the confidential test materials are always kept in a secure place
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 the minimum public health standards are 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 Chief Examiners for safekeeping.• Report to the Chief Examiner any untoward incident• Attend orientation to be conducted by the Division.• Coordinate closely with the Chief Examiner for the assessment plans and materials.• Accomplish the Oath of Confidentiality Form• Accomplish the Supervising Examiner Monitoring Tool and email it to the Chief Examiner for consolidation (Please see attachment)
Room Examiner	<ul style="list-style-type: none">• Ensure a reliable and standardized administration of the examination.• Make sure that the minimum public health standards are observed.





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	<ul style="list-style-type: none">• Set-up the testing room according to the center requirements• Check the attendance of the learners and prepare the attendance sheet (Please see attached Learners Attendance Sheet)• Submit the attendance sheet to the supervising examiner.• 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 the submit to the Supervising Examiner (Please see attachment)
ICT In-Charge	<ul style="list-style-type: none">• Prepares the program to be used in the computer-based/electronic assessment.• Installs the Test Questions to be used for the examination.• Ensures that the PC tablets/computers are fully charged and fully functional.• Conduct initial and final inspection of the testing rooms prior to the testing day
Tablets In-Charge	<ul style="list-style-type: none">• Take charge of the retrieval of the tablets from the schools• Return the tablets to the schools
Test Evaluators	<ul style="list-style-type: none">• Ensures completeness of the test items• Check typographical errors and grammatical errors.• Ensures that the Answers' Key is attached to the submitted Test Questions
Technical Support	<ul style="list-style-type: none">• Explore and give inputs on the different tools available in the administration of the DAT.• Assist in uploading the questionnaires.• Provide technical assistance before, during and after the conduct of the DAT.





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Attachment No. 4 to Division Memorandum No. _____, s. 2023

DIVISION ACHIEVEMENT TEST SY 2022-2023

List of Supervising Examiners by School

No	School	Supervising Examiner
1	Amoros Elementary School	Roque R. Sabasaje
2	Bolisong Elementary School	Analyn G. Fabria
3	Cogon Elementary School	Genevieve E. Lusterio
4	El Salvador City Central School	Mariel B. Ubaub
5	Himaya Elementary School	Kevin B. Asequia
6	Hinigdaan ES	Merogim P. Mugot
7	Kalabaylabay Integrated School	Grace P. Paculba
8	Kibonbon Elementary School	Jurica Ethel L. Estrada
9	Molugan Central School	Anabelle M. Mamaclay
10	Pedro SA Baculio ES	Margie R. Valmoria
11	Sambulawan Elementary School	John Franklin Dresser
12	San Francisco Elementary School	Lina C. Bejiga
13	Sinaloc Elementary School	Marie Jade A. Cacayan
14	Taytay Elementary School	Lorna H. Estrosas
15	Ulaliman Elementary School	Glenn John O. Isiderio
16	Cogon National High School	Genevieve E. Lusterio
17	El Salvador City NHS	Margie R. Valmoria
18	Himaya National High School	Anabelle M. Mamaclay
19	Hinigdaan National High School	Lorna H. Estrosas
20	Molugan National High School	John Franklin Dresser
21	Sambulawan National High School	Roque R. Sabasaje
22	San Francisco National High School	Lina C. Bejiga
23	Sinaloc National High School	Marie Jade A. Cacayan





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Attachment No. 5 to Division Memorandum No. _____, s. 2023

DIVISION ACHIEVEMENT TEST SY 2022-2023

Supervising Examiner's Monitoring Form

Date	
Name of Supervising Examiner	
School Assignment	
Grade Level/s	
Actual No. of Takers per Grade Level	
• Grade 3	Total: _____ Male: _____ Female: _____
• Grade 6	Total: _____ Male: _____ Female: _____
• Grade 10	Total: _____ Male: _____ Female: _____
• Grade 12	Total: _____ Male: _____ Female: _____
Observations:	

Prepared by:

Supervising Examiner's Name and Signature



Address: Zone 3, Poblacion, El Salvador City
Website: <https://depedelsalvadorcity.net>

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Attachment No. 7 to Division Memorandum No. _____, s. 2023

DIVISION ACHIEVEMENT TEST SY 2022-2023

Room Examiner's Monitoring Form

Date	
Name of Room Examiner	
Name of Supervising Examiner	
School Assignment	
Grade Level/s	
Actual No. of Takers per Grade Level	
• Grade	Total: _____ Male: _____ Female: _____
Observations:	

Prepared by:

Room Examiner's Name and Signature





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Attachment No. 8 to Division Memorandum No. _____, s. 2023

DIVISION ACHIEVEMENT TEST SY 2022-2023

OATH OF CONFIDENTIALITY

As part of the testing staff for the conduct of the DIVISION ACHIEVEMENT TEST (DAT) on May 23-30, 2023, tasked to administer and help 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 May 2023 at the Division of DepEd El Salvador City, Poblacion, El Salvador City, Misamis Oriental, Philippines.

Printed Name and Signature

Role as TWG

Date: _____

