



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

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

May 15, 2023

DIVISION MEMORANDUM
No. 225, s. 2023

**ORIENTATION ON THE TEST ADMINISTRATION OF THE
DIVISION ACHIEVEMENT TEST FOR SY 2022-2023**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, CID & SGOD
Education Program Supervisors
Public Elementary and Secondary School Heads
Guidance Counselors District I & II
Designated Guidance Advocate District I & II
Room Examiners
This Division


1. Regarding Division Memorandum No. 215, s. 2023 titled Division Achievement Test SY 2022-2023, this Office will conduct an **Orientation on the Test Administration of the Division Achievement Test for SY 2022-2023** on May 18, via google meet at 9:30 – 11:00 a.m.
2. This activity aims to guide the technical working group and testing personnel on the roles and responsibilities in the conduct of the examination. The orientation shall be led by the registered guidance counselors as chief examiners.
3. The participants in this activity are the supervising examiners, school testing coordinators, room examiners and members of the technical working group. School heads are directed to assign another teacher to oversee the classes of teacher-participants in this orientation.
4. To prepare the identified examinees, the School Testing Coordinators and Room Examiner shall conduct an orientation on the procedure of the test administration on May 19, 2023.
4. This office shall adhere to the Equal Opportunity Principle (EEOP), in all steps to be undertaken for this activity. Hence, all decisions and actions shall be based solely on guidelines set forth with no discrimination on the account of age, gender and identity, sexual orientation, civil status, disability, religion, ethnicity, or political affiliation.





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5. This is for information, guidance and compliance.


RANDOLPH B. TORTOLA
Schools Division Superintendent

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

ASSESSMENT

DIVISION ACHIEVEMENT TEST

SGOD/myd





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**PROGRAM OF ORIENTATION FOR THE CONDUCT OF
DIVISION ACHIEVEMENT TEST 2023**
May 18, 2023 via Google Meet

Opening Prayer	MARIVIC S. TORRES Principal I, MNHS
Message	RANDOLPH B. TORTOLA Schools Division Superintendent
Statement of Purpose/ General Orientation	NINIAN A. ALCASID, PHD. Chief, CID
Orientation on Test Administration Guide	FAITH Q. COLARTE, RGC Guidance Counselor District I MARILOU Y. DESCALLAR, RGC Guidance Counselor District II
Offline and Online Browser Orientation	SHERRIE R. DUNGOG Information Technology Officer I
Question and Answer/Open Forum	c/o Moderator
Closing Remarks	ROLLY B. LABIS, PhD. Chief, SGOD
Closing Prayer	MELANIE LIGUTOM, PhD. City Central School El Salvador

MARILOU Y. DESCALLAR, RGC
Moderator

