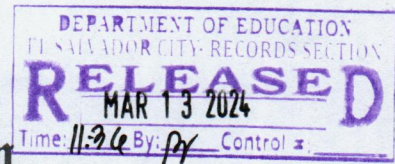




Republic of the Philippines

# Department of Education

REGION X – NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY



Office of the Schools Division Superintendent

March 11, 2024

## DIVISION MEMORANDUM

No. 113, s. 2024

### DIVISION ACHIEVEMENT TEST FOR SCHOOL YEAR 2023-2024

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 April 2-5** 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 March 22, following the format below:

Name	Age	Gender	Section	Adviser

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

Schedule	Grade
April 2-3 (Morning)	Grade 3
April 2-3 (Afternoon)	Grade 6
April 4-5 (Morning)	Grade 10
April 4-5 (Afternoon)	Grade 12



*[Handwritten signature]*



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**SCHOOLS DIVISION OF EL SALVADOR CITY**

5. The Test Timing:

**A. Grade 3 (Morning)**

<b>Day 1 (April 2, 2024)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>SUBJECTS</b>
7:00 – 8:00 a.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
8:00 – 9:00 a.m.	60 mins	Science
9:00 – 10:00 a.m.	60 mins	English
10:00 – 11:00 a.m.	60 mins	Araling Panlipunan
11:00 – 12:00 noon	60 mins	Filipino
12:00 – 12:15 noon	15 mins	Retrieval of Test Materials

<b>Day 2 (April 3, 2024)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>SUBJECTS</b>
7:00 – 8:00 a.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
8:00 – 9:00 a.m.	60 mins	Mathematics
9:00 – 10:00 a.m.	60 mins	EPP/TLE
10:00 – 11:00 a.m.	60 mins	Edukasyon sa Pagpapakatao
11:00 – 12:00 noon	60 mins	MAPEH
12:00 – 12:15 noon	15 mins	Retrieval of Test Materials

**B. Grade 6 (Afternoon)**

<b>Day 1 (April 2, 2024)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>SUBJECTS</b>
12:30 – 1:00 p.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
1:00 – 2:00 p.m.	60 mins	Science
2:00 – 3:00 p.m.	60 mins	English
3:00 – 4:00 p.m.	60 mins	Araling Panlipunan
4:00 – 5:00 p.m.	60 mins	Filipino
5:00 – 5:15 p.m.	15 mins	Retrieval of Test Materials





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<b>Day 2 (April 3, 2024)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>DAY 2 SCHEDULE</b>
12:30 – 1:00 p.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
1:00 – 2:00 p.m.	60 mins	Mathematics
2:00 – 3:00 p.m.	60 mins	EPP/TLE
3:00 – 4:00 p.m.	60 mins	Edukasyon sa Pagpapakatao
4:00 – 5:00 p.m.	60 mins	MAPEH
5:00 – 5:15 p.m.	15 mins	Retrieval of Test Materials

C. Grade 10 (Morning)

<b>Day 1 (April 4, 2024)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>SUBJECTS</b>
7:00 – 8:00 a.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
8:00 – 9:00 a.m.	60 mins	Science
9:00 – 10:00 a.m.	60 mins	English
10:00 – 11:00 a.m.	60 mins	Araling Panlipunan
11:00 – 12:00 noon	60 mins	Filipino
12:00 – 12:15 noon	15 mins	Retrieval of Test Materials

<b>Day 2 (April 5, 2024)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>SUBJECTS</b>
7:00 – 8:00 a.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
8:00 – 9:00 a.m.	60 mins	Mathematics
9:00 – 10:00 a.m.	60 mins	EPP/TLE
10:00 – 11:00 a.m.	60 mins	Edukasyon sa Pagpapakatao
11:00 – 12:00 noon	60 mins	MAPEH
12:00 – 12:15 noon	15 mins	Retrieval of Test Materials





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D. Grade 12 (Afternoon)

<b>Day 1 (April 4, 2024)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>SUBJECTS</b>
12:30 – 1:00 p.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
1:00 – 2:00 p.m.	60 mins	Science (Physical, Earth and Life Science)
2:00 – 3:00 p.m.	60 mins	English (Oral Communication in Context, Reading and Writing)
3:00 – 4:00 p.m.	60 mins	Physical Education and Health
4:00 – 5:00 p.m.	60 mins	Filipino (Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuri sa Iba't Ibang Teksto Tungo sa Pananaliksik)
5:00 – 5:15 p.m.	15 mins	Retrieval of Test Materials

<b>Day 2 (April 5, 2024)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>SUBJECTS</b>
12:30 – 1:00 p.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
1:00 – 2:00 p.m.	60 mins	Mathematics (General Math, Statistics and Probability)
2:00 – 3:00 p.m.	60 mins	TVL (Applied Track: Entrepreneurship, Empowerment Technologies, and MIL)
3:00 – 4:00 p.m.	60 mins	Philosophy and Social Science (Introduction to Philosophy of the Human Person and Understanding Culture, Society and Politics)
4:00 – 5:00 p.m.	60 mins	Humanities (21 <sup>st</sup> Century Literature from the Philippines and the World, Contemporary Philippine Arts from the Regions)
5:00 – 5:15 p.m.	15 mins	Retrieval of Test Materials

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-aided 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.





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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

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

ASSESSMENT

DIVISION ACHIEVEMENT TEST

CID/naa





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

Attachment No. 1 to Division Memorandum No. 113, s. 2024

**DIVISION ACHIEVEMENT TEST SY 2023-2024**

**Number of Test Takers by School Per Grade Level**

**A. Elementary Level**

No	School	Grade 3	Grade 6
1	Amoros Elementary School	25	25
2	Bolisong Elementary School	11	9
3	Cogon Elementary School	18	16
4	El Salvador City Central School	50	56
5	Himaya Elementary School	11	12
6	Hinigdaan ES	14	12
7	Kalabaylabay Integrated School	16	14
8	Kibonbon Elementary School	6	8
9	Molugan Central School	51	44
10	Pedro SA Baculio ES	17	20
11	Sambulawan Elementary School	10	8
12	San Francisco Elementary School	9	11
13	Sinaloc Elementary School	18	21
14	Taytay Elementary School	23	23
15	Ulaliman Elementary School	11	10
<b>Total</b>		<b>290</b>	<b>291</b>

**B. Secondary Level**

No	School	Grade 10	Grade 12
1	Cogon National High School	46	60
2	El Salvador City NHS	58	33
3	Himaya National High School	10	10
4	Hinigdaan National High School	22	26
5	Kalabaylabay Integrated School	10	0
6	Molugan National High School	85	93
6	Sambulawan National High School	10	11
8	San Francisco National High School	8	9
9	Sinaloc National High School	15	9
<b>Total</b>		<b>264</b>	<b>251</b>





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REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

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Attachment No. 2 to Division Memorandum No. 113, s. 2024

**DIVISION ACHIEVEMENT TEST SY 2023-2024**

**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

Test Questions Evaluators: English – Karen Rose A. Serannia  
Analyn G. Fabria

Math – Felanie Marie A. Lim  
Sherrie R. Dungog

Science – Kevin B. Asequia  
Jurica Ethel L. Estrada

AP - Rolly B. Labis  
Ninian A. Alcasid

EsP - Marilou Y. Descallar  
Faith Q. Colarte

Filipino – Emelie G. Yubuco  
Ricca Stephanie E. Oco

MAPEH - Franz Maybelle M. Gaid  
Glenn John O. Isiderio  
Quennie L. Arriesgado

TLE - Cheriemy D. General  
Maricris P. Quismundo





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**SCHOOLS DIVISION OF EL SALVADOR CITY**

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Chief Examiner: Maricris P. Quismundo  
Senior Education Program Specialist, M & E

Supervising Examiners: All Education Program Supervisors  
SGOD Personnel  
CID Personnel

ICT In-Charge: Sherrie R. Dungog  
ITO I

Tablet Retrieval & Distribution: Johnell Francis S. Vacalares  
Education Program Specialist II, ALS  
  
All ALS Teachers

Schools Testing Coordinators: All School Heads







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SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 3 to Division Memorandum No. 113, s. 2024

**DIVISION ACHIEVEMENT TEST SY 2023-2024**

**Roles and Responsibilities of Testing Personnel**

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



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

| Tel. No. (088) 855-0113  
| email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)



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





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**SCHOOLS DIVISION OF EL SALVADOR CITY**

Attachment No. 4 to Division Memorandum No. 113, s. 2024

**DIVISION ACHIEVEMENT TEST SY 2023-2024**

**List of Supervising Examiners by School**

<b>No</b>	<b>School</b>	<b>Supervising Examiner</b>
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	Cheriemy Generol
5	Himaya Elementary School	Kevin B. Asequia
6	Hinigdaan ES	Marilou Y. Descallar
7	Kalabaylabay Integrated School	Emelie Yubuco
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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**SCHOOLS DIVISION OF EL SALVADOR CITY**

Attachment No. 5 to Division Memorandum No. 113, s. 2024

**DIVISION ACHIEVEMENT TEST SY 2023-2024**

**Supervising Examiner's Monitoring Form**

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

Prepared by:

\_\_\_\_\_  
Supervising Examiner's Name and Signature



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

| Tel. No. (088) 855-0113  
| email: [elsalvador.city@deped.gov.ph](mailto:elsalvador.city@deped.gov.ph)





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

Attachment No. 7 to Division Memorandum No. 113, s. 2024

**DIVISION ACHIEVEMENT TEST SY 2023-2024**

**Room Examiner's Monitoring Form**

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

Prepared by:

\_\_\_\_\_  
Room Examiner's Name and Signature



Address: Zone 3, Poblacion, El Salvador City  
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Republic of the Philippines

## Department of Education

REGION X – NORTHERN MINDANAO

SCHOOLS DIVISION OF EL SALVADOR CITY

Attachment No. 8 to Division Memorandum No. 119, s. 2024

**DIVISION ACHIEVEMENT TEST SY 2023-2024**

### **OATH OF CONFIDENTIALITY**

As part of the testing staff for the conduct of the DIVISION ACHIEVEMENT TEST (DAT) on April 2-5, 2024, 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 April 2024 at the Division of DepEd El Salvador City, Poblacion, El Salvador City, Misamis Oriental, Philippines.

\_\_\_\_\_  
**Printed Name and Signature**

\_\_\_\_\_  
**Role as TWG**

**Date:** \_\_\_\_\_

