

Republic of the Philippines  
Department of Education

REGION X- NORTHERN MINDANAO  
SCHOOLS DIVISION OF EL SALVADOR CITY

February 12, 2025

**DIVISION MEMORANDUM**

No. 054, s. 2024

UPDATES ON DM NO. 053 s. 2025 DIVISION ACHIEVEMENT TEST  
FOR SCHOOL YEAR 2024-2025

To: Assistant Schools Division Superintendent  
Chief Education Supervisor, SGOD and CID  
Education Program Supervisors  
Elementary and Secondary School Heads  
ICT School Coordinators  
Room Examiners  
All Others Concerned

1. Relative to the Division Memorandum No. 053 s. 2025 Re: Division Achievement Test for School Year 2024-2025, this Office directs the test administrators to attend the **Orientation on February 21, 2025, 1:00 p.m.** at the **El Salvador City Central School** covered court.
2. The field is hereby informed that Ms. Cheriemy D. General, EPS II SMME will be the Division Chief Examiner and Ms. Maricris P. Quismundo, SEPS SMME will be the Supervising Examiner of Amoros Elementary School.
3. During the orientation the DAT test administrators will walk through the test administration procedures stipulated in the Division Achievement Test (DAT) Handbook to ensure standardized test administration available in the SGOD Portal. Please see Enclosure 1 for reference.
4. The School Heads are hereby directed to prepare the Testing Rooms a day before the test administration, which will be inspected / by the assigned Supervising Examiners.
5. All Supervising Examiners identified in DM No. 053, s. 2025 are required to join the Orientation.
6. Moreover, Room Examiner must not be the adviser or subject teacher of the learners identified in taking the DAT.
7. Further, all participants during the orientation are advised to bring their own food provision during the conduct of the orientation.
8. All other provision of the said memorandum shall remain in effect.

SGOD/SMME/CDG



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**SCHOOLS DIVISION OF EL SALVADOR CITY**

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9. This activity shall adhere to the Equal Opportunity Principle (EOP). Hence, all actions shall be based solely on the guidelines set with no discrimination on the account of age, gender, identity, sexual orientation, civil status, disability, religion, ethnicity or political affiliation.

10. 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

Re: Updates on D.M No. 053, s. Division achievement Test for School Year 2024-2025

SGOD/cdg

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SGOD/SMME/CDG



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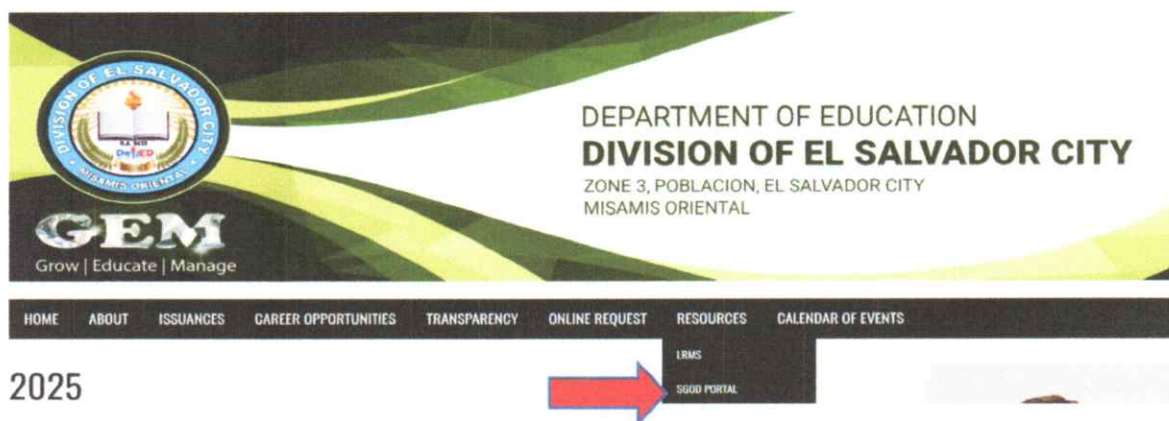
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**ENCLOSURE 1. Steps to access the Division Achievement Test Handbook and Monitoring Tool**

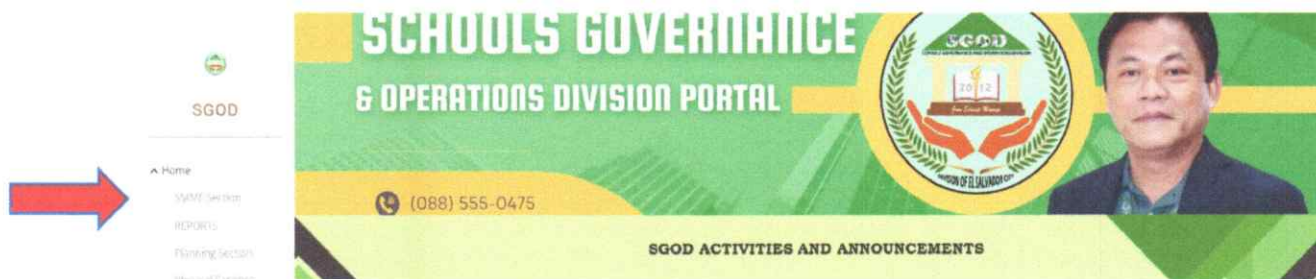
1. Visit the Website thru this link: <https://depedelsalvadorcity.net/>
2. Click **“Resources”**



3. Click **“SGOD Portal”**



4. Click **“SMME”**



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5. Click **“Division Achievement Test 2024-2025 Administration”**

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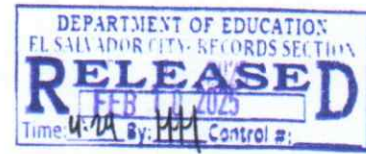
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 REGION X – NORTHERN MINDANAO  
**SCHOOLS DIVISION OF EL SALVADOR CITY**

February 10, 2025

**DIVISION MEMORANDUM**

No. 013, s. 2025

**DIVISION ACHIEVEMENT TEST FOR SCHOOL YEAR 2024-2025**

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

- 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 2024-2025 on February 25-28** for the Grades 3, 6, 10, and 12 learners.
- The assessment aims to determine the learners' performance gaps and identify the appropriate interventions to improve learning outcomes.
- All schools are hereby directed to submit the test takers per Grade Level based on the specified sample size to be chosen randomly on February 14, following the format below:

Name	Age	Gender	Section	Adviser

- The schedule of the administration is indicated on the table below:

Schedule	Grade
February 25	Grade 3
February 26	Grade 6
February 27	Grade 10
February 28	Grade 12





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5. The Test Timing:

**A. Grade 3**

<b>Day 1 (February 25, 2025)</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 – 8:45 a.m.	45 mins	Science
8:45 – 9:30 a.m.	45 mins	English
9:30 – 10:15 a.m.	45 mins	Araling Panlipunan
10:15 – 11:00 a.m.	45 mins	Filipino
11:00 – 11:15 a.m.	15 mins	Retrieval of Test Materials
11:15 – 12:00 noon	45 mins	Lunch Break
12:00 – 12:30 p.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
12:30 – 1:30 p.m.	60 mins	Mathematics
1:30 – 2:15 p.m.	45 mins	EPP/TLE
2:15 – 3:00 p.m.	45 mins	Edukasyon sa Pagpapakatao
3:00 – 3:45 p.m.	45 mins	MAPEH
3:45 – 4:00 p.m.	15 mins	Retrieval of Test Materials

**B. Grade 6**

<b>Day 2 (February 26, 2025)</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 – 8:45 a.m.	45 mins	Science
8:45 – 9:30 a.m.	45 mins	English
9:30 – 10:15 a.m.	45 mins	Araling Panlipunan
10:15 – 11:00 a.m.	45 mins	Filipino
11:00 – 11:15 a.m.	15 mins	Retrieval of Test Materials
11:15 – 12:00 noon	45 mins	Lunch Break
12:00 – 12:30 p.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
12:30 – 1:30 p.m.	45 mins	Mathematics
1:30 – 2:15 p.m.	45 mins	EPP/TLE
2:15 – 3:00 p.m.	45 mins	Edukasyon sa Pagpapakatao
3:00 – 3:45 p.m.	45 mins	MAPEH
3:45 – 4:00 p.m.	15 mins	Retrieval of Test Materials





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**C. Grade 10**

<b>Day 3 (February 27, 2025)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>SUBJECTS</b>
7:00 – 7:30 a.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
7:30 – 8:30 a.m.	60 mins	Science
8:30 – 9:30 a.m.	60 mins	English
9:30 – 10:30 a.m.	60 mins	Araling Panlipunan
10:30 – 11:30 a.m.	60 mins	Filipino
11:30 – 11:45 a.m.	15 mins	Retrieval of Test Materials
11:45 – 12:30 noon	45 mins	Lunch Break
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

**D. Grade 12**

<b>Day 2 (February 28, 2025)</b>		
<b>TIME</b>	<b>DURATION</b>	<b>SUBJECTS</b>
7:00 – 7:30 a.m.	30 mins	Preparation (Checking of Attendance, Distribution of Test Materials, and Giving of Instruction)
7:30 – 8:30 a.m.	60 mins	Science (Physical, Earth and Life Science)
8:30 – 9:30 a.m.	60 mins	English (Oral Communication in Context, Reading and Writing)
9:30 – 10:30 a.m.	60 mins	Physical Education and Health
10:30 – 11:30 a.m.	60 mins	Filipino (Komunikasyon at Pananaliksik sa Wika at Kulturang Pilipino, Pagbasa at Pagsusuri sa Iba't Ibang Teksto Tungo sa Pananaliksik)
11:30 – 11:45 a.m.	15 mins	Retrieval of Test Materials
11:45 – 12:30 noon	45 mins	Lunch Break





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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 – 3:30 p.m.	30 mins	Philosophy (Introduction to Philosophy of the Human Person)
3:30 – 4:00 p.m.	30 mins	Social Science (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 address issues on internet connectivity and maximize exposure of learners on the different modalities in the national and international large-scale assessment, the Division Achievement Test shall be conducted through online (Microsoft Forms) 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 learning continuity.
8. Travel and other incidental expenses shall be charged against school and division MOOE subject to the usual auditing rules and regulations.
9. 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.
10. 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.



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11. 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

Re: Division achievement Test for School Year 2024-2025

CID/naa



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Attachment No. 1 to Division Memorandum No. 052, s. 20245

**DIVISION ACHIEVEMENT TEST SY 2024-2025**

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

**A. Elementary Level**

No.	School	Grade 3			Grade 6		
		M	F	Total	M	F	Total
1	Amoros ES	20	22	42	22	25	47
2	Badiangon ES	4	5	9	0	0	0
3	Bolisong ES	8	9	17	10	10	20
4	Cogon ES	25	21	46	21	14	35
5	El Salvador CS	48	51	99	53	45	98
6	Himaya ES	10	10	20	19	12	31
7	Hinigdaan ES	8	8	16	14	12	26
8	Kalabaylabay IS	16	13	29	10	17	27
9	Kibonbon ES	8	5	13	10	8	18
10	Molugan CS	44	42	86	41	41	82
11	Pedro SA Baculio ES	18	15	33	16	20	36
12	Sambulawan ES	8	11	19	9	6	15
13	San Francisco ES	9	9	18	7	7	14
14	Sinaloc ES	24	22	46	16	11	27
15	Taytay ES	24	17	41	22	26	48
16	Ulaliman ES	9	14	23	16	12	28
<b>Total</b>		<b>280</b>	<b>270</b>	<b>557</b>	<b>286</b>	<b>264</b>	<b>552</b>

**B. Secondary Level**

No.	School	Grade 10			Grade 12		
		M	F	Total	M	F	Total
1	Cogon NHS	31	41	72	58	47	105
2	El Salvador City NHS	37	49	86	21	19	40
3	Himaya NHS	11	10	21	5	8	13
4	Hinigdaan NHS	14	13	27	15	19	34
5	Kalabaylabay IS	8	9	17	0	0	0
6	Molugan NHS	73	83	156	59	60	119
6	Sambulawan NHS	11	12	23	13	8	21
8	San Francisco NHS	8	9	17	10	14	24
9	Sinaloc NHS	17	13	30	6	4	10
<b>Total</b>		<b>210</b>	<b>239</b>	<b>449</b>	<b>187</b>	<b>179</b>	<b>366</b>



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Attachment No. 2 to Division Memorandum No. 053, s. 2025

**DIVISION ACHIEVEMENT TEST SY 2024-2025**

**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
	Filipino	Emelie G. Yubuco Ricca Stephanie E. Oco
	MAPEH	Franz Maybelle M. Gaid Glenn John O. Isiderio Quennie L. Arriessgado
	TLE	Cheriemy D. Generol Maricris P. Quismundo



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Test Questions Encoders:	English	Margie R. Valmoria
	Math	Anabelle M. Mamacalay Felanie Marie A. Lim Sherrie R. Dungog
	Science	Marie Jade A. Cacayan
	AP	Lorna H. Estrosas
	EsP	Melanie M. Ligutom
	Filipino	Lina C. Bejiga
	MAPEH	Vanity Jade C. Lazaga
	TLE	Roque R. Sabasaje Maricris P. Quismundo
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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Attachment No. 3 to Division Memorandum No. 053, s. 2025

**DIVISION ACHIEVEMENT TEST SY 2024-2025**

**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>



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

Attachment No. 4 to Division Memorandum No. 053, s. 2025

**DIVISION ACHIEVEMENT TEST SY 2024-2025**

**List of Supervising Examiners by School**

<b>No</b>	<b>School</b>	<b>Supervising Examiner</b>
1	Amoros Elementary School	Cheriemy D. General
2	Bolisong Elementary School	Lina C. Bejiga
3	Cogon Elementary School	Roque R. Sabasaje
4	El Salvador City Central School	Vanity Jade C. Lazaga
5	Himaya Elementary School	Kevin B. Asequia
6	Hinigdaan ES	Melanie M. Ligutom
7	Kalabaylabay Integrated School	Emelie G. Yubuco
8	Kibonbon Elementary School	Jurica Ethel L. Estrada
9	Molugan Central School Badiangon Elementary School	Margie R. Valmoria
10	Pedro Sa Baculio ES	Marilou Y. Descallar
11	Sambulawan Elementary School	Anabelle M. Mamaclay
12	San Francisco Elementary School	Marie Jade A. Cacayan
13	Sinaloc Elementary School	Genevieve E. Lusterio
14	Taytay Elementary School	Glenn John O. Isiderio
15	Ulaliman Elementary School	Lorna H. Estrosas
16	Cogon National High School	Lina C. Bejiga
17	El Salvador City NHS	Genevieve E. Lusterio
18	Himaya National High School	Margie R. Valmoria
19	Hinigdaan National High School	Melanie M. Ligutom
20	Molugan National High School	Lorna H. Estrosas
21	Sambulawan National High School	Anabelle M. Mamaclay
22	San Francisco National High School	Marie Jade A. Cacayan
23	Sinaloc National High School	Analyn G. Fabria



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Attachment No. 5 to Division Memorandum No. 053, s. 2025

**DIVISION ACHIEVEMENT TEST SY 2024-2025**

**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



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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. 053, s. 2025

**OATH OF CONFIDENTIALITY**

As part of the testing staff for the conduct of the DIVISION ACHIEVEMENT TEST (DAT) on February 25-28, 2025, 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 February 2025 at the Division of DepEd El Salvador City, Poblacion, El Salvador City, Misamis Oriental, Philippines.

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

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

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



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