



Republic of the Philippines  
**Department of Education**  
 CORDILLERA ADMINISTRATIVE REGION  
**Schools Division of Benguet**

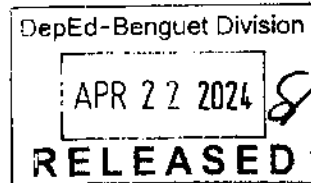
19 Apr 2024

**DIVISION MEMORANDUM**

No. 129 s. 2024

**Conduct of Grades 5 and 9 Division Achievement Test**

To: Education Program Supervisors  
 Public Schools District Supervisor/ District In-Charge  
 Elementary and Secondary School Heads and Teachers  
 All Others Concerned



1. The Schools Division of Benguet will administer the Division Achievement Test (DAT) to all public Grades 5 and 9 learners in the province for the SY 2023-2024 on May 6-10, 2024. DAT will focus on five learning areas: English, Mathematics, Science, Filipino, and Araling Panlipunan. As such, the following activities will be observed:

Activity	Participants/ Persons Involved	Date	Venue/ Link for the Virtual Meeting
1. Online Meeting of DAT Digitization Team	DAT Digitization Team	April 29, 2024 (11:00-12:00AM)	meet.google.com/unr-angg-bwb
2. DAT Orientation among District and School Heads	PSDSs/ PSDIs, Elementary and Secondary School Heads, and School Testing Coordinators	April 30, 2024 (10:00-12:00 AM)	Microsoft Teams <a href="https://shorturl.at/inoAL">https://shorturl.at/inoAL</a>
3. Distribution of DAT tools to testing center personnel	PSDSs/ PSDIs and School Heads	May 2-3, 2024	Printed DAT tools will be available at the SDO.
4. DAT Administration	Grades 5 & 9 Learners	May 6-10, 2024	School Testing Centers
5. Monitoring of DAT Administration	EPS/ PSDSs/ PSDIs	May 6-10, 2024	School Testing Centers
6. Checking (for takers of printed DAT) and Submission of DAT results and forms	PSDSs/ PSDIs, Elementary and Secondary School Heads, and School Testing Coordinators	May 13-17, 2024	School Testing Centers/ District Offices



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2. Due to a lack of computer units and test materials, DAT could be taken in batches (from May 6-10). All schools must store the test paraphernalia in a room for confidentiality for next year's DAT.

3. Guidelines in the conduct of DAT are enclosed for the information and guidance of all concerned.

Enclosure 1: Guidelines in the Administration of DAT

Enclosure 2: Activities to Undertake during the DAT

4. Internet connectivity and other expenses relative to the conduct of the said activity shall be charged to school MOOE and/or other local sources subject to the usual budgeting, accounting auditing rules and regulations.

5. Immediate dissemination of and strict compliance with this memorandum is desired.

  
**SALLY L. BANAKEN-ULLALIM CESO V**  
Schools Division Superintendent

  
/CID/rag/jso/tip



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Enclosure 1 to Division Memorandum no. 129, s 2024

## Guidelines in the Administration of the Division Achievement Test

### A. Chief Examiner (School Heads)

**Role:** Responsible for managing the conduct of the assessment program through the assistance of the school testing coordinator.

1. Ensures the smooth conduct of the test;
2. Designates Room Examiners from the teaching staff who are reliable, competent, trustworthy, experienced in the conduct of assessments, and have no history of dishonesty;
3. Maintains the security and confidentiality of the Test Materials upon receipt from the Division or District supervisors / Coordinating School Heads;
4. Assigns a distribution room where all Room Examiners can be met before and after the test administration;
5. In case there is lack of test materials, the CE decides whether to reproduce the materials based on the number of learners or have the test in batches;
6. Monitors the Room Examiners while the test proper is in progress;
7. Has full awareness of the details of the testing program to be conducted;
8. Orients every teacher in his/her respective school on the guidelines and relative to the test administration; and
9. Submits all reports to the person in-charged at the district office for consolidation within the following week.

### B. Room Examiner (Teacher)

**Role:** Administers the test to the learners in accordance with the standard procedures indicated in the guidelines.

1. Receives, checks and secures the test materials in front of the Chief Examiner in the Distribution Room before proceeding to the testing room;
2. Checks if the examinees have lead pencils to use, answer sheets in the five learning areas and sheets of blank paper for computation purposes;
3. Maintains security and confidentiality of assessment materials;
4. Follows strictly the number of hours during test administration;
5. Relays to the STC and CE issues that may arise in the DAT administration; and
6. Facilitates the checking and recording of the result of the test.

### C. School Testing Coordinator or School ICT Coordinator

1. Assists the CE in all assessment activities especially the reproduction of answer sheets based on the number of printed DAT test takers;
2. Supervises the checking of test and computation of MPS in the different learning areas;



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3. Consolidates the report and input in the google sheet sent by the district or division supervisors.

**D. Monitoring and Evaluation Team**

1. The Division monitoring team (composed of EPS and PSDSs/PSDIs) will monitor the conduct of the DAT in the different testing centers.
2. The expenses incurred by monitoring team will be charged to division MOOE.
3. All reports will be submitted after the monitoring for consolidation.

**E. Board work on time schedule for DAT Grade 5**

Parts of the Test	Item Numbers	Time Limit	Time Started	Time to End
Test Instruction		5 mins	_____	_____
<b>Part II (Test Proper)</b>				
Science	1 – 40	60 mins	_____	_____
English	1 – 50	60 mins	_____	_____
<b>Break</b>		15 mins		
Mathematics	1 – 40	60 mins	_____	_____
<b>Lunch Break</b>				
Araling Panlipunan	1 – 50	60 mins	_____	_____
Filipino	1 – 50	60 mins	_____	_____
<b>Total Time Limit</b>		<b>5 H &amp; 20 Min</b>		

**F. Board work on time schedule for DAT Grade 9**

Parts of the Test	Item Numbers	Time Limit	Time Started	Time to End
Test Instruction		5 mins	_____	_____
<b>Part II (Test Proper)</b>				
Science	1 – 50	60 mins	_____	_____
English	1 – 60	60 mins	_____	_____
<b>Break</b>		15 mins		
Mathematics	1 – 50	60 mins	_____	_____
<b>Lunch Break</b>				
Araling Panlipunan	1 – 60	60 mins	_____	_____
Filipino	1 – 60	60 mins	_____	_____
<b>Total Time Limit</b>		<b>5 H &amp; 20 Min</b>		



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Enclosure 2 to Division Memorandum no. 129,520RA

## Activities to Undertake during the Division Achievement Test

### A. Pre-Test Activities

1. Reproduce the answer sheets (to be shared a week before the assessment) based on the number of test-takers.
2. Make a list of examiners per room before the examination.
3. Arrange the learners' name in alphabetical order (regardless of sex).
4. There will be 30 examinees per room.
5. Post the list of names beside the doorway for reference.
6. Prepare the board work similar to what was in the earlier memorandum.
7. Upon receiving the test materials, check the number. When found lacking, reproduce then store them at a safe room.

### B. Test Proper

1. Distribute the test materials on the examination day to the room examiners.
2. Requires every room examiner to count the test booklets and answer sheets.
3. Greet the learners in a proper way and make sure they are ready for the assessment.
4. Give direction in answering the questions provided in the test materials by asking them to shade the letter in the answer sheets that corresponds to their answers.
5. Administer the test with honesty and follow the time allotment as per memorandum.
6. Collect the test materials per learning area every after the test.

### C. Post – Test

1. Store the test booklets in a room for possible conduct of the assessment for the next school year.
2. Check the test papers of the learners. The key answers and table of specifications are provided.
3. Compute the learner's performance using the Mean Percentage Score (MPS).

Computation:

$$\text{Score} \div \text{Perfect Score} \times 100 \% = \text{MPS}$$

4. Input the learner's performance using Form 1.
5. Compute the school performance by adding all the MPS of the learners who took the test divided by the number of takers, and input as the average performance of the learners (below form 1).



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6. With the help of the table of specification, identify the least learned competencies to be placed below the Mean Performance of the School per Learning Area. Submit form 1 to the District in-charged for consolidation.

**Form 1. DAT Results**

School: \_\_\_\_\_ District: \_\_\_\_\_  
 Size of the School: \_\_\_\_\_ Number of Test-Takers: \_\_\_\_\_

Name/ Code of the Learner	Science MPS	English MPS	Mathematics MPS	Araling Panlipunan MPS	Filipino MPS	Total MPS
Mean Performance of the School per Learning Area						
Least Learned Competencies						
1.						
2.						
3.						



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