



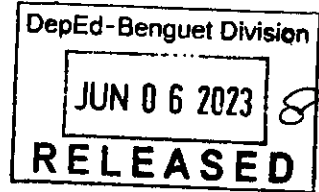
Republic of the Philippines
Department of Education
Schools Division of Benguet

DIVISION MEMORANDUM

June 2, 2023

No. 175, s2023

Division Achievement Test




TO: Education Program Supervisors
 Public District Supervisors and Coordinating School Heads
 School Heads
 Teachers

1. The Schools Division of Benguet will administer the Division Achievement Test (DAT) for grades 5 and 9 learners for SY 2022-2023 on **June 26, 2023**.
2. The learning areas to be tested are as follows; English, Mathematics, Science, Filipino and Araling Panlipunan.
3. All schools will be tested either paper and pencil or online Assessment Test.
4. Attached is the guidelines in the administration of the test.
5. There will be an online orientation of school heads on the following dates;

Date	Districts
June 20, 2023	Atok, Bakun, Bokod, Buguias, Itogon 1 & 2, Kabayan
June 21, 2023	Kibungan, Kapangan, La Trinidad, Makayan, Sablan, Tuba & Tubaly

6. The link for the said orientation will be send through the district supervisors or school heads group chat on January 16, 2023.
7. 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.
8. Immediate dissemination of and strict compliance with this memorandum is desired.


SALLY L. BANAKEN-ULLALIM CESO V
 Schools Division Superintendent


 cid/wifred 2023



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Enclosure to Division Memorandum no. _____

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. Responsible for the smooth conduct of the test;
2. Designates Room Examiners from the teaching staff who are reliable, competent, trustworthy, experienced in the conduct of the NAT, RAT or DAT, 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 REs can be met before and after the test administration;
5. In case there is locking of test materials you may reproduce as per number of the learners;
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; and
8. Orients every teacher in his/her respective school on the guidelines and relative to the test administration.
9. Submits all reports to the person in-charged at the district office for consolidation after 2-3 days

B. Room Examiner (Teacher)

Role: Administer the test to the learners' accordance with the standard procedures indicated in the guidelines.

1. Receive, check and secure the test materials in front of the CE in the Distribution Room before proceeding to the testing room;
2. Signs Form 1 or receiving form as he/she receives the TMs from the CE/STC while still inside the Distribution Room.
3. Checks if the examinees have led pencils to use and a sheet of blank paper for computation purposes;



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4. Maintain security and confidentiality of assessment materials;
5. Follows strictly the number of hours during test 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; and
2. Consolidate the report and input in the google sheet send by the district or division supervisors.

D. Monitoring and Evaluation Team

1. The Division monitoring team will be assigned to any testing center(s) to monitor the conduct of the DAT.
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	_____	_____
Part II (Test Proper)				
Science	1 – 50	60 mins	_____	_____
English	1 – 50	60 mins	_____	_____
Break		15 mins		
Mathematics	1 – 40	60 mins	_____	_____
Lunch Break				
Araling Panlipunan	1 – 50	60 mins	_____	_____
Filipino	1 – 50	60 mins	_____	_____
Total Time Limit		5 hours & 20 Mins		





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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	_____	_____
Part II (Test Proper)				
Science	1 – 50	60 mins	_____	_____
English	1 – 60	60 mins	_____	_____
Break		15 mins		
Mathematics	1 – 50	60 mins	_____	_____
Lunch Break				
Araling Panlipunan	1 – 60	60 mins	_____	_____
Filipino	1 – 60	60 mins	_____	_____
Total Time Limit		5 hours & 20 Mins		

Prepared by:


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NOTED:

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