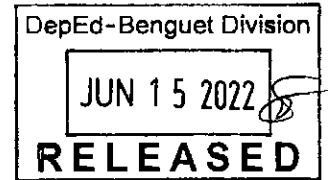




Republic of the Philippines
Department of Education
Schools Division of Benguet



DIVISION MEMORANDUM

June 10, 2022

No. 181, 2022

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 Division Achievement Test (DAT) for grades 5 and 9 learners for SY 2021-2022 on June 30, 2022.
2. The learning areas to be tested are as follows; English, Mathematics, Science, Filipino and Araling Panlipunan.
3. All schools will be tested except the identified pilot schools for Division Contextualized and Computerized Assessment Test.
4. Attached is the guidelines in the administration of the test.
5. Test paraphernalia will be distributed by districts through the Public District Supervisors or Coordinating school Heads on Tuesday June 27, 2022.
6. 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.
7. Immediate dissemination of and strict compliance with this memorandum is desired.


GLORIA B. BUYA-AO
Schools Division Superintendent

cid/Wilfred 2022



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Enclosure to Division Memorandum no. 181,52022

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.

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;



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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;
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

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)				
Filipino	1 – 50	60 mins	_____	_____
Mathematics	1 – 40	60 mins	_____	_____
Break		10 mins		
English	1 – 50	60 mins	_____	_____
Lunch Break				
Science	1 – 50		_____	_____
Araling Panlipunan	1 – 50		_____	_____
Total Time Limit		5 hours		



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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)				
Filipino	1 – 60	60 mins	_____	_____
Mathematics	1 – 50	60 mins	_____	_____
Break		10 mins		
English	1 – 60	60 mins	_____	_____
Lunch Break				
Science	1 – 50		_____	_____
Araling Panlipunan	1 – 60		_____	_____
Total Time Limit		5 hours		

Prepared by:


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 Division Testing Coordinator

NOTED:


GLORIA B. BUYA-AO
 Schools Division Superintendent



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