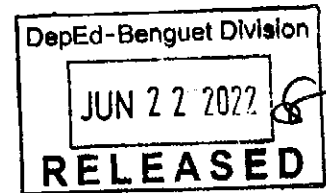




Republic of the Philippines  
**Department of Education**  
Schools Division of Benguet



**DIVISION MEMORANDUM**

June 20, 2022

No. 198, 52022

**Addendum in the Administration of the Division Achievement Test**

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

1. In the administration of the Division Achievement Test (DAT), all learners will be tested whatever modalities (Online, offline, modular and or limited face to face).
2. For those schools with learners who are not in limited face to face classes, they are advised to have a parent waiver in order for them to participate in the activity.
3. All schools, must store the test materials in a room for next year's DAT.
4. The following Attachments are as follows;
  - a) General Guidelines in the administration of the DAY
  - b) Form 1: Learners Performance
  - c) Form 2: Learning Area Proficiency level
  - d) Form 3: School Performance Proficiency level
  - e) Form 4: Least Learned Competencies
  - f) Form 5: Monitoring Form
5. Follow the guidelines in the administration of the Division Achievement Test.
6. All reports are to be submitted and consolidated at the district will serve as bases of the online report to be submitted at the division level as soon as possible.
7. Immediate dissemination of and strict compliance with this memorandum is desired.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

  
CfD/Wilfred 2022



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**Schools Division of Benguet**

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Enclosure to Division Memorandum no. \_\_\_\_\_

**Guidelines in the Administration of the Division Achievement Test**

**A. Pre-Test Activities**

1. Make a list of examiners per room a day before the examination.
2. Arrange the learners' name in alphabetical order (regardless of sex).
3. There will be 30 examiners per room
4. Post the list of names at the side of the door.
5. Prepare the board work similar to what was in the earlier memorandum.
6. Upon receiving the test materials don't open. Store it in 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. If its not enough you may reproduce the test materials.
3. Greet the learners upon entering the and let them relax.
4. Give direction in answering the questions provided in the test materials and shade the correct answer as it corresponds to the answer sheets.
5. Administer the test with honesty and following the time allotment accordingly as per guidelines as stated in the earlier 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 the conduct of the assessment for the next school year.



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2. check the test papers of the learners. The key answers and table of specification is 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** and **learner's proficiency level of learners** using **Form 2**.
5. Compute the **school performance** by adding all the MPS of the learners who took the test divided by the number of takers.
6. Input the school performance using **Form 3**
7. With help of the table of specification you could compute and identify the least learned competencies.
8. Using Form 4, input the identified the top three (3) least competencies.
9. All the forms (Form 1, 2, 3 &4) are submitted at the District to be consolidated.

**D. Monitoring and Evaluation**

1. The monitoring form (Form 4) will be fillin by the monitoring team represented by the Public District Supervisor or the Coordinating Principal.

Prepared by:

  
**WILFRED C. BAGSAO, PhD**  
Division Testing Coordinator

NOTED:

  
**RIZALYN A. GUZNIAN, EdD**  
CID-Chief Supervisor



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*Republic of the Philippines*  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION OF BENGUET**



**Attendance Sheet**

Document No.:	SDO-BENG-QF-SGOD-HRD-003
Revision No.:	01
Name of Office/ Position Title	SGOD-HRD
Effective Date:	September 10, 2019

### Division Contextualized and Computerized Assessment Test (DCCAT)

#### Form 1: Learner Performance

Name of School: \_\_\_\_\_



No.	Name (Family Name, Given Name)	Mean Percentage Score					Average
		English	Mathemati cs	Science	Filipino	Aral Panlipuna n	
1							
2							
3							
	<b>Average</b>						

Prepared by: \_\_\_\_\_

Teacher

NOTED: \_\_\_\_\_

School Head

	<p align="center"><i>Republic of the Philippines</i>  <b>Department of Education</b>          Cordillera Administrative Region  <b>SCHOOLS DIVISION of BENGUET</b></p>		Document No.:	SDO-BENG-QF-SGOD-HRD-003
			Revision No.:	01
			Name of Office/ Position Title	SGOD-HRD
			Effective Date:	September 10, 2019
<b>Attendance Sheet</b>				

**Division Contextualized and Computerized Assessment Test (DCCAT)**

**Form 2: Learning Area Proficiency Level**

Name of School: \_\_\_\_\_

Subjects	Proficiency Level				
	Not Proficient 0-24	Low Proficient 25-49	Nearly Proficient 50-74	Proficient 75-89	Highly Proficient 90-100
	No. of Learners				
English					
Mathematics					
Science					
Filipino					
Aral Panlipunan					
Average					

Prepared by: \_\_\_\_\_  
 Teacher

NOTED: \_\_\_\_\_  
 School Head

Note: Proficiency level is based on the learner's performance (**Mean Performance Score**). Indicate the number of learners in the appropriate row of proficiency level.



Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region  
**SCHOOLS DIVISION of BENGUET**



**Attendance Sheet**

Document No.: SDO-BENG-QF-SGOD-HRD-003

Revision No.: 01

Name of Office/ Position Title: **SGOD-HRD**

Effective Date: **September 10, 2019**

**Division Contextualized and Computerized Assessment Test (DCCAT)**

**Form 3: School Proficiency Level**

Name of School: \_\_\_\_\_

Subjects	Proficiency Level				
	Not Proficient 0-24	Low Proficient 25-49	Nearly Proficient 50-74	Proficient 75-89	Highly Proficient 90-100
English					
Mathematics					
Science					
Filipino					
Aral Panlipunan					
<b>Average</b>					

Prepared by: \_\_\_\_\_

Teacher

NOTED: \_\_\_\_\_

School Head

Note: school Proficiency level is based on the average per learning performance (**Mean Performance Score per learning area**). Indicate the performance of the school in the appropriate row of proficiency level.



### Division Contextualized and Computerized Assessment Test (DCCAT)

#### Form 4: List Learned Competency per Learning Area

Name of School: \_\_\_\_\_

#### A. English

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

#### B. Mathematics

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

#### C. Science

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

#### D. Filipino

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

#### E. Aral Panlipunan

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_

Prepared by

\_\_\_\_\_

Teacher

NOTED:

\_\_\_\_\_

School Head



### Division Contextualized and Computerized Assessment Test (DCCAT)

#### Form 5: Percentage of Takers in the DAT

District: \_\_\_\_\_

No.	Name of School	Enrolment	Actual Takers	Percentage of Takerd	Remarks (Reasons for gaps (if any))
1					
2					
3					
4					

Prepared by:

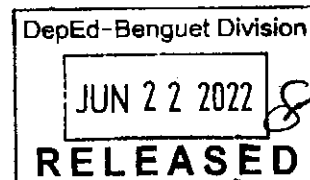
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PSDS





Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**



21 June 2022

**DIVISION MEMORANDUM**

No. 197, s. 2022

**CONDUCT OF REMEDIAL AND ADVANCEMENT CLASSES  
DURING END-OF-SCHOOL-YEAR (EOSY)**

TO: Chief Education Program Supervisors, CID and SGOD  
Education Program Supervisors  
Public Schools District Supervisors and Coordinating Principals  
Public Elementary and Secondary School Heads and Teachers  
All others concerned

1. Pursuant to DepEd Order No. 025, s. 2022 titled Amendment to DepEd Order No. 13, s. 2018 (Implementing Guidelines on the Conduct of Remedial and Advancement Classes During Summer for the Kto12 Basic Education Program), End-of-School-Year (EOSY) classes, in place of summer classes, will be conducted from July 25, 2022 to August 12, 2022 in the Division to address learning gaps brought primarily by the abrupt pedagogical shift due to the pandemic. The dates of conduct maybe adjusted depending on the alert level of the area as long as the required number of days and hours will be met.

2. EOSY classes refer to both the remedial and enrichment classes offered within the prescribed number of days during the school break of each school year. It is a structured instructional or formal learning experience in a public elementary and secondary school with the approval of the schools division superintendent (SDS).

3. Remedial class is a requirement for Grades 1-10 learners who failed in one or two learning areas. This shall be conducted from Mondays to Fridays for a period of 15 days via face to face or combination of face to face and modular or online modalities. On the other hand, enhancement classes will be voluntarily attended by Grades 1-11 learners who received grades of 75 to 79 in any learning area for a period of 15 days from Mondays to Fridays.

4. Remedial grades shall be computed by following the formula (original grade + remedial grade) ÷ 2 while grades of learners in enhancement classes will not be recomputed.

5. The following requirements for the EOSY classes listed below shall be attached to the letter of request for approval by the Schools Division Superintendent:

- List of Learners to Attend the EOSY Class Form to be prepared by the school head
- Learner's Endorsement for EOSY Class Form to be prepared by the class adviser and approved by the school head
- Parental Consent Form for EOSY Class



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**Schools Division of Benguet**

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6. Teachers to handle the EOSY classes shall earn service credits equivalent to the total number of hours of actual teaching divided by 8 hours but not to exceed 15 days.
7. For others details, kindly refer to DO No. 25 s. 2022 and DO No. 13, s. 2018.
8. Immediate dissemination of and strict compliance with this memorandum is desired.

  
**GLORIA B. BUYA-AO**  
Schools Division Superintendent

Encl.: As stated

References: DepEd Order: Nos. 025, s. 2022; 13, s. 2018

CID/IMS/rag/ffp/ncl  




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**Schools Division of Benguet**

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(LETTERHEAD)

**LIST OF LEARNERS TO ATTEND REMEDIAL CLASS**

Grade Level: \_\_\_\_\_

Name/s	Learner Reference Number	Subject/s

**LIST OF LEARNERS TO ATTEND ADVANCEMENT CLASS**

Grade Level: \_\_\_\_\_

Name/s	Learner Reference Number	Subject/s

Prepared:

\_\_\_\_\_  
School Head/Principal



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(LETTERHEAD)

**LEARNER'S ENDORSEMENT FOR EOSY CLASS**

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

This is to certify that \_\_\_\_\_ with LRN # \_\_\_\_\_,  
 a bonafide learner of \_\_\_\_\_,  
 (Name of School)  
 is hereby allowed to take End-Of-School-Year class for SY \_\_\_\_\_.

The learner is recommended to enroll in the following subject area for  remedial  
 advancement

Grade Level	Subject/s	No. of Units

\_\_\_\_\_  
 Class Adviser

Approved:

\_\_\_\_\_  
 School Head/Principal

*Note: In case of remedial class, the least mastered competencies shall be attached.*



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**Department of Education**  
**Schools Division of Benguet**

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**PARENTAL CONSENT FORM FOR EOSY CLASS**

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

I, \_\_\_\_\_ hereby state that I am the \_\_\_\_\_  
(Relationship to the learner)  
of \_\_\_\_\_ with LRN # \_\_\_\_\_ who is presently in \_\_\_\_\_.  
(Name of the Learner) (Grade Level)

do hereby signify my consent for my child to be enroll in End-Of-School-Year class for  
school year \_\_\_\_\_ at \_\_\_\_\_  
(Name of School and Address)

\_\_\_\_\_  
Name and Signature of Parent/Guardian

\_\_\_\_\_  
Date





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**Schools Division of Benguet**

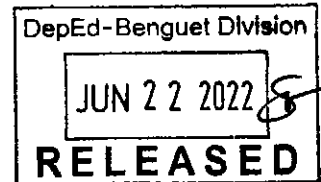
June 22, 2022

**DIVISION MEMORANDUM**

No. 196, s. 2022

**TO:**

**Public Schools District Supervisors/District Heads  
School Heads of Concerned Public Secondary Schools  
All Others Concerned**



**DIVISION TRAINING AND WORKSHOP ON SIYENSIKULA FOR SELECTED  
JUNIOR HIGH AND SENIOR HIGH SCHOOL SCIENCE TEACHERS**

1. The Schools Division of Benguet will conduct a training and workshop on Siyensikula for JHS and SHS Science teachers at Ecolodge, Magsaysay Avenue, Baguio City on June 29-July 1, 2022.
2. The professional development intervention aims achieve the following objectives:
  - a. Upskill identified male and female JHS and SHS Science teachers on creative visual tools such as animations, simulations, physical demonstrations and visual aids in video presentations;
  - b. Boost teachers' confidence in utilizing creative visual tools in creating teacher-made audio-visual materials.
3. All participants (enclosure 1) are required to bring their laptop and extension cord.
4. Meals and snacks are provided and chargeable against 2022 HRD fund, while transportation expenses are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate and strict compliance to this memorandum is directed.

**GLORIA B. BUYA-AO**  
Schools Division Superintendent

cid/rag/mcodg 2022



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**Schools Division of Benguet**

**Enclosure No. 1**

Control No. : \_\_\_\_\_

	<b>Name</b>	<b>School</b>
1	Noemi A. Mauro	Lepanto NHS
2	Genadeth M. Cachola	Lepanto NHS
3	Ana Liza W. Wais	Bokod NHS
4.	Michelle C. Bentres	Laurencio Fianza NHS
5	Chester P. Lacbongan	Kamora NHS
6	Veralyn M. Pudos	Kamora NHS
7	Marvilyn Aclis	Kapangan Central
8	Siepren O. Mangili	Kapangan Central
9	Jay L. Leon	Sablan NHS
10	Mary Luz L. Ticong	Sablan NHS
11	Mary Jane J. Dimino	Cordillera RSHS
12	Tristan Malafu	Mankayan NHS
13	Maria Fe C. Bumughawi	Mankayan NHS
14	Juvy Dale F. Politchay	Loo NHS
15	Jomar Palileng	Loo NHS
16	Karen P. Caba-ot	Ampucao NHS
17	Jim Alberto	Ampucao NHS
18	Emily Caslangen	Kibungan NHS
19	Vickylyn Colbongan	Alejo M. Pacalso M
20	Jocelyn M. Mero	Alejo M. Pacalso Memorial NHS
21	Elvis Ramcee Razote	Alejo M. Pacalso Memorial NHS
22	Lolly B. Balagnot	Bangao NHS
23	Patricia A. Caput	Bangao NHS
24	Jonathan S. Busilac	Bakun NHS
25	Elio B. Dominglos	Ampusongan NHS
26	Prescila S. Bagangan	Ampusongan NHS
27	Juliet Mae Dumepnas	Tublay School of Home Industries
28	Nelia Depaynos	Tublay School of Home Industries
29	Gladys Gendra Sabado	GBDAIS
30	Alvin Guaki	Cordillera RSHS
31	Denver P. Dokey	Cordillera RSHS
32	Rose Kayee D. Pecay	Cordillera RSHS
33	Jefferson Kisim	Benguet NHS
34		
35	Merlyn Conchita O. de Guzman	SDO-Benguet



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Republic of the Philippines  
**Department of Education**  
**Schools Division of Benguet**

June 22, 2022

**DIVISION MEMORANDUM**

No. 195 S2022

DepEd - Benguet Division

Sir Stephen  
Pls. acknowledge  
thru an advisory



**International Chamber of Authors, Researchers, and Editors**  
2411 Arēe Mānsiōn, 315 Moo 1, Khlong Tūmri, Mueāng Chonburi, 20000 Thailand  
DBD Reg. No.: 0203564000907; SEC Reg. No.: CN202103568

June 16, 2022

**MS. GLORIA B. BUYA-AO**

Schools Division Superintendent of Benguet Division  
Province of Benguet

**Madam:**

The International Chamber of Authors, Reviewers, and Editors (ICARE) in collaboration with International Society of Teachers, Administrators and Researchers, Inc. (ISTAR), Department of Education – National Capital Region (DepEd NCR), Schools Division of Navotas City, Navotas National High School, Lyceum Northwestern University, Mirwais Neeka Institute of Higher Education, International Alliance of English Language Teachers, Asian Association for Academic Integrity, International Alliance of English Language Teachers (IAELT), Thailand; and MEXTESOL, will be conducting its **International Conference on Institutional and Action Research** with the theme, “Reviving Organizations through Institutional and Action Research in the New Education Landscape” via **Zoom Video Teleconferencing on June 25-28, 2022.**

Anent to this, may we humbly **request for an endorsement/advisory letter** from your good office and invite our available and interested esteemed administrators, researchers, teachers from your division to partake in this international virtual conference. It will be participated by international speakers and audiences from 40 different countries around the globe.

Should this request be given an approval, it is rest assured that the kind gesture given to us will be very much valued and appreciated.

For registration and queries, kindly contact Mr. Christian C. Gandeza (+639109706501) and Dr. Rommel V. Tabula (+66928070956) or email the committee via its official address, [icaregeninfo@gmail.com](mailto:icaregeninfo@gmail.com).

Thank you, and ICARE is looking forward to hearing from you.

Very respectfully yours,

**Kevin Jake M. Angyab, MAESL**  
Corporate Secretary, ICARE Global Thailand

Noted:

  
**Dr. Rommel V. Tabula**  
Founder and President, ICARE Global Thailand





International Society of Teachers, Administrators and Researchers  
2411 Arce Mansion, 315 Moo 1, Khlong Tumru, Mueang Chonburi, 20000 Thailand  
DBD Reg. No.: 0203564000907; SEC Reg. No.: CN202103568

June 16, 2022

**MS. GLORIA B. BUYA-AO**  
Schools Division Superintendent of Benguet Division  
Province of Benguet

**Madam:**

The International Society of Teachers, Administrators and Researchers, Inc. (ISTAR), in collaboration with Department of Education – National Capital Region (DepEd NCR), Schools Division of Navotas City, Navotas National High School, Lyceum Northwestern University, Mirwais Neeka Institute of Higher Education, International Alliance of English Language Teachers, Asian Association for Academic Integrity, International Alliance of English Language Teachers (IAELT), Thailand and MEXTESOL, will be conducting its 2<sup>nd</sup> International Educators Conference on Educational Leadership and Demonstration Teaching with the theme, "The Portrait of an Educational Leader as Researcher, Innovator, and Quality Management Advocate in the New Normal Academic Landscape" at Rajamangala University of Technology Lanna Tak, Mueng Tak, Thailand on July 28-30, 2022.

Anent to this, may we humbly request for an endorsement/advisory letter from your good office and invite our available and interested esteemed administrators, researchers and teachers from your division to partake in this face-to-face international conference. It will be participated by international speakers and audiences from 40 different countries around the globe.

Apart from this, our participants can also join and compete for the Demonstration Teaching Festival which is one of the highlights of the conference. The event is intended to present the emerging pedagogies and address relevant issues through our demonstration teachers who hail from various academic communities of the world.

Should this request be given an approval, it is rest assured that the kind gesture given to us will be very much valued and appreciated.

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Thank you, and ISTAR is looking forward to hearing from you.

Very respectfully yours,

  
Kevin Jake M. Angyab, MAESI  
Regional Coordinator, ISTAR

  
Dr. Rommel V. Tabala  
Founder, ISTAR Global Thailand



Republic of the Philippines  
Department of Education  
Cordillera Administrative Region  
Schools Division of Benguet

To: Public Schools District Supervisors and Coordinating Principal  
School Heads  
Teaching and Non- Teaching Personnel  
Others Concerned

For information and dissemination.

  
GLORIA B. BUYA-AO

Schools Division Superintendent



International Society of Teachers, Administrators and Researchers  
2411 Aree Mansion, 315 Moo 1, Khlong Tumru, Mueang Chonburi, 20000 Thailand  
DBD Reg. No.: 0203564000907; SEC Reg. No.: CN202103568

June 16, 2022

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Schools Division Superintendent of Benguet Division  
Province of Benguet

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**Dr. Rommel V. Tabula**  
Founder, ISTAR Global Thailand