



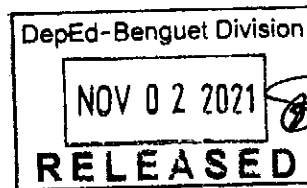
Republic of the Philippines
Department of Education
Schools Division of Benguet

October 29, 2021

DIVISION MEMORANDUM

No. 430, S2021

TO: Public Schools District Supervisors
Elementary School Heads
All Others Concerned



**DIVISION VIRTUAL ORIENTATION ON THE PILOT TESTING OF THE
HOME-BASED ONLINE REGIONAL MOTHER TONGUE-BASED
MULTILINGUAL EDUCATION READING COMPREHENSION
ASSESSMENT TEST (MTB-MLE RCAT) IN IDENTIFIED
ELEMENTARY SCHOOLS OF BENGUET**

1. Pursuant to Regional Memorandum No. 515, s. 2021, the Department of Education Cordillera Administrative Region (DepEd-CAR) through the Curriculum and Learning Management Division (CLMD), in collaboration with the Information and Communication Technology Unit (ICTU), Quality Assurance Division and Schools Division Offices, will conduct the pilot testing of the Home-Based Online Regional Mother Tongue-Based Multilingual Reading Comprehension Assessment Test (MTB-MLE RCAT) on November 12, 2021 via Google Form.
2. The activity aims to assess the Grade 4 learners' reading comprehension in English, Filipino, and the three dominant Mother Tongue languages: Ibaloy, Kankanaey, and Iloco to Schools Division Offices of Baguio City and Benguet.
3. In preparation for the said activity, there will be a Division Virtual Orientation on November 5, 2021 at 9:00 AM through this link <https://bit.ly/3nCT78E> to be participated by Public School District Coordinators and testing personnel of the participating elementary schools (Please refer to Enclosure 1).



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4. The table below gives a view of the schedule of activity and mechanics:

Activities	In-charge	Date
Online submission of list of Grade 4 learners by the STC to the Division Testing Coordinator	School heads and STCs of identified schools	On or before November 4, 2021
Online orientation of chief examiners (CE), school testing coordinators (STC), school ICT coordinators (SIC), testing facilitators (TF)	Division Testing Coordinator (DTC) and Division IT Officer (DITO)	November 5, 2021
Random selection of 50 grade 4 Kankanaey and 50 Ibaloy examinees from the submitted lists	Division testing coordinator (DTC)	November 6, 2021
Online submission of randomly selected examinees to the RTC and to the STC	Division Testing Coordinator (DTC)	November 8, 2021
Orientation of the examinees	STC, SIC, TF	November 9, 2021
Online sending of testing links to DTCs and DITOs email addresses	Regional Testing Coordinator (RTC)	November 11, 2021
SMS/Online sending of testing links to CE, STC, SIC and TF through school testing personnel's email addresses	DTC and DITO	November 11, 2021
SMS/Online distribution of log-in information to examinees	TF	November 11, 2021
Processing and analysis of the pilot test results by the test developers and evaluators	RTC	November 18-19, 2021

5. To facilitate the conduct of the MTB-MLE RCAT, the Regional Office downloaded support funds to the division office for the communication allowance of examinees amounting to 150 pesos per examinee. This will be forwarded to the examinees in the



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form of load cards. PINs will be forwarded to the learner's cellphone numbers before the examination day.

6. Other related expenses of those directly involved in the conduct of the MTB-MLE RCAT may be charged from the school MOOE or other local funds subject to usual accounting and auditing rules and regulations.
7. Kindly refer to the following enclosures for your reference and guidance.
 - a. Enclosure 1: Testing Personnel Information
 - b. Enclosure 2: List of Examinees and Testing Facilitators Template
 - c. Enclosure 3: Guidelines in the Pilot Testing of the MTB-MLE RCAT
 - d. Enclosure 4: Participants for the Processing and Analysis of the Pilot Testing of the Regional Mother Tongue-Based Multilingual Education Reading Comprehension Assessment Test Results
8. Should there be any query and/or clarification, please contact the CID Chief, Dr. Rizalyn A. Guznian, at rizalyn.guznian@deped.gov.ph or the MTB-MLE Division Coordinator, Mr. Norbert C. Lartec, at norbert.lartec@deped.gov.ph.
9. Immediate and widest dissemination of and compliance with this memorandum is directed.

GLORIA B. BUYA-AO
Schools Division Superintendent

Encl.: As stated

CID/mg/ncl
ae



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ENCLOSURE NO. 1 TO DM NO. _____

TESTING PERSONNEL INFORMATION

MOTHER TONGUE- IBALOY

A. Division Testing Personnel Information

Division	Benguet	Division Address	Wangal, La Trinidad, Benguet
Name of SDS	Gloria B. Buya-ao	Contact No.	422-6570
Name of DTC	Norbert C. Lartec	Contact No.	09284868095
		Email Address	norbert.lartec@deped.gov.ph
Name of DITO	Eric S. Wanson	Contact No.	09296884433
		Email Address	eric.wanson@deped.gov.ph

B. School Testing Personnel Information

B.1. Eight Small /Medium School

B.1.a

District	Bokod	School Size	Small
Name of School	Ambangeg ES	School ID	135427
School Address	Daklan, Bokod, Benguet		
Name of SH	Agustina S. Mendoza	Contact No.	09260575366
		Email Address	agustina.medndoza@deped.gov.ph
Name of STC	Jane T. Cuilan	Contact No.	09107907047
		Email Address	jane.cuilan@deped.gov.ph
Name of SIC	Wilma M. Dogaong	Contact No.	09462594451
		Email Address	wilma.dogaong@deped.gov.ph

B.1.b

District	Itogon I	School Size	Small
Name of School	Gumatdang Integrated School	School ID	502176
School Address	Alumit, Gumatdang, Itogon, Benguet		
Name of SH	Frederick V. Ladia	Contact No.	09197568037
		Email Address	frederick.ladia@deped.gov.ph
Name of STC	Bernadette L. Pocdalay	Contact No.	09508135491
		Email Address	bernadette.pocdalay@deped.gov.ph
Name of SIC	Franliza L. Nisperos	Contact No.	09294883389
		Email Address	franliza.nisperos@deped.gov.ph

B.1.c

District	Itoyon 2	School Size	Small
Name of School	Fianza ES	School ID	135521
School Address	Dalupirip , Itoyon, Benguet		
Name of SH	Josie S. Cayat	Contact No.	09095787663
		Email Address	josie.cayat@deped.gov.ph
Name of STC	Rogenia S. Sukaw	Contact No.	09497470530
		Email Address	rogenia.sukaw@deped.gov.ph
Name of SIC	Joan D. Samson	Contact No.	09484411918
		Email Address	joan.samson@deped.gov.ph

B.1.d

District	Sablan	School Size	Small
Name of School	Jose Gonzales ES	School ID	135676
School Address	Ambahes, Bagong, Sablan, Benguet		
Name of SH	Nilo P. Oyam	Contact No.	09099431390
		Email Address	niloyyam@deped.gov.ph
Name of STC	Juna P. Mirason	Contact No.	09197508807
		Email Address	juna.mirason@deped.gov.ph
Name of SIC	Sonia T. Pisda	Contact No.	09207478456
		Email Address	sonia.pisda@deped.gov.ph

B.1.e

District	Tuba	School Size	Small
Name of School	Toybongan Elem. School	School ID	135715
School Address	Toybongan, Tabaan Norte, Tuba, Benguet		
Name of SH	Minda B. Pagnas	Contact No.	09461251674
		Email Address	minda.pagnas@deped.gov.ph
Name of STC	Faith Paran	Contact No.	09381443836
		Email Address	faith.paran@deped.gov.ph
Name of SIC	Juvani Paran	Contact No.	09454832971
		Email Address	juvani.paran@deped.gov.ph

B.1.f

District	Kabayan	School Size	Small
Name of School	Kabayan Barrio ES	School ID	135553
School Address	Kabayan Bo., Kabayan, Benguet		
Name of SH	Jenneth M. Bastian	Contact No.	09396425763
		Email Address	jenneth.bastian@deped.gov.ph
Name of STC	Eugenia T. Buyagan	Contact No.	09503289724
		Email Address	eugenia.buyagan@deped.gov.ph
Name of SIC	Sarah C. Domis	Contact No.	09122086540
		Email Address	sarah.domis@deped.gov.ph

B.1.g

District	La Trinidad		Medium
Name of School	Alno Kadorie ES	School ID	135614
School Address	Alno, La Trinidad, Benguet		
Name of SH	Oscar Lacaden	Contact No.	09095650172 oscar.lacaden@deped.gov.ph
Name of STC	Jhayra A. Bayacsan	Contact No.	09477061430 jhayra.bayacsan@deped.gov.ph
Name of SIC	Melchora D. Casim	Contact No.	09463429039 melchora.casim@deped.gov.ph

B.1.h

District	La Trinidad		Small
Name of School	Bineng ES	School ID	135621
School Address	Bineng, La Trinidad, Benguet		
Name of SH	Aida A. Pe	Contact No.	09465981532
		Email Address	aida.pe@deped.gov.ph
Name of STC	Maritess Bugtong	Contact No.	09437067791
		Email Address	maritess.bugtong@deped.gov.ph
Name of SIC	Jocelyn Julian	Contact No.	09090970970
		Email Address	jocelyn.julian@deped.gov.ph

B. One Big School

District	Tublay		Big
Name of School	Paoad ES	School ID	135733
School Address	Acop, Caponga, Tublay, Benguet		
Name of SH	Nora T. Suaking	Contact No.	09107971645
		Email Address	nora.suaking@deped.gov.ph
Name of STC		Contact No.	
		Email Address	
Name of SIC	Dizon W. Delmas	Contact No.	09122070086
		Email Address	dizon.delmas@deped.gov.ph

TESTING PERSONNEL INFORMATION

MOTHER TONGUE- KANKANAAY

A. Division Testing Personnel Information

Division	Benguet	Division Address	Wangal, La Trinidad, Benguet
Name of SDS	Gloria B. Buya-ao	Contact No.	422-6570
Name of DTC	Norbert C. Lartec	Contact No.	09284868095
		Email Address	norbert.lartec@deped.gov.ph
Name of DITO	Eric S. Wanson	Contact No.	09296884433
		Email Address	eric.wanson@deped.gov.ph

B. School Testing Personnel Information

B.1. Six Small /Medium Schools

B.1.a

District	Atok	School Size	Small
Name of School	Cagui-ing ES	School ID	135379
School Address	Caliking, Atok, Benguet		
Name of SH	Romualdo M. Tiden	Contact No.	09993851134
		Email Address	romualdo.tiden@deped.gov.ph
Name of STC	Elsie C. Taquio	Contact No.	09120014510
		Email Address	elsie.taquo@deped.gov.ph
Name of SIC	Sebio P. Badival	Contact No.	09075843752
		Email Address	sebio.badival@deped.gov.ph

B.1.b

District	Bakun	School Size	Medium
Name of School	Labinio Mariano ES	School ID	135419
School Address	Alibacong, Gambang, Bakun		
Name of SH	Emily T. Bagayao	Contact No.	0948 276 9170
		Email Address	emily.bagayao@deped.gov.ph
Name of STC	Cynthia Soriano	Contact No.	09186509841
		Email Address	cynthia.soriano@deped.gov.ph
Name of SIC	Ruth Ann Labinio	Contact No.	09385377809
		Email Address	ruthann.labinio@deped.gov.ph

B.1.c

District	Buguias	School Size	Small
Name of School	Bangao-Moreno Elem School	School ID	135466
School Address	Bangao, Buguias, Benguet		
Name of SH	Nerissa S. Culas	Contact No.	09106117396
		Email Address	nerissa.culas@deped.gov.ph
Name of STC	Mildred L. Julian	Contact No.	+639120296353
		Email Address	mildred.julian@deped.gov.ph
Name of SIC	Julie Ann del Rosario	Contact No.	09634030562uu
		Email Address	Julieann.delrosario@deped.gov.ph

B.1.d

District	Tuba	School Size	Small
Name of School	Saguitlang IS	School ID	501758
School Address	Saguitlang, Ansagan, Tuba		
Name of SH	Mary Jane L. Leo	Contact No.	09298330992
		Email Address	maryjane.leo@deped.gov.ph
Name of STC	Rose G. Pandalugan	Contact No.	09274040205
		Email Address	rose.pandalugan@deped.gov.ph
Name of SIC	Vivian B. Lang-ay	Contact No.	09635200047
		Email Address	vivian.

B.1.e

District	Kapangan	School Size	Small
Name of School	Pudong Elementary School	School ID	135583
School Address	Pudong, Kapangan, Benguet		
Name of SH	Chumbian S. Biang	Contact No.	09120297819
		Email Address	chumbian.biang@deped.gov.ph
Name of STC	Narcisa C. Tayaotao	Contact No.	09504823267
		Email Address	narcisa.tayaotao@deped.gov.ph
Name of SIC	Lorna B. Tayaban	Contact No.	09469415468
		Email Address	lorna.tayaban@deped.gov.ph

B.1.f

District	Kibungan	School Size	Medium
Name of School	Kibungan Central School	School ID	135597
School Address	Poblacion, Kibungan, Benguet		
Name of SH	Norma P. Capiato	Contact No.	09123792255
		Email Address	norma.capiato@deped.gov.ph
Name of STC	Regina C. Baobaoen	Contact No.	09502133623
		Email Address	regina.baobaoen@deped.gov.ph
Name of SIC	Andrea B. Dimas	Contact No.	09108018243
		Email Address	andrea.dimas@deped.gov.ph

B.2. Two Big Schools

B.2.a

District	Buguias	School Size	Big
Name of School	Loo Elementary School	School ID	135485
School Address	Loo Buguwas Benguet		
Name of SH	Onofre D. Limpayos	Contact No.	09096579434
		Email Address	onfre.limpayos@deped.gov.ph
Name of STC	Teresita S. Madinno	Contact No.	09101170749
		Email Address	teresita.madinno@deped.gov.ph
Name of SIC		Contact No.	
		Email Address	

B.2.b

District	Mankayan	School Size	Big
Name of School	Mankayan Central School	School ID	135658
School Address	Poblacion, Mankayan, Benguet		
Name of SH	Karen B. Tegan	Contact No.	09297659395
		Email Address	karen.tegan@deped.gov.ph
Name of STC	Claire C. Pasule	Contact No.	09615627328
		Email Address	claire.pasule@deped.gov.ph
Name of SIC	Vanessa B. Galletes	Contact No.	09205779780
		Email Address	vanessa.galletes@deped.gov.ph

LIST OF EXAMINEES AND TESTING FACILITATORS TEMPLATE

Name of School: _____		School Size: _____		
School Address: _____		Contact Number: _____		
Name of School Head: _____		Contact Number: _____		
Names of Examinees	Examinees' LRN	Learning Modality	Name of TF	Contact Number & Email Address
1.				
2.				
3.				
4.				
5.				

*Note: There are five examinees for small and medium participating schools and 10 examinees for big participating schools.



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Enclosure No. 3 to RM No. 515-2021

**GUIDELINES IN THE PILOT TESTING OF THE REGIONAL MOTHER TONGUE
BASED-MULTILINGUAL EDUCATION READING COMPREHENSION ASSESSMENT
TEST (MTB-MLE RCAT)**

The following test administration and testing procedures shall be adopted in the pilot testing of the Regional Mother Tongue Based- Multilingual Education Reading Comprehension Assessment Test (MTB-MLE RCAT)

A. Test Administration

1. Target Clientele

The pilot testing of the Regional Mother Tongue Based- Multilingual Education Reading Comprehension Assessment Test (MTB-MLE RCAT) shall be administered to Cordillera learners in Grade 4 in the regular program in public schools in the elementary level in DepEd CAR.

2. Mode of administration

The pilot test shall be a home-based online test. The testing facilitators shall administer and monitor its conduct with the assistance of the chief examiner, school testing coordinator, and school ICT coordinator.

3. Schedule of administration

The actual date of conduct of the pilot testing shall be determined by the regional testing committee.

4. Number of examinees per school/group of examinees

The following are the type of schools/group of examinees and the corresponding number of examinees who shall participate in the pilot testing.

School Type/Group of Examinees	No. of Examinees	Total No. of Examinees
Ibaloy Language		
6 Small /Medium Schools		
Grade 4 learners	5 x 6	30
2 Big Schools		
Grade 4 learners	10 x 2	20
TOTAL		50
Kankanaey Language		
6 Small /Medium Schools		
Grade 4 learners	5 x 6	30
2 Big Schools		



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Grade 4 learners	10 x 2	20
TOTAL		50
Ilokano Language		
6 Small /Medium Schools		
Grade 4 learners	5 x 6	30
2 Big Schools		
Grade 4 learners	10 x 2	20
TOTAL		50
OVERALL TOTAL		150

5. Testing personnel

The following are the testing personnel involved in the pilot testing of the MTB-MLE RAT.

- a. The Regional Testing Coordinator (RTC)
 - i. In coordination with the Division Testing Coordinator (DTC), the RTC identifies the school in each division which will participate in the pilot testing of the MTB-MLE RCAT;
 - ii. Orients the DTCs on the guidelines relative to the conduct of the pilot testing of the MTB-MLE RCAT prior to its actual administration; and
 - iii. Provide technical assistance to DTCs during the pilot testing of the MTB-MLE RCAT.
- b. The Regional IT Officer (RITO)
 - i. Assists the RTC in all the testing activities such as but not limited to providing technical assistance to DTC, CE, STC, SIC, and TF during the conduct of the test, orienting the DTCs and DITOs on the guidelines of the test, sending of testing links to DTCs; and monitoring the conduct of the test;
 - ii. Ensures that testing links are operational and accessible to test takers; and
 - iii. Provide technical assistance to DITO during pilot testing of the MTB-MLE RCAT.
- c. The Schools Division Superintendent (SDS)
 - i. Responsible for the smooth conduct of the pilot testing of the MTB-MLE RCAT in the division;
 - ii. Assigns one of the division supervisors as DTC; and
 - iii. Delegates competent and trustworthy testing facilitators chosen from the community learning facilitators/para-teachers/Learning Support Aides (LSAs) or teaching staff .
- d. The Division Testing Coordinator (DTC)
 - i. Prepares accurately the list of examinees in the division;



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- ii. On behalf of the SDS, the DTC assigns testing facilitators who are competent and trustworthy;
 - iii. Orients the Chief Examiners and STCs prior to the pilot testing of the MTB-MLE RCAT;
 - iv. Maintains the security and confidentiality of the test;
 - v. Provides technical assistance to Chief Examiners and STCs during the pilot testing of the MTB-MLE RCAT; and
 - vi. Notifies RTC of problems relative to the pilot testing of the MTB-MLE RCAT.
- e. The Division IT Officer (DITO)
- i. Assists the DTC in all the testing activities such as but not limited to providing technical assistance to CE, STC, and TF during the conduct of the test, orienting the CEs and STCs on the guidelines of the test, sending of testing links to TFs; and monitoring the conduct of the test; and
 - ii. Provides technical assistance to the School ICT Coordinator (SIC) during the pilot testing of the MTB-MLE RCAT.
- f. The Chief Examiner (CE)
- The school head is the chief examiner of his/her respective school.
- i. Maintains the security and confidentiality of the test;
 - ii. Ensures that the examinees are ready for the pilot testing of the RAT;
 - iii. Monitors the testing facilitators and the proper conduct of the pilot testing of the MTB-MLE RCAT;
 - iv. Has full awareness of the details of the pilot testing to be conducted;
 - v. Provides technical assistance to testing facilitators during the pilot testing of the MTB-MLE RCAT;
 - vi. Orients every testing facilitator in his/her respective school on the guidelines relative to the pilot testing; and
 - vii. Orients the test takers and parents on the guidelines relative to the administration of the home-based online MTB-MLE RCAT
- g. The School Testing Coordinator (STC)
- i. Assists the CE in all the testing activities;
 - ii. Double checks the list of examinees of the school being tested prior to submission to the DTC;
 - iii. Attends the orientation at the division level in the absence (or on behalf) of the CE;
 - iv. Orients the test takers and parents on the guidelines relative to the pilot testing of the MTB-MLE RCAT;
 - v. Monitors the testing facilitators and the proper conduct of the pilot testing of the MTB-MLE RCAT; and



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- vi. Provides necessary technical assistance to testing facilitators during and after the pilot testing of the MTB-MLE RCAT.

- h. **Testing Facilitator (TF)**
 - i. Logs in at least an hour before the conduct of the test;
 - ii. Checks that the examinee logs in at least 30 minutes before the test;
 - iii. Checks if the examinee is physically and psychologically ready for the test;
 - iv. Orients the test taker and his or her parent/guardian on the guidelines of the pilot testing of the MTB-MLE RCAT;
 - v. Sends the testing link for each learning area to the examinee through email on the prescribed time schedule;
 - vi. Ensures that the examinee accomplishes and submits his or her answers every after finishing a test; and
 - vii. Virtually monitors proper conduct of the pilot testing of the MTB-MLE RCAT;
 - viii. Acknowledges the support of the examinee's parent/s or guardian/s.

- i. **The School ICT Coordinator (SIC)**
 - i. Assists the TFs during the administration of the pilot testing of the MTB-MLE RCAT.

- j. **The Monitor**

There shall be monitors from each governance level to supervise and evaluate the pilot testing of MTB-MLE RCAT. Monitoring and evaluation of the conduct of the pilot testing of MTB-MLE RCAT shall be done online.

 - i. Virtually checks and evaluates the processes done before, during, and after the conduct of the pilot testing of MTB-MLE RCAT using a monitoring tool.
 - ii. Makes and submits the M&E report to the RTC immediately after the conduct of the pilot testing.

B. Testing Procedure

1. Before the Start of the Online Test

- a. **Regional Testing Coordinator (RTC)**

Sends the testing links to the DTC a day before the scheduled date of pilot testing.

- b. **Division Testing Coordinator (DTC)**

Sends the testing links and log in information to the testing facilitators a day before the scheduled date of pilot testing.



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- c. Chief Examiner (CE)/School Testing Coordinator (STC)
Ensures that testing facilitators are orienting the examinees and the examinees are ready for the test. He or she may use any means of communication in facilitating the pilot testing of MTB-MLE RCAT.
 - d. Testing Facilitator (TF)
 - i. Sends the testing link and log in information to the examinee assigned to him or her through email or SMS.
 - ii. Orients the examinee on the procedures of the test through call or any means of communications.
 - iii. Ensures that the examinee assigned to him/her is ready for the test.
 - iv. Assists the examinee in filling out the Examinee's Information.
 - v. Gives the go signal when the examinee shall start taking the test.
 - e. Examinee
 - i. Strictly follows the testing procedures and instruction of the testing facilitator assigned to him or her.
 - ii. Fills out the Examinee Information completely.
 - f. Parent/Guardian
 - i. Assists the testing facilitator in orienting his/her child/ward on the procedures of the test.
 - ii. Assists the child/ward in filling out the Examinee's Information.
- 2. During the Test Proper**
- g. The RTC, DTC, CE, STC and members of the M&E team shall monitor the pilot testing of the MTB-MLE RCAT
 - h. Testing Facilitator
 - i. Supervises the administration of the pilot test.
 - ii. Answers queries of the examinee about the test.
 - i. Examinee
Honestly answers the test.
 - j. Parent/Guardian
Assists the testing facilitator in supervising the administration of the test.
- 3. After the Test**
- k. Examinee
Clicks the **submit button** to close or end the test for each subject.
 - l. Testing Facilitator
 - i. Ensures that the examinee submits his or her answers at the end of the test for each subject by clicking the **submit button**.
 - ii. Accomplishes the online evaluation of the home-based online MTB-MLE RCAT at the end of all the tests.
 - m. Parents/Guardians
Assists the child/ward in submitting his or her answers at the end of the test for each subject.
-



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- n. The DTC, CE, and STC accomplishes the online evaluation of the home-based online MTB-MLE RCAT at the end of all the tests.
- o. The RTC and RITO removes access to the testing links at 12:15 PM for the tests scheduled in the morning and at 4:45 PM for the tests scheduled in the afternoon.

Before, during and after the administration of the test, the RTC, RITO, DITO, CE, STC and SIC shall assist in the conduct of the test and shall ensure that testing procedures are strictly followed.



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Enclosure No. 4 to RM No. 515.2021

**PARTICIPANTS FOR THE PROCESSING AND ANALYSIS OF THE RESULTS OF
 THE PILOT TESTING OF THE REGIONAL MOTHER TONGUE BASED-
 MULTILINGUAL EDUCATION READING COMPREHENSION
 ASSESSMENT TEST (MTB-MLE RCAT)**

NAME OF PARTICIPANTS	POSITION	SCHOOL	DIVISION	EMAIL-ADD/CONTACT NUMBER
A. IBALOY				
Rodorah S. Tacay	Teacher III	Taloy Sur ES	Benguet	rodorah.tacay@deped.gov.ph 09394476801
Mary Jane V. Wakit	Teacher I	Solomon Solano ES, Itogon	Benguet	maryjane.wakit@deped.gov.ph 09128548580
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