



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

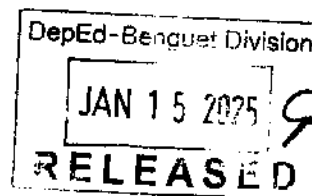
14 Jan 2025

DIVISION MEMORANDUM

No. 15 s. 2025

Administration of the 2025 Division Achievement Test- Grades 5 and 9

To: Education Program Supervisors
 Public Schools District Supervisor/ District In-Charge
 Elementary and Secondary School Heads and Teachers
 School Testing Coordinators
 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 2024-2025 on February 20-21, 2025. 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
1. Online Meeting among school heads and STCs, SITCs for the DAT 5 & 9	DAT (RUKOD) Digitization Team	February 3, 2025 (11:00-12:00AM)
2. Installation of Safe Exam Browser (SEB) to computer units or FEK to hand-held gadgets	School IT Coordinator and School Testing Coordinator	February 4- 14, 2025
3. DAT 5 and 9 Administration	CE, SITC, STC and Grades 5 & 9 Learners	February 17-21 for Large and Very Large Schools while February 20-21 for Medium and Small School
4. Monitoring of DAT Administration	EPSs/ PSDSs/ PSDIs	February 17-21, 2025

2. The 2025 DAT shall be taken half day. In case the testing centers lack computer units or gadgets, DAT could be taken in batches (one in the morning and one in the afternoon) to accommodate more learners.



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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 Observe for the DAT Administration

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.

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Regional Director and
Concurrent Officer-In-Charge
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For the OIC – SDS:

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Assistant Schools Division Superintendent

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Enclosure 1 to Division Memorandum no. 15,52025

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.
4. Monitors the Room Examiners while the test proper is in progress;
5. Has full awareness of the details of the testing program to be conducted;
6. Orients every teacher in his/ her respective school on the guidelines and relative to the test administration; and
7. Submits all reports to the Division Testing Coordinator (DTC) through the google sheet to be shared 2 days prior to the DAT administration.

B. Room Examiner (Teacher External to the School)

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

1. Checks if the examinees have functional computer units to work on, ballpens and sheets of blank paper for computation purposes;
2. Maintains security and confidentiality of assessment materials;
3. Follows strictly the number of hours during test administration;
4. Relays to the STC and CE issues that may arise in the DAT administration; and
5. 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 in the enrollment of learner and installation of Safe Exam Browser (SEB) or FEK.
2. Shares the enrolment key to the learners on the day of examination.
3. Consolidates the report on a google sheet and submits to the school head for checking and submission.

D. Monitoring and Evaluation Team

1. The Division monitoring team (composed of EPSs and PSDSs/ PSDIs) monitor the conduct of the DAT in the different testing centers.
2. The expenses incurred by monitoring team will be charged to division MOOE.



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3. All reports will be submitted after the monitoring for consolidation.

E. Board work on time schedule for DAT Grades 5 & 9

Parts of the Test	Item Numbers	Time Limit	Time Started	Time to End
Test Instruction and Completion of EDQ		15 mins	_____	_____
Part II (Test Proper)				
Science	1 – 40	45 mins	_____	_____
English	1 – 40	45 mins	_____	_____
Break		15 mins		
Mathematics	1 – 40	45 mins	_____	_____
Lunch Break				
Araling Panlipunan	1 – 40	45 mins	_____	_____
Filipino	1 – 40	45 mins	_____	_____
Total Time Limit		4 H & 15 Min		



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Enclosure 2 to Division Memorandum no. 15, 52025

Activities to Observe during the Division Achievement Test Administration

A. Pre-Test Activities

1. Install SEB/ FEK to newly acquired computers/ gadgets to be used during the online assessment.
2. Make a list of examinees per room before the examination based on the enrolment.
2. Arrange the learners' name in alphabetical order (regardless of sex).
3. There will be 30 examinees per testing room.
4. Post the list of names beside the doorway for reference of room examiner and assessment monitoring team.
5. Prepare the board work similar to Enclosure 1.

B. Test Proper

1. Ensure the learners are ready for the assessment as well as the test materials.
2. Share the enrolment keys to access the test materials.
3. Give direction in answering the questions particularly the EDQ.
4. Administer the test with honesty and follow the time allotment as per memorandum. Update the board work from time to time.

C. Posttest Activities

1. Submit report regarding the conduct of DAT 5 & 9 thru the googlesheet link that will be communicated soon.
2. After the analysis of results at the division level, results will be communicated to be utilized for policy recommendations, decision-making, continuous improvement and development of targeted interventions, all for the realization of higher learning outcomes.



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