



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

DepEd-Benguet Division  
 JAN 22 2026  
**RELEASED**

20 Jan 2026

**DIVISION MEMORANDUM**  
 No. 30 s. 2026

**Guidelines in the Administration of the 2026 Division Achievement Test-  
 Grades 5 and 9 and 2026 Regional Achievement Test (RAT)-Grades 6 and 10**

To: 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 School Year 2025–2026 from February 9 to 13, 2026. Meanwhile, the Department of Education–Cordillera Administrative Region (DepEd-CAR) will conduct the Regional Achievement Test (RAT) for all public Grades 6 and 10 learners on March 9 to 13, 2026. As such, the following activities will be observed:

Activity	Participants/ Persons Involved	Date and Platform
1. Online Meeting among School Heads, STCs, and SITCs on the conduct of DAT 5 & 9 and RAT 6 and 10	DAT (RUKOD) TWG Team- CID CES, EPS and ICTU	January 29, 2026 (9:00-12:00AM) <b>Microsoft Teams meeting</b> <b>Join:</b> <a href="https://teams.microsoft.com/join/44746389710464?p=zG31riONbjCIMyIiI9">https://teams.microsoft.com/join/44746389710464?p=zG31riONbjCIMyIiI9</a> Meeting ID: 447 463 897 104 64 Passcode: fa3pr33d
2. Installation of Safe Exam Browser (SEB) to computer units or FEK to hand-held gadgets	School IT Coordinator and School Testing Coordinator	January 29- February 7, 2026
3. DAT 5 and 9 Administration	CE, SITC, STC and Grades 5 & 9 Learners	February 9-16 for Large and Very Large Schools while Medium and Small Schools will follow the arrangement per district to be shared during the meeting
4. Monitoring of DAT Administration	EPSS/ PSDSS/ PSDIs	February 9-16, 2026



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
 Facebook Page: DepEd Tayo Benguet

**AYALAN**  
 Integrity | Bold | Accomplishment | Quality | Advancement | Future | Excellence



2. The 2026 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.

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.



Digitally signed by  
ESTELA P. LEON-  
CARIÑO EdD, CESO III  
Date: 2026.01.22  
11:58:41 +08'00'

**ESTELA P. LEON-CARIÑO EdD, CESO III**

**Regional Director and**

**Concurrent Officer-In-Charge**

**Office of the Schools Division Superintendent**

/CID/AMD/jso/ftp



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

**AYALAN**  
Integrity • Fairness • Accomplishment • Boldness • Excellence • Service



Enclosure 1 to Division Memorandum no. 30

## Guidelines in the Administration of the Division Achievement Test

### A. Chief Examiner (School Heads)

**Role:** Responsible for managing the conduct of the assessment program

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 Chief Examiner 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; and
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.
3. All reports will be submitted after the monitoring for consolidation.



Address: Wangal, La Trinidad, Benguet  
Telephone Number: (074) 422-6570  
Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
Facebook Page: DepEd Tayo Benguet

**ITABAN**  
Integrity | Ethics | Accomplishment | Excellence | Advancement | Service Excellence



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

<b>Parts of the Test</b>	<b>Item Numbers</b>	<b>Time Limit</b>	<b>Time Started</b>	<b>Time to End</b>
Test Instruction and Completion of EDQ		20 mins	<u>8:00</u>	<u>8:20</u>
<b>Part II (Test Proper)</b>				
Mathematics	1 – 30	40 mins	<u>8:20</u>	<u>9:00</u>
English	1 – 30	40 mins	<u>9:00</u>	<u>9:40</u>
<b>Break</b>		20 mins		
Science	1 – 30	40 mins	<u>9:40</u>	<u>10:00</u>
<b>Lunch Break</b>				
Araling Panlipunan	1 – 30	40 mins	<u>10:00</u>	<u>10:40</u>
Filipino	1 – 30	40 mins	<u>10:40</u>	<u>11:20</u>
<b>Total Time Limit</b>		<b>3 H &amp; 40 mins</b>		



Address: Wangal, La Trinidad, Benguet  
 Telephone Number: (074) 422-6570  
 Email: [benguet@deped.gov.ph](mailto:benguet@deped.gov.ph)  
 Facebook Page: DepEd Tayo Benguet

**AYAMAN**  
 Integrity | Best Accomplishment | Modifies | Advancement | Virtues Excellence



## 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. Examinees per testing room will depend upon available gadgets.
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 leaving the time unfilled.

### 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.
5. Update the board work from time to time.

### C. Posttest Activities

1. Submit summary of 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.

