



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DTS No. 23-111116

DIVISION MEMORANDUM

CID-2023-442

To : Assistant Schools Division Superintendent
Chief Education Supervisors, CID and SGOD
Public Schools District Supervisor (PSDS) Concerned
Division Testing Coordinator (DTC)
Health and Nutrition Unit (HNU) Concerned
Elementary and Secondary School Heads and Teachers Concerned
All Others Concerned

Subject : CONDUCT OF THE REGIONAL PRE-ASSESSMENT TEST FOR SY
2023-2024

Date : October 26, 2023

In reference to Regional Memorandum No. CLMD-2023-691, the Curriculum and Learning Management Division (CLMD) of the Department of Education's (DepEd) Region XI Office, in collaboration with the Division Testing Coordinator (DTC), will administer the Regional Pre-Assessment Test to randomly selected students in Grades 4 to 10 for English, Science, and Mathematics, as well as core subjects in Grades 11 and 12.

Below are the randomly selected schools involved in the testing activity:

<i>School</i>	<i>District</i>	<i>Grade Levels</i>	<i>Date of Test</i>
1. Dulangan ES	Digos Occidental	Grades 4 to 6	November 15, 2023
2. Bagumbuhay ES	Digos South	Grades 4 to 6	
3. Digos City CES	Digos Occidental	Grades 4 to 6	
4. Dawis NHS	Secondary District	Grades 7 to 10	
5. Kapatagan NHS	Secondary District	Grades 7 to 12	

A **meeting** with the **Testing Personnel** will take place on **November 7, 2023, from 3:30 PM to 5:00 PM** via Google Meet at <https://meet.google.com/udt-pwee-bpk>.

The assigned Checkers will be responsible for **checking the test papers** after the test on **November 16-18, 2023**, at the **Schools Division Office – CID office**.

The examiner's guide and answer sheet template can be downloaded through this link: <https://tinyurl.com/Assessment-RXI>, and the list of sample learners per school is available for download through this link: <https://tinyurl.com/Digos-City-2023>.



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Attached are the list of the Technical Working Group (TWG), the list of testing personnel, the Medical Team, list of checkers, the tasks of personnel involved in the activity, and schedules of delivery/retrieval of testing materials. The Regional Memorandum has also been attached for additional details.

Service credits will be granted to all teacher participants, while Compensatory Overtime Credits (COC) will be granted to supervisors and other non-teaching personnel for the services rendered during Saturday (per DepEd No. 53, s. 2023) in checking the assessment test results.

Travel and other incidental expenses of the participants involved in the activity will be charged against local funds, MOOE, or other sources of funds, all subject to the usual accounting and auditing rules and regulations.

For your information and strict compliance.

For and in the absence of the
Schools Division Superintendent


BASILIO P. MANA-AY, JR. CESO VI
Asst. Schools Division Superintendent
Officer-In-Charge 

DepEd Schools Division of Digos City
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22-116987
DATE: OCT 27 2023 TIME: 1:00 PM
BY: 

Enclosed: As stated.
CID/PSDS/EDM



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ENCLOSURE NO. 1 – LIST OF TESTING PERSONNEL

I. List of Technical Working Group (TWG)

Name	Role
Melanie P. Estacio	Schools Division Superintendent
Basilio P. Mana-ay, Jr.	Assistant Schools Division Superintendent
Beverly S. Daugdaug	Chief ES, CID
Sollie B. Oliver, JD, MATE	Chief ES, SGOD
Eleser D. Mateo	PSDS / Division Testing Coordinator
Cecile C. Uy	EPS II / Alternate Division Testing Coordinator
Ruben Evarreta	EPS II / Support Staff
Clarence S. Pillerin	PSDS / Division Monitor
Mary Joy B. Fortun	PSDS / Division Monitor
Cherry Rossette E. Oliva	PSDS / Division Monitor
Ely G. Cataluña	PSDS / Division Monitor
Jessica G. Lucero	PSDS / Division Monitor
Gervasio R. Salinas Jr.	PSDS / Division Monitor

II. List of Sample Schools, Room Examiners (RE) and Chief Examiners (CE)

Name of School: Dulangan ES		
Chief Examiner: Rex C. Sayson		
School Testing Coordinator: Edna S. Visiata		
<i>Grade Level</i>	<i>Assigned RE</i>	<i>School</i>
Grade 4	Anna Mae S. Bariquit	Bagumbuhay ES
Grade 5	Mary Grace T. Sayon	Bagumbuhay ES
Grade 6	Irene B. Gemota	Bagumbuhay ES

Name of School: Bagumbuhay ES		
Chief Examiner: Jerwin L. Granada		
School Testing Coordinator: Rocel T. Salvaña		
<i>Grade Level</i>	<i>Assigned RE</i>	<i>School</i>
Grade 4	Joyce Baluran	Dulangan ES
Grade 5	Sheryl L. Guarin	Dulangan ES
Grade 6	Aida L. Duropan	Digos City CES

Name of School: Digos City CES		
Chief Examiner: Inda D. Nacua		
School Testing Coordinator: Greco N. Dasmariñas		
<i>Grade Level</i>	<i>Assigned RE</i>	<i>School</i>
Grade 4	Sarah H. Canteveros	Dulangan ES
Grade 5	Roxanne Joy C. Olaguer	Kapatagan NHS
Grade 6	Letchell F. Aquitan	Kapatagan NHS



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Name of School: Dawis NHS		
Chief Examiner: Marvin Padillo		
School Testing Coordinator: Danica B. Navaja		
<i>Grade Level</i>	<i>Assigned RE</i>	<i>School</i>
Grade 7	Febie Marie J. Hemperoso	Kapatagan NHS
Grade 8	Ritchell M. Albiar	Kapatagan NHS
Grade 9	Felix Ray R. Dumagan	Kapatagan NHS
Grade 10	Katrina C. Pua	Kapatagan NHS

Name of School: Kapatagan NHS		
Chief Examiner: Noba J. Rubion		
School Testing Coordinator: Acegen L. De Asis		
<i>Grade Level</i>	<i>Assigned RE</i>	<i>School</i>
Grade 7	Demosthenes O. Cajés	Digos City CES
Grade 8	Michael Louie P. Nieves	Digos City CES
Grade 9	Jecebel Ancheta	Dawis NHS
Grade 10	Chique Revilla	Dawis NHS
Grade 11	Ma. Eloisa Cajés	Dawis NHS
Grade 12	Anabelle Dano	Dawis NHS

III. List of Medical Team Members and school assignment:

<i>Sample Schools</i>	<i>District</i>	<i>Assigned Medical Team/ NOD</i>
Medical Team Head: Dra. Lyra Pilarte, Medical Officer III		
1. Dulangan ES	Digos Occidental	Aileen Caberon (<i>School clinic teacher/ Dulangan ES</i>)
2. Bagumbuhay ES	Digos South	Ireene P. Dandoy (Nurse II)
3. Digos City CES	Digos Occidental	Hazel Marie L. Escabillas (Nurse II)
4. Dawis NHS	Secondary District	Joel B. Gomito (Nurse II)
5. Kapatagan NHS	Secondary District	Frances Millicent R. Durano (Nurse II)

IV. List of Checkers

<i>Name of Checkers</i>	<i>School</i>
1. Egmidio R. Lopez Jr	G. Reusora CES
2. Felix Ray Dumagan	Kapatagan NHS
3. Daniel Gomez	Matti NHS
4. Robin Charles O. Ramos	SHSDC
5. Jessrael Bengil	AO II - GRCES



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ENCLOSURE NO. 2 – TERMS OF REFERENCE

**Task of Personnel Involved in the 2023 Regional Pre-Assessment Test
For SY 2023-2024**

<i>Person In-Charge</i>	<i>Task</i>
Schools Division Superintendent	➤ Oversee the overall direction, administration, and supervision of the testing activity in the Schools Division in accordance with the assessment standards set by the Regional Office. ➤ Serve as the chair and the official authorized signatory for all division issuances and documents related to the conduct of the test.
Asst. Schools Division Superintendent	➤ Assumes the function of the chair in the absence of the latter.
Chiefs (<i>CID & SGOD</i>)	➤ Responsible for providing information to and disseminating it among all subject area supervisors regarding the content base of the test. ➤ Ensure that all schedules stipulated in the Division Memo are adhered to accordingly.
Public Schools District Supervisors (PSDS)	➤ Serve as division monitors during the test's administration. ➤ Submit a completion report after monitoring and evaluation.
Division Testing Coordinator (DTC) / Alternate DTC	➤ Submit a list of learners and other related reports to the Regional Office, care of the Regional Testing Coordinator (RTC). ➤ Assist the PSDSs in monitoring activities; ➤ Prepare Division issuances and other related reports. ➤ Release and retrieve the test materials before and after the test from the Chief Examiner.
School Heads	➤ Serves as the Chief Examiner. ➤ Collects all answer sheets from the Room Examiners. ➤ Is responsible for the confidentiality of the test results collected. ➤ Monitors and evaluates the testing staff.
School Testing Coordinator (STC)	➤ Assist the Chief Examiner in data gathering. ➤ Submit a list of enrolled learners to the Division Testing Coordinator. ➤ Assist the Room Examiner in test preparation.
Teachers (Room Examines)	➤ Serves as the Room Examiners. ➤ Prepares all related reports for the test. ➤ Prepares the board work and seat plan. ➤ Collects all answer sheets of the test takers.



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Teachers (Checkers)	➤ Spearhead the checking of test papers using the ZipGrade application. ➤ Forward the test results to the CLMD-ROXI.
Medical Team	➤ Inspect the testing centers before the activity's commencement. ➤ Ensure strict adherence to health and safety measures on the day of testing. ➤ Initiate emergency response procedures if necessary. ➤ Establish secure communication lines with local health authorities before, during, and after the test. ➤ The Head of the Medical Team will oversee and monitor the compliance of each sample school with health and safety protocols.
Support Staff	➤ Assist the DTC in preparing the necessary documents for the testing activity. ➤ Assist the DTC in both the release and retrieval of testing materials.



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ENCLOSURE NO. 2 – Schedule of Delivery, Conduct and Retrieval of Testing Materials

<i>Date</i>	<i>Divisions</i>	<i>Tasks</i>
Nov. 13, 2023	Davao Del Sur	Delivery of Materials to Digos City Division
Nov. 14, 2023	Digos City	Distribution of test materials to all concerns
Nov. 15, 2023		Conduct of RAT in the morning Retrieval/Delivery of test materials to Davao City Division

Regional Monitors

<i>Name</i>	<i>Designation</i>	<i>Station</i>
Mary Jeanne B. Aldegues, EdD	Chief, CLMD	DepEd ROXI – CLMD
Maria Liza I. Berandoy, EdD	Regional Assessment Coordinator	
Hermina A. Bantiding, PhD	Regional Assessment Co-Coordinator	



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DepEd Schools Division of Digos City
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DATE: 25 OCT 2023 TIME: 8:18
BY: [Signature]

Office of the Regional Director

REGIONAL MEMORANDUM
CLMD-2023-691

To : Schools Division Superintendents

Subject: CONDUCT OF THE REGIONAL PRE-ASSESSMENT TEST
FOR SY 2023-2024

Date : October 23, 2023

The Curriculum and Learning Management Division (CLMD) of the Department of Education's (DepEd) Region XI Office, in collaboration with the Division Testing Coordinators (DTCs), will administer the regional pre-assessment test to students in Grades 4 through 10 in English, Science, and Mathematics, as well as core subjects in Grades 11 and 12.

The following are the activity's goals, to wit:

- a.) assess the knowledge, skills, and weaknesses of the students;
- b.) explain the current state of the learners' prior learning in English, Science, and Mathematics
- c.) give information to help decide what kind of technical assistance should be given to the schools and how to improve and modify activities, content, and instruction to better match the requirements of the learners.

The examiner's guide and answer sheet template can be found at <https://tinyurl.com/Assessment-RXI>.

Enclosed are the randomly selected schools for pre-assessment and the test administration schedule by School Division Offices (SDOs) with Regional Monitors.

Service credits shall be granted to all teacher participants while Compensatory Overtime Credits (COC) shall be granted to supervisors and other non-teaching personnel for the services rendered during Saturday (DepEd No. 53, s. 2003) in checking the assessment test results.



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Board and lodging, travel, and other incidental expenses of the participants related to the conduct of the activity shall be charged to Schools Division Offices' local funds/MOOE/ or other sources of funds, all subject to the usual accounting and auditing rules and regulations.

Immediate and wide dissemination of this Memorandum is desired.

ALLAN G. FARNAZO
Director

Enclosed: As stated
ROC6/mlib

DEPARTMENT OF EDUCATION
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By: 6
Date: 24994 Time: Oct. 24, 2023



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Office of the Regional Director
Enclosure 1

LIST OF RANDOMLY SELECTED SCHOOLS FOR THE REGIONAL PRE-ASSESSMENT TEST BY DIVISION
SY 2023-2024

Division	Elementary			Secondary		
	Small	Medium	Large	Small	Medium	Large
Davao City	Quezon Elementary School	Ula Elementary School	Buhangin Central Elementary School Sped Center	Ula National High School	Baracatan National High School	Jesus J. Soriano National High School
	Last Mile School					
	Betan ES					
Davao del Norte	Bunawan Elementary School	Cabaywa Elementary School	Mesaoy Elementary School	Davao Del Norte Regional Sports Academy	Mabantao National High School	Limbaan National High School
	Last Mile School					
	Banualay ES			Tibucag IS		



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Davao del Sur	Lower Katipunan Elementary School	Ihan ES	Matanao Central Elementary School	Tudaya National High School	Bato National High School	Manuel Francisco C. Ramos Sr. NHS
Last Mile School						
Bonifacio ES						
Davao Occidental	Malagsom Elementary School	Cabalantian Elementary School	Jose Timbol, Sr. Central Elementary School	Ernesto Balindan Sumbo NHS	Pedro Mariscal NHS	Basiawan National High School
Last Mile School						
Lanete ES						
Davao de Oro	Limot Elementary School	Pangi Elementary School	Maragusan CES	Major Angel V. Fajardo NHS	Andap NHS	Gabi NHS
Last Mile School						
Inupuan ES				Camansi National High School		
Davao Oriental	San Roque Elementary School	Don Mariano Marcos Elementary School	Comara T. Manuel CES-II	Talisay National High School	Calapagan National High School	Tarragona National High School



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	Last Mile School					
	Mabasa ES					
IGACOS	Kinawitnon Elementary School	San Antonio Elementary School	Peñaplata Central School Sped Center	Gamban Dadatan National High School	Tagpopongan National High School	Nieves Villarica National High School
	Last Mile School					
	Dadatan ES				Tagpopongan NHS	
Digos City	Dulangan Elementary School	Bagumbuhay Elementary School	Digos City CES	None	Dawis National High School	Kapatagan National High School
	Last Mile School					
	Igpit ES					
Mati City	Tamia Elementary School	Pedro Malintad Elementary School	Rabat Rocamora MCES - SPED	None	Mayo NHS	Mati School of Arts and Trades
	Last Mile School					
	Bugakan ES				Luban IS (Junior)	
Tagum City	Cabugan Elementary School	Madaum Elementary School	Laureta Elementary School	None	None	Jose Tuason Jr. Memorial National High School



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Last Mile School						
CABUGAN ELEMENTARY SCHOOL						
Panabo City	Roxas Elementary School	Mabunao Elementary School	Nanyo Central Elementary School	None	A.O .Floirendo National High School	Panabo City National High School
Last Mile School						
Teofanes Gerona ES				Mabunao National High School		



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Enclosure 2

**SCHEDULE OF THE REGIONAL PRE-ASSESSMENT TEST
SY 2023-2024**

Dates	Divisions	Tasks
Nov. 6	Davao del Sur	Claim the testing materials at CLMD Library Hub
Nov. 7		Distribution of test materials to all concerns
Nov. 8		Conduct of RAT in the morning Retrieval/Delivery of test materials to Davao Occidental division
Nov. 9	Davao Occidental	Distribution of test materials to all concerns
Nov. 10		Conduct of RAT in the morning Retrieval of test materials
Nov. 13		Delivery of test materials to Digos City division
Nov. 14	Digos City	Distribution of test materials to all concerns
Nov. 15		Conduct of RAT in the morning Retrieval/Delivery of test materials to Davao City division
Nov. 16		Distribution of test materials to all concerns
Nov. 17	Davao City	Conduct of RAT in the morning Retrieval of Test materials
Nov. 20		Delivery of test materials to Panabo City division
Nov. 21		Distribution of test materials to all concerns
Nov. 22	Panabo City	Conduct of RAT in the morning Retrieval/Delivery of test materials to IGACOS
Nov. 23		Distribution of test materials to all concerns
Nov. 24		Conduct of RAT in the morning Retrieval of test materials
Nov. 27	IGACOS	Delivery of test materials to Tagum City division
Nov. 28	Tagum City	Distribution of test materials to all concerns
Nov. 29		Conduct of RAT in the morning Retrieval of test materials



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Dec. 1		Delivery of test materials to Davao del Norte division
Dec. 4		
Dec. 5	Davao del Norte	Conduct of RAT in the morning Retrieval/Delivery of test materials to Davao de Oro division
Dec. 6		Distribution of test materials to all concerns
Dec. 7	Davao de Oro	Conduct of RAT in the morning Retrieval/Delivery of test materials to Mati City division
Dec. 8		Distribution of test materials to all concerns
Dec. 11	Mati City	Conduct of RAT in the morning Retrieval/Delivery of test materials to Davao Oriental division
Dec. 12		Distribution of test materials to all concerns
Dec. 13	Davao Oriental	Conduct of RAT in the morning Retrieval/Delivery of test materials to Davao Oriental division
Dec. 14		Delivery of test materials to DepEd RO XI, CLMD Library Hub

Regional Monitors

Name	Designation	Station
Mary Jeanne B. Aldeguer, EdD	Chief, CLMD	DepEd RO XI - CLMD
Maria Liza I. Berandoy, EdD	Regional Assessment Coordinator	DepEd RO XI - CLMD
Herminia A. Bantiding, PhD	Regional Assessment Co-Coordinator	DepEd RO XI - CLMD



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