



Republic of the Philippines
Department of Education
REGION II – CAGAYAN VALLEY
SCHOOLS DIVISION OF TUGUEGARAO CITY

December 21, 2021

DIVISION MEMORANDUM

No: 281, s.2021

**ADMINISTRATION OF DIVISION QUARTERLY ASSESSMENT TEST FOR
GRADE 3 LEARNERS**

TO: Assistant Schools Division Superintendent
CID/SGOD Chiefs
Education Program Supervisors
Public Schools District Supervisors
Elementary School Heads
All others concerned

1. The Department of Education (DepEd) Regional Office No. 02 through the Curriculum Implementation Division (CID) in partnership with the Schools Governance Operations Division shall administer the Division Quarterly Assessment for Grade 3 in all public elementary schools on January 14,2022.
2. The assessment is grounded on the following objectives:
 - a. establish a baseline data for all Grade 3 in the implementation of the K to 12 Basic Education Curriculum in the New Normal;
 - b. evaluate the effectiveness of Blended Learning as identified Learning Delivery Modality (LDMs);and
 - c. assess the performance of Grade 3 learners on the identified Most Essential Learning Competencies.
3. The test shall be administered through Online Assessment.
4. Enclosed is the Implementing Guidelines in the conduct of Division Assessment for Grade 3 learners.
5. A special meeting will be held on December 28,2021 at 10:00 am for the elementary school heads and schools testing coordinators with the link <https://meet.google.com/xib-vrcu-eue> .
6. For more information and clarifications, please contact Estela S. Cabaro,Ph.D, Chief,CID at email address estela.cabaro@deped.gov.ph or at CP No. 0917-599-3582.
7. Widest dissemination of this memorandum to all concerned is desired.

DEPARTMENT OF EDUCATION
RELEASED



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REYNANTE Z. CALIGUIRAN
 Assistant Schools Division Superintendent
 Officer In- Charge
 Office of the Schools Division Superintendent

Encl:
 Reference: Regional Memo 132 s. 2021

To be indicated in the PERPETUAL INDEX
 Under the following SUBJECTS
 ADMINISTRATIONS EXIT ASSESSMENT

DEPARTMENT OF EDUCATION
RELEASED
 Date: 22 DEC 2021 By: [Signature]
 Control No. DM 281 s. 2021
 DIVISION OF TUGUEGARAO CITY



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REGION II – CAGAYAN VALLEY

TITLE	IMPLEMENTING GUIDELINES IN THE CONDUCT OF DIVISION CONTEXTUALIZED ASSESSMENT- LANGUAGE, LITERACY AND NUMERACY ASSESSMENT FOR GRADE 3
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I. POLICY IMPLEMENTATION

1. Test Administration

1.1 Target Clientele

Grade 3 learners from the public elementary schools shall take the test.

2.1 Mode of Administration

2.1.1. The administration of the test shall include all elementary public schools. A random technique shall be used by teachers in the determination of test takers with parents/guardians' consent.

For example, in a Grade 3 class, the teacher shall alphabetize the learners separately for males and females assigning a number per learner. The first 8 odd numbers for males and first 7 odd numbers for females will be taken to come up with 15 test takers.

2.2.2. Area to be tested

The following learning areas are to be tested with Key Exit Stage with number of items and time allotment.

Key Stage (Grade Level)	Tested Learning Areas	No. of Items	Time Allotment	Total Number of Items	Total Time Allotment
KS 1(Grade 3)	MTB	10	15 minutes	60	1 hour and 15 minutes
	Mathematics	10	15 minutes		
	Filipino	10	15 minutes		
	English	10	15 minutes		
	Science	10	15 minutes		



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2.2. Schedule of Administration

The test shall be administered to Grade 3 learners on January 14, 2021.

2.3. Testing Procedure

2.3.1 IT-aided Assessment/ Online Assessment

This mode of assessment shall be employed to learners who are engaged with Pure Online Distance Learning and Blended Learning with online. A link shall be created and forwarded to the Schools Testing Coordinators a day before the administration of the assessment.

2.5. Testing Personnel

The specific duties and responsibilities of Testing Personnel to ensure the smooth and proper administration of the test are the following:

Schools Division Superintendent and Asst. Schools Division Superintendent. The Schools Division Superintendent and Asst. Schools Division Superintendent shall oversee the smooth conduct of the test in the entire division.

CID/SGOD Chiefs. The Chiefs shall designate the Division Testing Coordinator to prepare a team for monitoring the administration of the test.

Division Testing Team (DTT). The Division Testing Team shall be responsible in ensuring the smooth conduct of the test especially the IT-aided assessment or online test.

Chief Examiners. The School Head, School Testing Coordinator shall serve as Chief Examiner in the school tested.

Teacher-Examiner (TE). The Teacher-Examiner shall serve as test administrator with the assistance of parents in accordance with the standardized test guidelines and following strictly the IATF protocols.

3. An online orientation for Division Testing/Assessment Coordinators (DTCs)/Assessment Coordinators shall be conducted to prepare the administration of the test and to ensure that the standardized process of the test is carried out.



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4. Test Interpretation

Test scores shall be reported as percentage scores. Mean Percentage Scores (MPS) shall be computed for every tested learning area to be tested.

To analyze the learners' performance, Mean Percentage Scores (MPS) shall be computed and it shall be established using the Mastery Level Index with its numerical and adjectival values as follows:

Numerical Values	Adjectival Values
96% - 100%	Mastered (M)
86% - 95%	Closely Approximating Mastery (CAM)
66% - 85%	Moving Towards Mastery (MTM)
35% - 65%	Average Mastery (AM)
15% - 34%	Low Mastery (LM)
5% - 14%	Very Low Mastery (VLM)
0% - 4%	Absolutely No Mastery (ANM)

5. Reporting and Dissemination of Results

The dissemination of test results shall be sent through a Division Memorandum. However, the data will be handled with utmost confidentiality in accordance with RA 10173 or the Data Privacy Act of 2012.

II. MONITORING AND EVALUATION

1. The School Heads shall be responsible for supervising the implementation of the contextualized assessment program in their schools, ensuring that the provisions are properly communicated to all concerned.
2. The Education Program Supervisors and Public Schools District Supervisors shall jointly monitor the compliance of schools through online with these guidelines. The Schools Governance and Operations Division (SGOD) and Curriculum Implementation Division (CID) shall collaborate with each other in ensuring that the provisions of the policy are complied with.
3. Overall policy feedback from the Schools through Senior Education Program Specialist (SEPS) in Monitoring and Evaluation shall be provided to the Division Office to be used in evaluating the policy for continuous improvement of its design and implementation.



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III. EFFECTIVITY

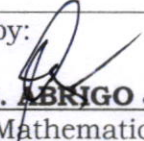
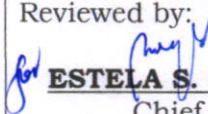
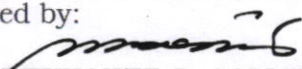
This policy shall take effect immediately upon its approval.

IV. REFERENCES

Department of Education (2015). Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program. (DepEd Order No. 8, s. 2015). Manila: Department of Education, Republic of the Philippines

Department of Education(2020). Interim Guidelines for Assessment and Grading in Light of the Basic Education Learning Continuity Plan (DepEd Order No. 31, s. 2020). Manila: Department of Education, Republic of the Philippines

Regional Memorandum 132, s.2021. Administration of Regional Contextualized Assessment for Grades 3,6,10,12

Prepared by:  NOLI B. ABRIGO JR. EPS-Mathematics	Reviewed by:  ESTELA S. CABARO, PhD Chief ES, CID	Approved by:  REYNANTE Z. CALIGUIRAN Schools Division Superintendent
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