



Republic of the Philippines
Department of Education
DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM
SGOD-2022-017

To : Assistant Schools Division Superintendents
Chiefs of CID & SGOD
Public Schools District Supervisors
Education Program Supervisors
Concerned Schools Heads
Eleser D. Mateo - Division Testing Coordinator
Cecile C. Uy – Alternate Division Testing Coordinator

Subject : CONDUCT OF THE REGIONAL DIAGNOSTIC TEST (RDT)
FOR FY SY 2022-2023

Date : September 15, 2022

Pursuant to Regional Memorandum No. CLMD-2022-247, the field is hereby informed on the conduct of the Regional Diagnostic Test to students in Grades 4 through 10 across all learning areas and in Grades 11 through 12 in all core subjects. The is spearheaded by the Curriculum and Learning Management Division (CLMD) of the Department of Education (DepEd) Regional Office XI, in collaboration with the Quality Assurance Division (QAD).

The said Regional Memorandum is attached to this issuance for the details.

The following are the sample schools to participate in the test:

Date of the RDT Exam: September 27-28, 2022	
<i>School</i>	<i>Grade Level</i>
Elementary:	
1. Casildo Nonol ES	Grades 4-6
2. Aplaya ES	Grades 4-6
3. G. Reusura ES	Grades 4-6
Secondary	
1. Matti NHS	Grades 7-10 & Grades 11-12
2. Kapatagan NHS	Grades 7-10 & Grades 11-12

Anent to this, a **virtual meeting** via google meet (<https://meet.google.com/yct-eggd-fdk>) will be conducted on **September 20, 2022, 1:00pm to 5:00pm** to discuss the details of the test Administration. The participants are the Chiefs of CID & SGOD, PSDSs of the sample schools, School Heads of the sample schools, Division Testing Coordinator and Alternate Division Testing Coordinator.



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)
Telephone Nos.: (082) 553-8375; (082) 553-8396



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

Diagnostic Test Examiner's Handbook and Schedule of the test Administration by Schools Division Offices (SDOs)

Board and lodging, travel and other incidental expenses of the division participants will be charged to 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.

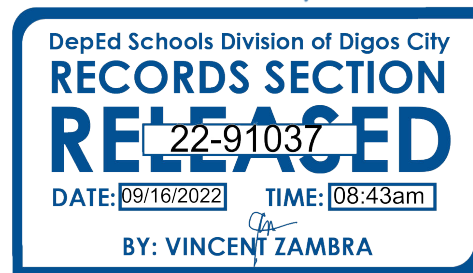
CRISTY C. EPE

Schools Division Superintendent

9/15/2022

Enclosed: As stated.

SGOD/ME/edm



Address: Roxas cor. Lopez Jaena Street, Zone II, Digos City (8002)

Telephone Nos.: (082) 553-8375; (082) 553-8396

12/20/2025



Republic of the Philippines
Department of Education
DAVAO REGION

Office of the Regional Director

REGIONAL MEMORANDUM

CLMD-2022-247

To : Schools Division Superintendents

Subject: CONDUCT OF THE REGIONAL DIAGNOSTIC TEST
(RDT) FOR SY 2022-2023

Date : September 13, 2022

The Curriculum and Learning Management Division (CLMD) of the Department of Education (DepEd) Regional Office XI, in collaboration with the Quality Assurance Division (QAD), will administer the regional diagnostic test to students in Grades 4 through 10 across all learning areas and in Grades 11 through 12 in all core subjects.

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

- a.) assess the knowledge, skills, and weaknesses of the students;
- b.) explain the learners' current position in light of what they have previously learned over the course of the preceding two years of distance learning; and
- 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 division testing coordinators are being enlisted by this office to help with the execution of the aforementioned activities.

Diagnostic Test Examiner's Handbook and Schedule of the test Administration by Schools Division Offices (SDOs) with Regional Monitors are enclosed.

Board and lodging, travel and other incidental expenses for the regional participants will be charged to HRTD Funds, while division participants will be charged to 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.

DEPARTMENT OF EDUCATION - R.O. XI

RECORDS SECTION
RELEASED

By the Authority of the Regional Director:

ALLAN G. FARNAZO
Director IV

ROY T. ENRIQUEZ
Chief Administrative Officer
Officer-In-Charge

Enclosed: As stated

By:

Date: 9.14.22 Time: 5:09

ROC6/mlib



Address: F. Torres St., Davao City (8000)
Telephone Nos.: (082) 291-1665; (082) 221-6147

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Republic of the Philippines
Department of Education
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Office of the Regional Director

Enclosure I. *Diagnostic Test Examiner's Handbook*



Regional XI

Diagnostic

Test

EXAMINER'S HANDBOOK

SY 2022-2023



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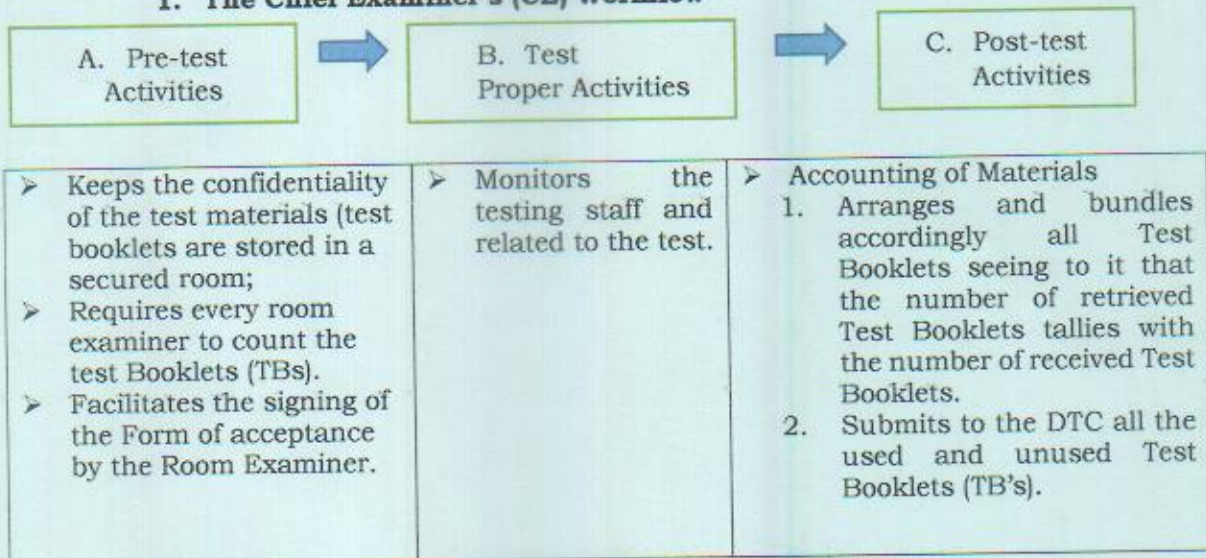
Office of the Regional Director

**Regional Diagnostic Test (RDT)
SY 2022-2023**

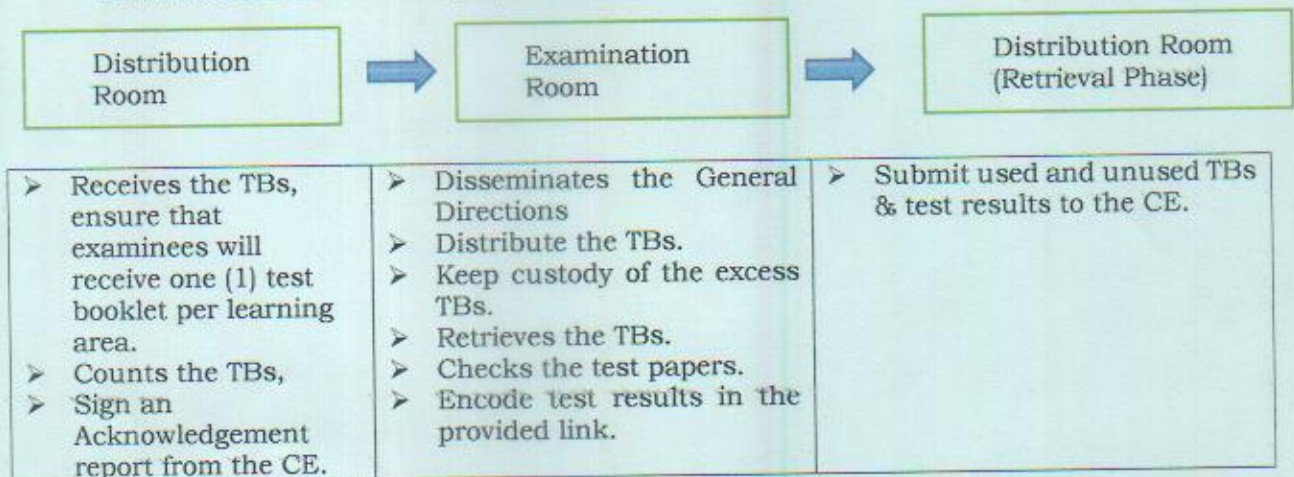
1. INTRODUCTION

This Examiner's Handbook is for those who are involved in the administration of the Regional Diagnostic Test (RDT) for grades 4 – 12 learners. It outlines the activities to be undertaken at various stages in the activity. To ensure a standardized test administration, this handbook must be followed strictly.

1. The Chief Examiner's (CE) Workflow



2. The Room Examiner's (RE) Workflow



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2. PRE-TEST (15 mins.)

2.1 Board Work

2.1.1. Writes the parts of the test on the board or on a Manila paper including the time the test has started and the time it will be finished, as shown below.

Table 1

Parts of the Test	Item Numbers	Time Limit	Time Started	Time Ended
General Directions & Sample Items		10 mins.		
Test Proper (Subject Area)				
1. English	60 items	60 mins	7:30 AM	8:30 AM
2. Science	60 items	60 mins	8:35 AM	9:35 AM
Page 1				
3 Mathematics	60 items	60 mins	9:50 AM	10:50 AM
4 Filipino	60 items	60 mins	10:55 AM	11:55 AM
Lunch break				
5 Araling Panlipunan/ Heograpiya, Kasaysayan at Sibika (HEKASI)	60 items	60 mins	1:00 PM	2:00 PM
6 Edukasyong Pantahanan at Pangkabuhayan/Technology & Livelihood Education (EPP/TLE)	60 items	60 mins	2:05 PM	3:05 PM
Break Time				
7 Music, Arts, Physical Education & Health (MAPEH)	60 items	60 mins	3:20 PM	4:20 PM
8 Edukasyon Sa Pagpapakatao (ESP)	60 items	60 mins	4:25 PM	5:25 PM
Total time consumption - 8 hrs.				

2.2 Entrance and Seating Arrangement

2.2.1. Inspect the seating arrangement before instructing the examinees to enter the testing room. There should be six rows of armchairs or three rows of desks. In the rows of desks, the first desk from the right (when room examiner faces the class) is rows 1 and 2, the second desks are rows 3 and 4, and the third desks are rows 5 and 6. Two learners shall be seated in each desk.

2.2.2. Using their surnames as bases, instruct the examinees to line up outside the room in alphabetical order.

2.2.3. The first six examinees shall occupy the front line first and so on and so forth. As shown in Table 2:

Table 2



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Chalkboard
Examiner's Table

	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6
Line 1	1	2	3	4	5	6
Line 2	7	8	9	10	11	12
Line 3	13	14	15	16	17	18
Line 4	19	20	21	22	23	24
Line 5	25	26	27	28	29	30

- 2.2.4. In no case shall there be more than 30 examinees in the room.
2.2.5. Check the identities of the examinees inside each examination room (using the following: ID (if present), notebooks bearing the examinees name, etc.)

2.3. Orientation of the Examinees

After the examinees are seated, say:

Good morning everybody. I am (state your name). These are some points you should remember to follow while taking the test. I shall read each one.

Read the following slowly and clearly:

1. You will answer all 8 subjects.
2. If possible, you are not allowed to leave the room once the test has started.
3. Do not open your Test Booklet until you are told to do so.
4. If you have any problem such as missing pages or words that are not printed clearly, raise your hand so I can help you.
5. Questions on the directions or on any test will not be entertained after the test has started.
6. Do not write anything on the Test Booklet. All answers will be written in a separate sheet.
7. Keep your answer sheet clean and readable.
8. You may change your answer by erasing it neatly.
9. Work quietly and mind your own work. Books, dictionaries, rulers, calculators, and cell phones are not allowed inside the testing room.
10. Refrain from cheating. If you are caught cheating and have been warned twice, but persist on cheating, you will not be allowed to take the test any further.
11. The total time for the test will be 8 hrs.
12. Work fast enough so you will finish the test within a given time. If you finish the test ahead of time review your answers.
13. I will announce when the given time to finish the test is up.
14. When I say STOP, put your pencils down.

After you have read the guidelines, give examinees five (5) minutes to respond to personal needs, like call of nature, etc. and the like before distributing the TB's.

2.4. Distributing the Test Booklets



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In the distribution of TBs, start with Examinee number 1 and end with Examinee number 30.

2.5. Checking the Test Booklets

Everybody, check the pages one by one. If you notice any misprint or a missing page, raise your hand and I will change it.

Pause. Wait until everybody has done checking. Look for raised hands. In case a Test Booklet is defective, the whole set must be changed, if there are extras; if none, request the chief examiner a copy/s from the buffer. This should be noted in the Examiner's report.

3. TEST PROPER

3.1. Reading the General Directions (5 mins.)

Everybody, open your Test Booklet. Read the general directions and the examples silently. I will give you 5 minutes to do this.

3.2. Accomplishing the Seat Plan

Each examinee will write his/her Name, on the Seat Plan. Fill in the Division, School Name and Address and Date of Examination.

3.3. Administering the 8 Subject Area

English, Science, Mathematics, Filipino, Araling Panlipunan/Heograpiya, Kasaysayan at Sibika (HEKASI), Music, Arts, Physical Education & Health (MAPEH), Edukasyon Sa Pagpapakatao (ESP) & Edukasyong Pantahanan at Pangkabuhayan / Technology & Livelihood Education (EPP/TLE)

After five minutes, say:

Are you now ready to start answering the test? The test proper for this morning will last for four hours. Ready... Begin.

Record on the board the time started and the time to end for lunch break. After the fourth subject, say:

Place your TB and AS under your seats while you take your lunch.

3.4 Continuing the Test After Lunch break

After lunch break say:

We are about to continue the test. The test will end at (point to the written time on the board).

Go around and see to it that the examinees are recording their answers properly. Record on the board the time to end. *(The recorded time to end is from the time the test started excluding however the 10-minute allotment for snacks in the morning and afternoon and 30-minute lunch break.)*

3.5 Collecting the Answer Sheet (AS) and the Test Booklets (TB)

After the recorded time to end, say:

Everybody, stop writing. Close your test booklets. You are given 5 minutes to inspect your Answer Sheets. Make sure your erasures if any are clean. Be sure that only one is answer





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Go around to make sure the examinees have indicated their name properly. After the inspection, say:

I will go around to collect your test booklets, answer sheets and your scratch papers.

that all materials have been retrieved. In case a Test Booklet is missing exhaust all means to find it. **DISMISS EXAMINEES ONLY AFTER ALL THE TEST MATERIALS ARE ACCOUNTED FOR.**

3.6 Dismissing the Examinees

After all materials are accounted for, say

We are through with the test. You may now go out quietly in single file.

3.7 Checking of Test Papers/ Answer Sheets

All Answer Sheets/ Test Papers shall be retained to the Room Examiner. Test Results shall be forwarded to the Regional Office, attention Curriculum & Learning Management Division (CLMD) a day after the conduct of the test through the link provided by the Regional Office.

NOTE: The results of the Regional Diagnostic Test (RDT) shall be confidential. This data will not be used to compare achievement of its school or SDO. This is to ascertain the skills or competencies of each learner.

Page 5

4. POST TEST

4.1 Turning Over of Materials to the Chief Examiner

Materials to be turned-over by the Room examiner:

- 4.1.1 Used and Unused Test Booklets assembled and arranged consecutively
- 4.1.2 Examiner's Handbook

4.2 Accounting of Materials by the Chief Examiner

The Chief Examiner is under obligation to do the following:

- 4.2.1 Collects and accounts all Test Booklets.
- 4.2.2 Pack all the accounted Test Booklets, Test Papers/ Answer Sheets and Handbook in a box or plastic bags.
- 4.2.3 Turnover the same to the Division Testing Coordinator (DTC)

4.3 Turn-over of Testing Materials

After conducting the test and accounting all test materials, concerned SDO shall transport said test materials to the next SDO that will administer the Regional Diagnostic Test. Below is the Schedule of the conduct of the RDT.





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Office of the Regional Director

DATE (2022)	SCHOOLS DIVISION OFFICE
September 26 - 27	DAVAO DEL SUR
September 27 - 28	DIGOS CITY
September 28 - 29	DAVAO OCCIDENTAL
October 6 - 7	TAGUM CITY
October 10 - 11	DAVAO DE ORO
October 11 - 12	IGACOS
October 12 - 13	DAVAO CITY
October 17 - 18	PANABO CITY
October 18 - 19	DAVAO DEL NORTE
October 19 - 20	DAVAO ORIENTAL
October 20 - 21	MATI CITY

End

8



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Enclosure II. *Schedule of the Test Administration with Regional Monitors*

Date	Division	QAD Supervisors	CLMD Supervisors
September 26-27, 2022	Davao del Sur	Dr. Maflor J. Dingal	Dr. Analiza D. Almazan
September 27-28, 2022	Digos City	Dr. Brenda S. Belonio	Dr. Herminia A. Bantiding
September 28-29, 2022	Davao Occidental	Dr. Brenda S. Belonio	Dr. Maricel S. Langahid
October 6-7, 2022	Tagum City	Ms. Darly D. Lamentac	Ms. Jeselyn B. Dela Cuesta
October 10-11, 2022	Davao de Oro	Dr. Maflor J. Dingal	Dr. Danilo Dohinog
October 11-12, 2022	IGACOS	Ms. Darly D. Lamentac	Dr. Mary Jane M. Mejorada
October 12-13, 2022	Davao City	Dr. Alfeo B. Ingay	Dr. Ma. Cielo Estrada
October 17-18, 2022	Panabo City	Ms. Darly D. Lamentac	Dr. George N. Wong
October 18-19, 2022	Davao del Norte	Dr. Maflor J. Dingal	Dr. Pedelina O. Huevos
October 19-20, 2022	Davao Oriental	Chief Jenielito S. Atillo	Dr. Maria Liza I. Berandoy
October 20-21, 2022	Mati City	Dr. Alfeo B. Ingay	Chief Mary Jeanne B. Aldeguez

End

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