



Republic of the Philippines  
**Department of Education**  
 DIGOS CITY DIVISION

**Office of the Schools Division Superintendent**

**DIVISION MEMORANDUM**

SGOD-2022-021

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

Subject : LIST OF TWG, TESTING PERSONNEL AND MONITORS ON THE  
 CONDUCT OF THE REGIONAL DIAGNOSTIC TEST (RDT) FOR FY SY  
 2022-2023

Date : September 19, 2022

Pursuant to Division Memorandum No. SGOD-2022-017 entitle “*Conduct of the Regional Diagnostic Test (RDT) for FY 2022-2023*”, the field is hereby informed on the herein list of TWG, Testing personnel, and Monitors on the conduct of Regional Diagnostic Test of this Division on September 27-29, 2022, as follows:

**List of TWG**

Name	Designation
Cristy C. Epe	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	SEPS / Division Testing Coordinator
Cecile C. Uy	EPS II / Alternate Division Testing Coordinator
Stephen Pascual	Division IT Officer

**List of Sample Schools, Room Examiners and Chief Examiners**

Sample School	Grade Level	Assigned Room Examiner	School	Assigned Chief Examiner	District
<i>Elementary (Grades 4-6)</i>					
1. Casildo Nonol ES	Grade 4	1. Liwayway Fuenticilla	Rizal Central ES	1. Patriotiso Peñas	Mt. Apo District
	Grade 5	2. Rolit Grace Vibas	Rizal Central ES		
	Grade 6	3. Shiela Cometa	Necencio Isidro ES		



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2. Aplaya ES	Grade 4	1. Kim A. Fernandez	Igpit ES	1. Jessica G. Lucero	Digos South District
	Grade 5	2. Janet M. Villapaz	R. N. Saplala ES		
	Grade 6	3. Rowena A. Malahay	San Miguel ES		
3. G. Reusura ES	Grade 4	1. Boots Liwayway P. Relampago	Ramon Magsaysay CES	1. Mary Joy B. Fortun	Digos Oriental District
	Grade 5	2. Jay Ann Roldan	Dawis ES		
	Grade 6	3. Ana Landero	Pedro Garcia ES		
<i>Secondary (Grades 7-12)</i>					
1. Matti NHS	Grade 7	1. Rosela A. Angelo	DICNHS	1. Clarence S. Pillerin	Secondary Schools District
	Grade 8	2. Vienna Shiela Gemma Fe Incarnacion	DICNHS		
	Grade 9	3. Milagros Dela Pena	DICNHS		
	Grade 10	4. Lalaine Mortalla	DICNHS		
	Grade 11	5. Josephine Gulle	DICNHS		
	Grade 12	6. Rosalinda Ybanez	DICNHS		
1. Kapatagan NHS	Grade 7	1. Bernardino Magno	DICNHS	1. Helen Casimero	Digos South District
	Grade 8	2. Jernalyn Castro	DICNHS		
	Grade 9	3. John Millan	DICNHS		
	Grade 10	4. Ramon Gravino	DICNHS		
	Grade 11	5. Rodel Pagayon	DICNHS		
	Grade 12	6. Arlene Bacamante	DICNHS		

The Education Program Supervisor (EPS) of this Office shall serve as Division Monitors during of the test, submit completion report after the monitoring and evaluation, and assist the DTC in the conduct of assessment activity,

Attached are task of each personnel involved in the testing activity.



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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.

For and in the absence of the  
Schools Division Superintendent

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

*Bas*  
9/19/22

Enclosed: As stated.

SGOD/ME/edm

SCHOOLS DIVISION OF DIGOS CITY  
RECORDS SECTION  
**RELEASED**  
DATE: 20 SEP 2022 TIME: 9:29 AM  
BY: *[Signature]*



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Enclosure 1 – Task of Testing Personnel

**Task of Personnel Involved in the 2022 Regional Diagnostic Test**

<i>Person In-Charge</i>	<i>Task</i>
Schools Division Superintendent	<ul style="list-style-type: none"> <li>➤ Over see the overall direction, administration and supervision of the 2022 Regional Diagnostic Test in the Schools Division, in accordance with the assessment standards set by the Regional Office.</li> <li>➤ Chair and the official and authorized signatory of all division issuances and documents related to the conduct of the Regional Diagnostic Test.</li> </ul>
Asst. Schools Division Superintendent	<ul style="list-style-type: none"> <li>➤ Assume the function of the RDT Chair in the absence of the latter.</li> </ul>
Chiefs (CID & SGOD)	<ul style="list-style-type: none"> <li>➤ Responsible for the information and dissemination of all subject area Supervisors on the content-base of the test</li> <li>➤ Ensure that all schedules stipulated in the Division Memo shall be adhered accordingly.</li> </ul>
Division EPS	<ul style="list-style-type: none"> <li>➤ Serve as Division monitors during the conduct of the test;</li> <li>➤ submit completion report after the monitoring and evaluation and;</li> <li>➤ Assist the DTC in the conduct of assessment activity.</li> </ul>
Division Testing Coordinator (DTC)	<ul style="list-style-type: none"> <li>➤ Submits list of learners and other related reports to the Regional Office, c/o Regional Testing Coordinator (RTC).</li> <li>➤ Assists the Division EPS in the monitoring of activities.</li> <li>➤ Prepares pre-test and other related reports.</li> <li>➤ Responsible for the conduct of the Dry-run in the respective SDOs.</li> </ul>
Division Information Technology Officer (DITO)	<ul style="list-style-type: none"> <li>➤ Encode all the results in the shared link provided; and</li> <li>➤ Assist the Room Examiners in submission of results to Regional Office.</li> </ul>
Public school district supervisor/ district coordinating principal/ chief examiner	<ul style="list-style-type: none"> <li>➤ Serves as the Chief Examiner;</li> <li>➤ Collects all Answer sheets from the Room Examiners;</li> <li>➤ Responsible for the confidentiality of the test results collected;</li> <li>➤ Monitor and evaluate the testing staff; and</li> <li>➤ Lead in the conduct of the District/School Dry-run.</li> </ul>
School Testing Coordinator (STC)	<ul style="list-style-type: none"> <li>➤ Assist the Chief Examiner in the data gathering;</li> <li>➤ Submit list of enrolled learners to the Division Testing Coordinator; and</li> <li>➤ Assist the Room Examiner in the pre-Test preparation.</li> <li>➤ Assist in the conduct of District/School Dry-run.</li> </ul>



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	<ul style="list-style-type: none"><li>➤ Arranges and bundles accordingly all test Booklets seeing to it that the number of retrieved Test Booklets tallies with the number of received Test Booklets.</li><li>➤ Submit to the DTC all the used and unused Test Booklets.</li></ul>
Master Teachers/Room Examiner	<ul style="list-style-type: none"><li>➤ Receives the Test booklets;</li><li>➤ Prepares all related reports for the test;</li><li>➤ Spearhead the checking of test papers;</li><li>➤ Prepares Board work &amp; Seat Plan; and</li><li>➤ Collects all Answer Sheet of the Test Taker;</li><li>➤ Encode test results ;</li><li>➤ Signs acknowledgement report from the CE.</li><li>➤ Submit used and unused TBs &amp; test results to the CE</li></ul>



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SGOD-2022-017

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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	
School	Grade Level
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.



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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.



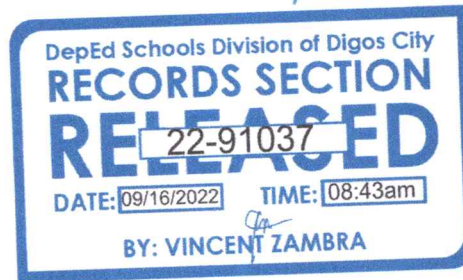
**CRISTY C. EPE**

Schools Division Superintendent

*9/15/2022*

Enclosed: As stated.

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