



Republic of the Philippines
Department of Education

DIGOS CITY DIVISION

Office of the Schools Division Superintendent

DIVISION MEMORANDUM

SGOD-2023-151

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
 Stephen Pascual - Division IT Officer

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

Date : April 27, 2023

Pursuant to Division Memorandum No. SGOD-2023-130 entitle "**Conduct of the SY 2022-2023 Regional Achievement Test (RAT)**", the field is hereby informed on the herein list of TWG, Testing personnel, Medical Team and Monitors on the conduct of RAT of this Division on **May 8-9, 2023**, as follows:

I. List of TWG

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

II. 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. Cherry Rossette E. Oliva	Mt. Apo District
	Grade 5	2. Rolit Grace Vibas	Rizal Central ES		
	Grade 6	3. Shiela Cometa	Necencio Isidro ES		
	Grade 4	1. Kim A. Fernandez	Igpit ES		



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

2. Aplaya ES	Grade 5	2. Janet M. Villapaz	R. N. Saplala ES	1. Jessica G. Lucero	Digos South District
	Grade 6	3. Rowena A. Malahay	Pedro Basalan 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. Gervasio R. Salinas Jr.	Digos South District
	Grade 8	2. Jernalyn Castro	DICNHS		
	Grade 9	3. John Millan	DICNHS		
	Grade 10	4. Ramon Gravino	DICNHS		
	Grade 11	5. Iname N. Romitman	DICNHS		
	Grade 12	6. Arlene Bacamante	DICNHS		

III. List of Medical Team Members:

Head of the Medical Team : Dra. Mae Pearl Hong-Tecson, Medical Officer III

<i>Sample Schools</i>	<i>Assigned Medical Team/ NOD</i>
<i>Elementary (Grades 4-6)</i>	
1. Casildo Nonol ES	Irene P. Dandoy (Nurse II)
2. Aplaya ES	Hazel Marie L. Escabillas (Nurse II)
3. G. Reusura ES	Joel B. Gomito (Nurse II)
<i>Secondary (Grades 7-12)</i>	
1. Matti NHS	Kristin Marie Y. Bejarin (Nurse II)
2. Kapatagan NHS	Frances Millicent R. Durano (Nurse II)

The following are the responsibilities of the Medical Team:

1. Inspect the testing centers before the conduct of the activity;
2. Ensure that the health and safety measures are strictly observed on the testing day;
3. Initiate execution of response in case of emergency; and
4. Secure Communication Lines with local health authorities before, during, and after the test.



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

5. Head of the Medical Team shall oversee and monitor the compliance of each sample schools to the health and safety protocols.

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.

An **orientation** to all testing personnel involved in the activity will be conducted on **May 4, 2023 (Thursday), 1:00-4:00PM**, via Google Meet Platform (<https://meet.google.com/fkj-itff-ppz>).

Attached herewith are the tasks of each personnel involved in the testing activity for reference.

Following appropriate procedures, a DepEd personnel who have rendered services during a Saturday and/or Sunday relative to the conduct of the SY 2022-2023 RAT shall be entitled with Compensatory Overtime Credit (CO) for nonteaching personnel and Service Credits for teaching personnel.

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.

Melanie P. Estacio
MELANIE P. ESTACIO

Asst. Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

[Handwritten signature]

Enclosed: As stated.

SGOD/ME/edm

Schools Division of Digos City
RECORDS SECTION

29-10/23
DATE: **MAY 03 2023** TIME: 9:34am
BY: *[Handwritten signature]*



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

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">➤ Oversee the overall direction, administration and supervision of the 2023 Regional Achievement Test in the Schools Division, in accordance with the assessment standards set by the Regional Office.➤ Chair and the official and authorized signatory of all division issuances and documents related to the conduct of the Regional Achievement Test.
Asst. Schools Division Superintendent	<ul style="list-style-type: none">➤ Assume the function of the RAT Chair in the absence of the latter.
Chiefs (CID & SGOD)	<ul style="list-style-type: none">➤ Responsible for the information and dissemination of all subject area Supervisor on the content base of the test➤ Ensure that all schedules stipulated in the Division Memo shall be adhered accordingly.
Division EPS	<ul style="list-style-type: none">➤ Serve as Division monitors during the conduct of the test; and➤ submit completion report after the monitoring and evaluation.
Assessment Focal Person	<ul style="list-style-type: none">➤ Responsible for preparing of learners for the Regional Achievement Test especially in the content base of the test.
Division Testing Coordinator (DTC)	<ul style="list-style-type: none">➤ Submit list of learners and other related reports to the Regional Office, c/o Regional Testing Coordinator (RTC).➤ Assist the Division EPS in the monitoring of activities.➤ Prepares pre test and other related reports.➤ Responsible for the conduct of the Dry run in the respective SDOs.
Division Information Technology Officer (DITO)	<ul style="list-style-type: none">➤ Encode all the results in the shared link provided; and➤ Assist the Room Examiners in submission of results to Regional Office.
Public school district supervisor/ district coordinating principal/ chief examiner	<ul style="list-style-type: none">➤ Serves as the Chief Examiner;➤ Collects all Answer sheets from the Room Examiners;➤ Responsible for the confidentiality of the test results collected;➤ Monitor and evaluate the testing staff; and➤ Lead in the conduct of the District/School Dry-run.
School Testing Coordinator (STC)	<ul style="list-style-type: none">➤ Assist the Chief Examiner in the data gathering;➤ Submit list of enrolled learners to the Division Testing Coordinator; and➤ Assist the Room Examiner in the pre-Test preparation.



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

	➤ Assist in the conduct of District/School Dry-run.
Master Teachers	➤ Serves as the Room Examiners; ➤ Prepares all related reports for the test; ➤ Spearhead the checking of test pares; ➤ Prepare Board work & Seat Plan; and ➤ Collects all Answer Sheet of the Test Taker



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

DIVISION MEMORANDUM

SGOD-2023-130

To : Assistant School Division Superintendent
Chiefs of SGOD and CID
Public Schools District Supervisors
Education Program Supervisors
SEPS & EPS-II of SMM&E (DTC & Alternate DTC)
School Heads of Public and Secondary Schools
Division Health and Nutrition Unit (HNU)
All Others Concerned

Subject : CONDUCT OF THE SY 2022-2023 REGIONAL ACHIEVEMENT TEST (RAT)

Date : April 17, 2023

Pursuant to the enclosed Regional Memorandum QAD-2023-026, the field is hereby informed on the *Conduct of the SY 2022-2023 Regional Achievement Test (RAT) within the months of May and June 2023 for Grades 4 to 12 learners.*

The RAT schedule of Schools Division of Digos City is as follows:

Date	Division	Task
May 6, 2023	Davao del Sur & Digos City	Retrieval and Delivery of TMs
May 7, 2023	Digos City	Distribution of TMs
May 8-9, 2023	Digos City	Conduct of RAT
May 10, 2023	Digos City & Davao Occidental	Retrieval/Delivery of TMs

To ensure that the test standards are strictly implemented and complied with and to provide technical assistance to the schools, the Quality Assurance Division and Curriculum Learning and Management Divisions shall conduct a joint monitoring and evaluation to the sample schools on the following schedules:

Date	Division	QAD Monitors	CLMD Monitors
May 6-10, 2023	Digos City	Dr. Brenda S. Belonio Dr. Ma. Cristina B. Dionisio	Dr. Maricel Langahid

The SDO Monitoring team who shall accompany the regional monitoring team are the Chiefs of SGOD and CID or their representatives, Division Testing Coordinator and/or Alternate Division Coordinator, concerned Public Schools District Supervisors, concerned Education Program Supervisors and other personnel



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

involved in the testing activity. The Division Office shall provide the vehicles to be used by the team relative to the conduct of the RAT activity.

An **online orientation** for the Division Testing Coordinators, CLMD EPSs and selected Division Information Technology Officers (DITO) will be conducted on **April 20, 2023 at 9:00 o'clock in the morning. No proxy is allowed.** The link of the said orientation will be made available on April 19, 2023 in the DTC group chat.

Following appropriate procedures, a DepEd personnel who have rendered services during a Saturday and/or Sunday relative to the conduct of the SY 2022-2023 RAT shall be entitled with Compensatory Overtime Credit (COC) for non-teaching personnel and Service Credits for teaching personnel.

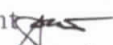
Travel and all other incidental expenses of participants shall be charged against local funds subject to the usual accounting and auditing rules and regulations.

Attached herewith is the said Regional Memorandum for the details.

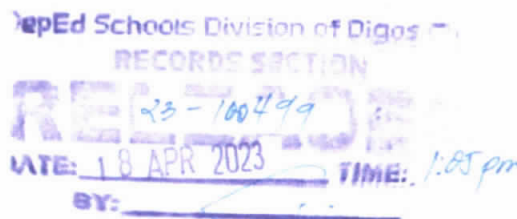
For strict compliance.


MELANIE P. ESTACIO

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent


4/17/23

Enclosed: As stated.
SGOD/smm&e/edm



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