



Republic of the Philippines
DEPARTMENT OF EDUCATION
 Regional IX - Zamboanga Peninsula
Division of Zamboanga del Norte
 Estaka, Dipolog City



TO : Chiefs, SGOD and CID
Public Schools District Supervisors
School Heads, Public and Private High Schools
District & School Testing Coordinators
Room Supervisors and Room Examiners
 All Others Concerned

FROM : Office of the Schools Division Superintendent

SUBJECT : ADMINISTRATION OF THE 2018-19 BASIC EDUCATION EXIT ASSESSMENT (BEEA) TO ALL GRADE 12 STUDENTS

DATE : January 29, 2019



1. Pursuant to the BEA Notice dated 16 January 2019, re: Administration of the Basic Education Exit Assessment (BEEA) for School Year 2018-2019, the field is hereby informed of the schedule of test administration which is **February 13 -14, 2019**;
2. All **Grade 12 learners** both from **public and private** schools shall take the test;
3. The school heads (chief examiners) an/or the designated school testing coordinators are strongly enjoined to attend the BEEA administration orientation, to wit:

Date and Time	Cluster	Venue
February 11, 2019 @ 1:00 PM	SHSs in 5 Clusters, including all SHS private schools	Felipe Cadavedo Central School (Taga Central School), Katipunan, Z.N.

Distribution of the test materials to the chief examiners, or their duly authorized representatives, shall be done after the said orientation;

4. In relation to the foregoing paragraphs, the concerned school head shall, among other things, prepare, sign and issue the necessary travel documents to his teachers who shall be serving as room examiners or room supervisors, as the case may be, in the nearby sampled testing school, and to issue certificates of appearance to the serving testing personnel in his school, and the substitution notification to the other testing school in the event and for valid cause, his originally assigned teacher-examiner/supervisor cannot serve on the day of the test administration;
5. All concerned are likewise directed to log in this link for the enlisting of school personnel to be assigned in the nearby testing schools as room examiners or room supervisors, as the case may be;
bit.ly/zntestingpersonnel2018
6. The public schools district supervisors, or in their behalf, the designated district testing coordinators shall supervise in the swapping of proctors, if possible in testing schools within the district or municipality, and shall monitor and report to the DTC any testing related concerns that come to their attention even before and during the days of test administration;

7. Per, Joint CSC-DBM Circular No. 2, s. 2004, service credits or the Compensatory Overtime Credit, as the case may be, shall be given to the division and field personnel who may have served beyond the official time during which the test administration or its preparatory/ancillary activity is done, without prejudice to the other service benefit clause applicable only to private employees who may be involved in the test administration;
8. Travel expenses which may be incurred in by the concerned testing personnel during the orientation and in the test administration shall be chargeable against the local funds/School MOOE, subject to the usual accounting and auditing rules and regulations;
9. Immediate and wide dissemination of this Memorandum is desired.


PEDRO MELCHOR M. NATIVIDAD, CSEE
Schools Division Superintendent 

Encl.:
As stated