Republic of the Philippines
Department of Education
REGION IX
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

RECORDS SECTION
DepED, Division of Zambo. Norte
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Office of the Schools Division Superintendent

September 26, 2024

Division Memorandum
No. 517, s. 2024

ADMINISTRATION OF THE COMPUTER-BASED DIVISION DIAGNOSTIC TESTS (DDT) AND THE DIVISION ACHIEVEMENT TESTS (DAT) FOR SCHOOL YEAR 2024, 2025

To: **ADSs**
Chiefs, CID & SGOD
Public Schools District Supervisors
Concerned Principals/SHs, Public Elementary & Secondary Schools
Division/District/School IT Coordinators
Division/District/School Testing Coordinators
All Others Concerned

1. In line with the implementation of the Teaching-Learning Process Modernization Program (TLP MP) of this division, this office hereby announces the administration of the Computer-based Division Diagnostic Tests (DDT) and the Division Achievement Tests (DAT) for SY 2024-2025 to the sampled learners across all grade levels in all public elementary and secondary schools.

2. Unless a reset of schedule due to any supervening events which will be announced through an advisory, the following test schedules are set, for information and guidance of all.

Assessment Activity	Date of administration
e- DAT for 1st Quarter	October 3, 2024
e- DDT for 2nd Quarter	October 4, 2024
e-DAT for 2nd Quarter	December 5, 2024
e-DDT for 3rd Quarter	December 6, 2024
e-DAT for 3rd Quarter	February 13, 2024
e-DDT for 4th Quarter	February 14, 2024
e-DAT for 4th Quarter	April 3, 2020

3. The objectives of these tests are the following:
   a. to provide feedback about the learning and teaching process;
   b. to gather relevant information about learner's performance or progress; and
   c. to determine learners' interests to make judgments about the learning approaches and pedagogies.

4. Use **of Raosoft sample size calculator** which is searchable online, is advised, in order to determine the number of sample takers from the school population. After which, sample size shall be proportionately distributed across all grade levels to get the grade level samples.

5. The school testing coordinators with the assistance of the school or district IT coordinators shall be the key testing personnel to serve as test administration and IT support staff, respectively. The District Testing Coordinator, with the concurrence of the PSDS/PICD, shall take charge of the district assignment and swapping and of testing personnel in the participating schools, as well as the monitoring of test conduct.

6. To ensure that the details of the e/DAT/DDT guidelines be made known and understood by all concerned, a virtual meeting with all PSDSs, District IT and Testing Coordinators is set on **September 27, 2024, @ 1:30 PM via meet.google.com/gde-cjpf-zri**.

7. Enclosed is the computer-based DDT/DAT Administrative Clauses, for reference.

8. Travel expenses of the personnel involved in the assessment shall be chargeable against Division/School MOOE/Local Funds subject to usual accounting and auditing rules and procedures.

9. Inquiries appertaining to this matter may be directed to the SGOD-SMME Unit personnel through 09387375625 or 0995 881 1881.

10. Widest dissemination of this memorandum is desired.

ROY C. TUBALLA, EMD, JD, CESO V.
Schools Division Superintendent

SGOD/JanWhi/DAT&DDT2024/09242024

Enclosure of DM No. __ s. 2024

LOCAL CB-DAT & DDT 2024 ADMINISTRATIVE CLAUSES

Consistent with the applicable provisions of DepEd Order No. 55, s. 2016; re: Policy Guidelines on the National Assessment of Student Learning for the K to 12 Education Program, provisions specific to the administration of computer-based-DDT/DAT Handbook, and other governing issuance, are hereby set forth, for reference of all concerned, to wit:

1. **Preparation of Testing Room/s.** The host school/testing center is directed to prepare the testing room/s such that the computer sets be re-arranged to observe at least one (1) meter distance between examinees. The school is likewise expected to set up holding area/ room(s) for waiting examinees, isolation area in case an examinee/s is/are found to have experienced flu, fever and other symptoms of diseases.

2. **Computer Units and the Alternatives**. Ideally, the computer laboratory with at least 30 functional computers, if any, shall be an ideal testing room. Tne computer units to be used are those that pass the technical requirements for this test as may be set forth by the IT expert or the one preparing the test software. In the event the desk top computer units are not available, laptops and even cellphones may be used as alternative devices to access the test materials.

3. **Provision of ICT Equipment and Tools.** In view of the necessity to have stable internet connection to each of the computer units or laptops to be used during the test, the school head of the host school, in close coordination with the host PSDS, and the district/school ICT Coordinators are enjoined to facilitate the borrowing of modems from nearby schools or districts for the aforesaid purpose. Expenses incurred by the borrower/ee school for the pre-paid internet load may be reimbursed using the division funds, subject to the usual accounting and auditing rules and regulations;

4. **Reminders To The Examinees**. Each learner- examinee is expected to be in his/her assigned testing center at least one (1) hour before scheduled time of test. An examinee who comes late by at least fifteen (15) minutes shall be replaced by a buffer examinee. Aside from bringing and wearing health and safety goggle, he/she is expected to bring valid identification ID card, snacks/lunch. Cellphones, wrist watch and other gadgets which may be used to break the integrity of test material.

5. **Non-suspension of other classes**. Classes in un-affected grade levels shall continue during these 2-day tests. The school principal is given the discretion to give the sampled examinees certain period of rest after they are done taking the test. In no case shall the rest period be longer than a day.