



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

RECORDS SECTION

DepED, Division of Zambo. Norte

No: 2024

Date: FEB 5 By:

RELEASED

**Office of the Schools Division Superintendent**

February 5, 2024

Office Memorandum

No. 83, s. 2024

**ADMINISTRATION OF THE COMPUTER-BASED DIVISION ACHIEVEMENT TEST  
FOR 2<sup>nd</sup> QUARTER AND DIAGNOSTIC TEST FOR 3<sup>rd</sup> QUARTER, SY 2023 -2024**

To: **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. Consistent with the MATATAG agenda along improved delivery of education services, as well as the Division Reform Agenda, re: Giving Teachers Support To Teach Better, the Schools Division of Zamboanga del Norte announces the administration of the Computer-based Division Achievement Test (2<sup>nd</sup> Quarter) and Diagnostic Test (3<sup>rd</sup> Quarter) of this SY, on February 15 -16, 2024.
2. 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.
3. The test shall be administered to all sampled learners of all grade levels in the identified schools across the division. For the elementary, all Central Schools, one (1) Non-central School, and one (1) Multigrade school per district shall be tested. For Multigrade, only Grades 3 and 6 learners shall be tested from the combination classes. All main secondary schools and one (1) small school per district shall be tested in the secondary.
4. Attached, please find the list of identified participating schools in each of the 35 districts, as well as the Administrative Clauses, for information and guidance of all.
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. In line with the foregoing, a virtual orientation with all PSDSs, District IT and Testing Coordinators as well as IT and Testing Coordinators of the sampled schools on **February 7, 2024, @ 1:00 PM via meet.google.com/gde-cjpf-zri**.



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)

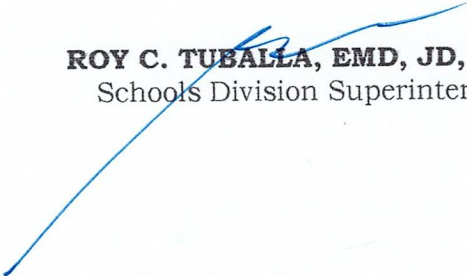


Republic of the Philippines  
**Department of Education**  
REGION IX  
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

---

7. 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.

8. Widest dissemination of this memorandum is desired.

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

*SGOD/JanWhi/DAT&DDT2024/02052024*



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)





Republic of the Philippines  
**Department of Education**

REGION IX  
 SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE

Enclosure 1 of DM No. **83**s. 2024

District	MULTIGRADE	CENTRAL	NON-CENTRAL	MAIN HIGH SCHOOL	SMALL HIGH SCHOOL	INTEGRATED SCHOOL
Bacungan	N/A	Bacungan Central School	P.T. Martinez Elementary School	Bacungan National High School	Talinga National High School	N/A
Baliguian	Tan-Awan ES	Baliguian Central School	Lumay ES	Baliguian National High School	Alam Mudja Sai National High School	N/A
Godod	Rebe Elementary School	Godod Central School	Mauswagan Elementary School	Godod National High School	Raba National High School	Banuangan Integrated School
Gutalac I		Gutalac Central School	San Roque ES /Matunoy ES	Gutalac National High School	Canuto Enerio NHS /Panganuran NHS	None
Gutalac II	Malian Elementary School	Upper Gutalac Central School	Sas Elementary School	Gutalac National High School - Mamawan Annex	Gutalac National High School Extension Tipan	Pitawe Integrated School
Kalawit	Paraiso ES	Kalawit CS	Daniel Maing IS	KALAWIT NHS		
Katipunan I	Kitonok ES	Katipunan CS	New Tambo ES	KNHS	Gonzalo Reinante NHS	Bulawan IS
Katipunan II	Sto. Nino ES	FCIS	Luyoran ES	Seres NHS	Sinuyak NHS	Seroan IS
La Libertad	New Carcar Elementary School	La Libertad Central School	Mauswagan Elementary School	La Libertad National High School	N/A	N/A
Labason	San Isidro ES	Labason IS	Felix Quimbo Memorial ES	Ubay NHS	Matias Ranillo NHS	La Union IS
Liloy I	New Bethlehem ES	Liloy Central School	Comunal ES	Liloy National HS	Patawag National HS	N/A
Liloy II	LIBERTAD ELEM. SCHOOL	BAYBAY CENTRAL SCHOOL	LAMAO ELEM. SCHOOL	N/A	N/A	KAYOK INTEGRATED SCHOOL
Manukan I	Sitoy Elem. School	Manukan East CS	Disakan ES	Manukan NHS	Bartolome Aripal NHS	N/A



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

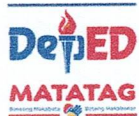
Website: [www.depedzn.net](http://www.depedzn.net)





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

District	MULTIGRADE	CENTRAL	NON-CENTRAL	MAIN HIGH SCHOOL	SMALL HIGH SCHOOL	INTEGRATED SCHOOL
Manukan II	N/A	Linay Central School	Villaramos Elementary School	Jesus A. Ramos National High School	Saluyong National High School	N/A
Mutia	San Miguel ES	Mutia Central School	Tinglan ES	Mutia NHS	Alvenda NHS Extension	Headtipan ES
Pinan	Silano ES	Piñan CS	Jose Hamoy ES	Piñan NHS	Dilawa NHS	Teresita IS
Polanco I	Pian E/S	Polanco C/S	Isis E/S	Polanco NHS	Polanco NHS Ext.-Isis	N/A
Polanco II	Maligaya ES	Silawe Central School	Dansullan ES	San Pedro NHS	Sianib NHS	Bethlehem IS
Ponot	Lopero Elementary school	Ponot Central School	Tamil Elementary School	Ponot National High School	Ilihan National High School	Bitoon IS
Rizal	Birayan ES	Rizal Central School	Mapang 2 ES	Rizal NHS	Sebaca NHS	N/A
Roxas I	Mateo Denoyo Elementary School	Roxas Central School and SPED Center	Nabilid Elementary School	PMAR NHS	Lipakan NHS	Pinalan Integrated School
Roxas II	Balubo ES	Dohinob CS	Ma. Adaza ES	Dohinob NHS	Moliton NHS	None
Salug I	N/A	SALUG CENTRAL SCHOOL AND SPED CENTER	LIGUAC ELEMENTARY SCHOOL	SALUG NATIONAL HIGH SCHOOL	BALAKAN NATIONAL HIGH SCHOOL	N/A
Salug II	Dipolod Elementary School	Bacong Central School	Caracol Elementary School	Bacong National High School	Ramon Magsaysay National High School	N/A
Sergio Osmena I	LIWANAG ES	SERGIO OSMENA NATIONAL HIGH SCHOOL	BAGONG BAGUIO ES	SERGIO OSMENA NATIONAL HIGH SCHOOL	SAN JOSE NATIONAL HIGH SCHOOL	NONE
Sergio Osmena II	Tinago Elem School	San Isidro Central School	Lebote Elem School	San Isidro National High School	Marapong National High School	N/A
Siayan	TAGUE ES	SIAYAN CENTRAL	POLAYO ES	SIAYAN NHS	FELICIANO CASTILLO NHS	PARANGLU MBA IS
Sibuco	Dinolan Elementary School	Sibuco Central School	Lunday Valley Elementary School	Sibuco National High School	Lunday National High School	Lintangan Integrated School



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

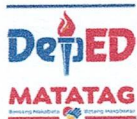
Website: [www.depedzn.net](http://www.depedzn.net)





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

District	MULTIGRA DE	CENTRAL	NON-CENTRAL	MAIN HIGH SCHOOL	SMALL HIGH SCHOOL	INTEGRATED SCHOOL
Sibutad	Sinipay ES	Sibutad Central Elementary School	Minlasag ES	Sibutad NHS	Sawang NHS	none
Sindangan Central	Gopek ES	Sindangan Pilot Demonstration School	Enrique Nueva Elementary School	Sindangan National High School and Sondangan Agricultural School	N/A	Apolonio Molina Integrated School
Sindangan North	Doña Natividad L. Macias IS	Juan Bugarin Central School	Disud ES	Siari John H. Roemer NHS	Lapero NHS	Doña Natividad L. Macias IS
Sindangan South	Caluan Elementary School	Mandih Central School	Maras East Elementary School	Bartolome Lira Sr. National High School	Dumalogdo g National High School	Tinaplan Integrated School
Siocon	Achievement Test - Kono Mais ES; Diagnostic Test- Malambuha ngin ES	Achievement/Diagnostic Test - Siocon Central School	Achievement - Tibangao Elem. School; Diagnostic-Candiz ESI	Achievement/Diagnostic-Siocon Nat'l. Science High School	Achievement-Julian Soriano Menorial Comprehensive HS; Diagnostic-Canatuan NHS	Achievement-Siy Integrated School ; Diagnostic - Pedro Torio ISI
Sirawai	Tapanayan Elementary School	Sirawai Central School	IMAM JAMAHALI ODE ELEMENTARY SCHOOL	Sirawai National High School	Dacon National High School	Mauricio V Landing Integrated School
Tampilisan	NA	Tampilisan CS	Situbo ES	Tampilisan NHS	Tinggaan NHS	Molos IS



Address: Capitol Drive, Estaka, Dipolog City 7100  
 Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Tel. No.: (065) 212- 5843  
 Website: [www.depedzn.net](http://www.depedzn.net)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte





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

Enclosure 2 of DM No. ~~03~~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 in the CB-EPT Handbook, and other governing issuances, the following stipulations and terms of reference 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. The 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 however 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.
- 6. Delegated Responsibilities.** The following field personnel are delegated with responsibilities, relative to the smooth and orderly test administration, to wit:



Address: Capitol Drive, Estaka, Dipolog City 7100

Email: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

FB: DepEd Tayo- Schools Division of Zamboanga del Norte

Tel. No.: (065) 212- 5843

Website: [www.depedzn.net](http://www.depedzn.net)





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

---

7. **Contingency In case of Brown Out.** Since the test administration is dependent of electricity, contingency over the possibility of power interruption should have been prepared. To this effect, the host school is enjoined to provide stand-by generator, and its consumables thru outsourcing, rental and/or procurement using school local funds, whenever applicable, subject to the availability of funds;
8. **Provision of Food and Materials.** The host school is enjoined to cover against their local school funds the provisions of food for the testing personnel, medical personnel and DTC-TWG members as well as those who may be tapped by the school head to augment the workforce of the division office, as well as the common office supplies and office consumables which may be utilized during the test conduct, subject to the availability of funds and to the usual COA auditing and accounting rules and regulations;
9. **Pre- DAT & DDT Preparations.** The DTC-TWG, in coordination with the Division ICT and his select ICT field counterparts Are encouraged to conduct ocular inspection from February 8-14, 2024, to each testing center to ensure readiness of the computer sets, and the rooms to be used during the test, and to coordinate with office concerns, including but not limited to the school heads, barangay council, and/or municipal health unit, to cover the contingencies that may arise during the test administration.
10. **Service Credits/Compensatory Time-Off.** 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 concerned division and field personnel who may have rendered services during a holiday, weekend, or beyond the official time pursuant to the preparatory and post-administration activities of CB-EPT. To this effect, the concerned school head, or the designated district testing coordinator is authorized to sign, in behalf of the division testing coordinator, in the DTR of the requesting personnel.