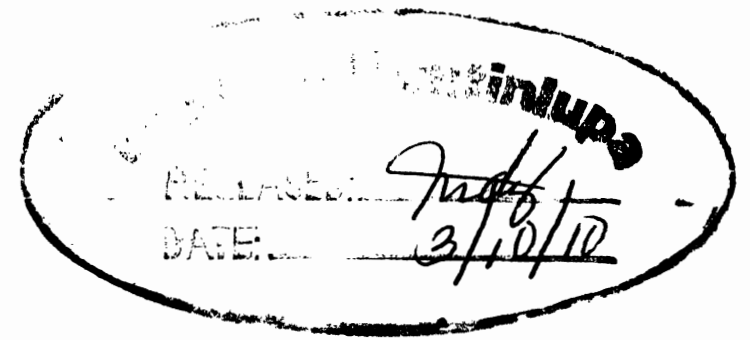


Republic of the Philippines
 Department of Education
 National Capital Region
 DIVISION OF CITY SCHOOLS
 City of Muntinlupa



March 8, 2010

MEMORANDUM

DIVISION ACHIEVEMENT TEST (DAT)

To: Division Supervisors/Coordinators
 Public Elementary/Secondary School Principals/OICs

1. In order to provide empirical information on the achievement level of pupils/students in the five (5) learning areas and determine the rate of improvement in basic education at the school level, this Office will administer a Division Achievement Test (DAT for elementary and secondary on March 15 – 16, 2010.

2. All pupils/students shall take the test on the indicated session:

AM Session	Grades 1, 4 & 6/ Years I & IV
PM Session	Grades 2, 3 & 5/Years II & III

3. Schools are to strictly observe the following schedule below:

Time	Subject	
	March 15	March 16
7:00 – 8:00 / 12:00 – 1:00	Math	Science
8:00 – 9:00 / 1:00 – 2:00	English	AP/HEKASI
9:00 – 9:30 / 2:00 – 2:30	BREAK	
9:30 – 10:30 / 2:30 – 3:30	Filipino	Checking
10:30 – 11:30 / 3:30 – 4:30	Checking	Checking

4. In addition, schools are instructed of the following:

BEFORE

- a. Prepare the required number of rooms needed per session;
- b. Coordinate with the partner school/s re Assignment of Proctors (Attached is the Assignment of Proctors);
- c. Assign room supervisors for every ten (10) sections and relievers in case there proctors who are absent; and
- d. Pick up test materials a day before the examination.

DURING

- a. Check the attendance of proctors (Proctors to report thirty (30) minutes before the test starts);
- b. Gather the assigned proctors at the guidance office for further instruction;
- c. Distribute test materials to the assigned proctors and proctors to check the test material allocation; and
- d. Provide sample snacks for the proctors.


AFTER

- a. Retrieve from the proctors the test materials;
- b. Proctors are to checked the test at the school library where he/she is assigned;
- c. Collect and consolidate Forms 1, 2, and 3 from the assigned proctors; and
- d. Submit Consolidated MPS of all learning areas to the Division Office on or before March 19, 2010 c/o Mrs. Mabel Orteza.

3. The following Division Supervisors/Coordinators/Head Teachers are assigned to monitor the conduct of the test and submit actual number of examinees as against the enrolment:

Elementary School	Supervisor/Coordinator/Head Teacher
Muntinlupa ES	Dr. Celia G. Espina
Itaas ES	Mr. Dean Hermoso
Itaas ES Annex	Dr. Florante C. Marmeto
Putatan ES	Mr. Amado Angat
Tunasan ES	Mrs. Marieta F. Babera
Victoria Homes ES	Miss. Carmen Hicap
Soldier's Hills ES	Mrs. Angelina Pascual
F. De Mesa ES	Dr. Francisca A. Pagkalinawan
Lakeview ES	Mrs. Eden Binaday
Bayanan ES Main	Mrs. Angelina Sagales
Alabang ES	Dr. Diosdado S. Medina
Bagong Silang ES	Mr. Wilson Pascual
Bayanan ES Unit I	Dr. Irma Borja
Buli ES	Mrs. Angelita Abella
Cupang ES	Miss. Soledad Joaquin
Cupang ES Annex	Mr. Wilson Pascual
Sucacat ES	Dr. Emilia Bautista
Sucacat ES Annex	Dr. Onofre Santos
Secondary School	Supervisor/Coordinator/Head Teacher
Muntinlupa National HS	Mr. Joaquin Basijan
Muntinlupa National IIS Annex	Dr. Luzviminda Ituralde
Muntinlupa Science HS	Mrs. Consuelo Dela Cruz
Pedro E. Diaz HS	Mrs. Salome Corpuz
Muntinlupa Business HS	Mr. Rommel Mercado

4. Please be guided accordingly.
5. Immediate and wide dissemination of this Memorandum is desired.


DOMINICO C. IDANAN, ED.D.
Officer-In-Charge
Schools Division Superintendent ✓