



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

June 20, 2023

DIVISION MEMORANDUM
SGOD No. 53, s. 2023

ADMINISTRATION OF THE 2023 REGIONAL STANDARDIZED ASSESSMENT

TO: Asst. Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance Operations Divisions
Education Program Supervisors
M&E Unit
Health & Nutrition Unit
DRRM Coordinator
Public Secondary School Heads
Public elementary School Heads

1. This has reference to Region Memorandum CLMD 2023-180, Conduct of 2023 Regional Standardized Assessment which shall be administered in 4 Key Stages to sampled Grade 3, 6, 10 and 12 learners in all public schools both elementary and secondary through a paper-based modality on July 4-6, 2023.
2. Anent this, all public school heads are required to prepare the testing rooms and the examinees following the guidelines and standards in conducting regional assessments discussed during the virtual orientation on June 16, 2023.
3. To facilitate the smooth administration of the test, all monitors are required to be in their school assignment during the 2-day test. The main objective of the monitoring is to ensure that all guidelines and standards in the administration of the tests are followed by all testing personnel. The monitoring tool shall be provided by the SGOD – SME Section.
4. Health and Nutrition Unit in partnership with DRRM shall ensure that all participating schools adhere to the safety protocol and standards.
5. Attached are the annexes for reference and compliance.



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6. Accomplished Monitoring Report shall be submitted to *Mrs. Mohani A. Paguita*, SEPS for M&E for consolidation. Findings shall be submitted to the Office of the Schools Division Superintendent. For inquiries, you can email *Ms. Ernie P. Pama*, SEPS-Division Testing Coordinator through ernie.pama@deped.gov.ph.
7. Immediate and wide dissemination of this memorandum is desired.


GILLO G. MOSQUEDA, CEO VI
Schools Division Superintendent 

Enclosure: as stated

Reference No. Region Memorandum CLMD 2023-180

To be indicated in the Perpetual Index under the following subjects:

ASSESSMENT CURRICULUM SCHOOLS

EPP/PRS/SGOD/DM ADMINISTRATION OF THE 2023 Regional Standardized Assessment (RSA) / June 20, 2023



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Annex 1: Monitoring Form

REGIONAL STANDARDIZED ASSESSMENT MONITORING FORM

Testing Program: _____ Date: _____

School/Testing Center: _____ Time: _____

Number of Testing Room: _____

Total Number of Registrants: _____

Actual Number of Takers: _____

Time when test materials were distributed to Room Examiners: _____

Time the Room Examiners' Started: _____

Time the Room Examiners' Ended: _____

1. For Chief Examiner (Asks the CE on the sufficiency of Testing Materials)

Test Materials	Sufficient	Insufficient	Number of Needed TMs	Classroom with insufficient TM
Test Booklet				
Scannable AS				
Seat Plan				
Examiners, Handbook				

2. Report on the Readiness of Testing Rooms (Indicated how many rooms are evidently observed with the following indicators)

Indicator	Evident	Not Evident
1. Well-lighted, clean and conducive for testing		
2. Seats are arranged based on the handbook		



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3. Observed the Room Examiners' performance on the following aspects.

Indicator	Evident	Not Evident
1. Testing discipline is strictly imposed		
2. Did not allow cellular phones in the testing rooms. (Only clean paper, pencils and sharpener are allowed)		
3. Bags and other things of examinees are placed in the designated area (Front beneath the blackboard)		
4. Seat assignment is based on the seat plan		
5. Seats of late comers/absentees were left vacant		
6. No unnecessary noise while the exam is going on (Cheating in any forms like talking to co-examinees, copying answers from other is strictly prohibited)		
7. Reaing and copying of test items in the test booklet.		
8. Explaining/translating of examinee word/s in the test booklet		
9. Examiners keep custody of the unused test booklet and answer sheet.		
10. Examiners checked the test booklets, answer sheets before the examinees leave the room.		
11. The Examiners retrieve all the materials, packed it accordingly and submit it to the Chief Examiner		

4. Other findings/observations: *If needed please use extra sheet)*

Name of Monitoring Official/Signature



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Annex 2: School Assignment

LIST OF MONITORS/SCHEDULE AND SCHOOL ASSIGNMENT

Testing Program	Schedule	Name of Monitor	School Assignment
RSA Grade 3, 6, 10, 12	July 4-6, 2023	Jonald S. Cadio	New Lagao ES/Amado Fernandez Sr., CES
		Virgie T. Metal	AS Bernardo MHS/Josue Alcasid CES
		Bernard Antolo	Ma. Montilla MES/Casilda P. Venus ES
		John Bayugos	Rajah Muda NHS
		Janice P. Suboc	Elisa P. Bernado MES/Elisa P. Bernardo BEAM
		Rona N. Tacot	San Rafael ES
		Mary Ann C. Umadhay	VP Dasmaringas ES/San Pablo NHS
		Mohani A. Paguital	San Emmanuel NHS/ San Emmanuel ES
		Frank T. Nawal	Rajah Muda ES
		Mayflor D. Romualdo	New Isabela CES
		Randy E. Porras	Tacurong NHS
		Agnes G. MUYCO	San Antonio ES
		Junaflor R. Sucaldito	Upper Katungal ES
		Julius Celetaria	Lourdes Pama ES/Upper Katungal NHS
		Ivy P. Lamintao	VF Grino NHS/Dr. J. Grino MCES
		Arlene Rosa G. Arquiza	Tacurong Pilot ES
		Alejandro S. Reginaldo, Jr.	Kalandagan ES/Ma. Z. Bayya ES
		Ma. Dianne Joy R. dela Fuente	Tacurong Pilot ES
		Jonnell G. Solomon	Pedregosa-Acosta ES
		Liza P. De Luna	Tina ES
Zenaida B. Porras	San Pablo NHS		
Glenda P. Orcinado	Abang-Suizo IS		
Claire A. Tayag	Buenaflor ES		
Vivien P. Lima	Lancheta-Magallon ES		

Note: Small schools (with 15 learners and below) will administer the RSA for Grade 3 for 3 days.



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