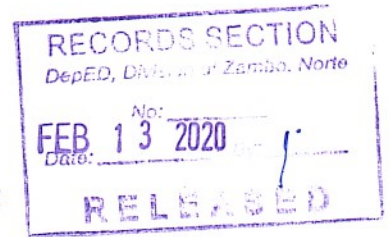




Republic of the Philippines  
Department of Education  
Region IX, Zamboanga Peninsula  
**SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE**  
Capitol Drive, Estaka, Dipolog City



Tel No.: (065) 212-5843

e-mail address: [zn.division@deped.gov.ph](mailto:zn.division@deped.gov.ph)

Enclosure to Division Memorandum  
No. 061, s. 2020

Terms of Reference / Testing Instructions

1. Room Examiners / Proctors

Chairperson: Wilson H. Inding  
SEPS / SMME

Members: District Testing Coordinator

Functions:

1. Check the readiness of the Testing Centers.
2. Post the List of Examinees outside the Testing Center.
3. Indicate the time the test will start/end.
4. Orient the examinees on the mechanisms of the test.
5. Ensure learners are at ease and seated comfortably before the test be conducted.
6. Manage all aspects of testing.

2. Test Supervisors / Monitors

Chairperson: Lilia E. Abello  
Chief CID

Members: All Education Supervisors

Functions:

1. Supervise the conduct of the test.
2. Monitor adherence of Room Examiners / Proctors to policies and standards in the conduct of the test.
3. Note and communicate to the "Nerve Center" any significant incident relative to the conduct of test.
4. Recommend when necessary processes / procedures for adoption in administering future examinations.

3. Nerve Center (SDO)

Chairperson: Lourma I. Poculan  
ASDS

Members: Julius O. Belagantol and Staff  
Information Technology Officer I



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Functions:

1. Oversee the conduct of the test.
2. Address significant incidents relative to the conduct of the test.
3. Coordinate with the Testing Centers.
4. Accepts / Records test results and transmits to the R.O.

4. Technical Support (District / School IT Coordinators)

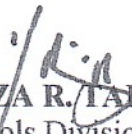
Chairperson: Public Schools District Supervisors

Members: School Principal, District / School IT Coordinators

Functions:

1. Ensure functionality of IT equipment before the conduct of the test.
2. Prepare power supply support (generator) in case of power interruption.
3. Prepare the test consolidation data immediately after the test.
4. Submits electronic test results to the "Nerve Center" immediately after the test.

Approved:

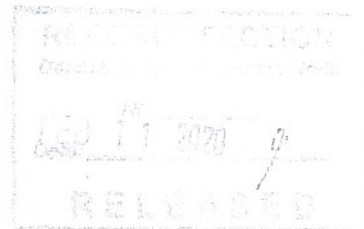
  
**MA. LIZA R. TABILON EdD, CESO VI**  
Schools Division Superintendent



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Division Memorandum  
No. 061 s. 2020

TO: ASDSs,  
CID & SGOD Chiefs  
PSDSs  
School Heads, Public and Private, Elementary & Secondary Schools  
Members, Division Testing Committee  
Designated District Testing Coordinators  
Division ITO and District ITOs  
All Others Concerned  
This Division

FROM:  MA. LIZA R. TABILON EdD, CESO VI  
Schools Division Superintendent

SUBJECT: **CORRIGENDUM TO DM NO. 059, S. 2020**, re: **ADMINISTRATION OF THE REGIONAL ACHIEVEMENT TEST (RAT)**

DATE: February 10, 2020

1. Due to some concerns on the reliability of assessment data that will be obtained during the administration of RAT on February 13, 2020 in this division, this Office hereby expands the sample population size;
2. Attention is hereby directed to the amended Annex 1 – Assignment of Tests, Testing Centers, Test Examinees, and test Examiners, for guidance of all concerned;
3. The amended Annex 2 – *List of Examinees per Grade Level per Testing Center* shall follow and be posted in the official website and in recognized communication hubs starting tomorrow, for information and reference of all concerned;
4. All other provisions and annexes of DM 059, s.2020 remain valid and effective;
5. In order to be familiarized with the computer-based test system, an orientation with the technical support staff shall be done today, February 11, 2020, @ 10 A.M. at the SDO Conference Room, Estaka, Dipolog City.
6. Widest dissemination of this Memorandum is desired.

**WH/RATMEMOCOR/SGOD-SMME/009-02112020**

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Service  
with a