



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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AUG 04 2003

DepEd MEMORANDUM
No. **257**, s. 2003

ADDENDUM TO DEPED MEMORANDUM NO. 200, S. 2003
(Self-Assessment Test (SAT), An English Proficiency Test for Secondary School Teachers)

To: Bureau Directors
Regional Directors
Schools Division/City Superintendents
Heads, Public Secondary Schools

1. The Pilot Phase of the National English Proficiency Program at the National Capital Region (NCR) has been completed and the implementation of the program nationwide shall commence immediately.
2. All secondary school teachers in English, Science and Mathematics will take the Self-Assessment Test, an English proficiency test.
3. The first batch of examinees in selected divisions in school year 2003-2004 will be given the test by regional and division promotional staff on August 9, 2003. The list of divisions included in the first batch of examinees is in Enclosure No. 1. The second batch of examinees will be announced later.
4. Orientation on the conduct of the test shall be done by the National Education Testing and Research Center (NETRC) staff on August 8, 2003.
5. Monitoring of the test administration, data processing, data analyses, and reporting of the test results shall be done by the NETRC. Guidelines in the administration of the SAT are found in Enclosure No. 2.
6. Office supplies, incidental expenses, and travel expenses to be incurred in the administration, processing, and reporting of test results by NETRC personnel shall be charged against Office of the Secretary (OSEC) funds subject to the usual accounting and auditing rules and regulations.
7. Travel expenses of field officials shall be charged against local and/or Local School Board Funds subject to its availability and the usual accounting and auditing rules and regulations.
8. Sections 4, 6 and 7 of DepEd Memorandum No. 200, s. 2003 are hereby superseded.
9. Immediate and wide dissemination of this Memorandum is desired.


EDILBERTO C. DE JESUS
Secretary

Enclosures:
As stated

Reference:
DepEd Memorandum: No. 200, s. 2003

Allotment: 1—(D.O. 50-97)

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

Learning Area, ENGLISH
TEACHERS
TEST

Sheila, MPPD, DM Addendum to DM No. 200
07-30-03

List of Divisions for the SAT Batch I Examination

Region	Division		Total No. of Teachers	Estimate No. of Examinees
CAR	1	Baguio City	444	222
CAR	2	Benguet	456	228
I	3	Laoag City	232	141
I	4	La Union	354	177
I	5	Pangasinan I	2,304	1,152
I	6	Pangasinan II	2,052	1,026
II	7	Tuguegarao City	268	134
II	8	Cagayan	1,557	779
III	9	Nueva Ecija	2,110	1,055
III	10	Tarlac	1,471	1,236
IV-A	11	Lipa City	355	175
IV-A	12	Batangas Prov	1,571	786
IV-B	13	Puerto Princesa City	391	196
V	14	Legaspi City	198	99
V	15	Albay	1,423	712
VI	16	Iloilo City	647	329
VI	17	Iloilo Province	3,682	1,842
VI	18	Bacolod City	887	444
VII	19	Cebu City	1,067	534
VIII	20	Tacloban City	414	207
VIII	21	Leyte	1,791	891
IX	22	Zamboanga City	1,090	545
IX	23	Zamboanga del Norte	1,004	502
X	24	Cagayan de Oro City	533	267
X	25	Misamis Oriental	1,172	586
X	26	Iligan City	638	319
XI	27	Davao City	1,896	946
XI	28	Davao del Sur	764	382
XII	29	Cotabato City	454	227
ARMM	30	Maguidanao	559	279
ARMM	31	Marawi City	63	32
CARAGA	32	Butuan City	525	263
CARAGA	33	Agusan del Sur	340	170
TOTALS			32,480	16,742

Inclosure No. 2 to Dep Ed Memorandum No. 257, s. 2003

Guidelines in the Administration of the Self Assessment Test to Secondary School Teachers in English, Science, and Mathematics

The following guidelines in the administration of the Self Assessment Test (SAT) are hereby enumerated for the guidance of all concerned.

1. Test Administration

- 1.1. Test administration of the SAT shall be done only on a Saturday.
- 1.2. Teachers who are administered the test shall be granted one day service credit in accordance with Section 1.d.j. of DepEd Order No. 53, s. 2003.

2. Testing Personnel

- 2.1. Personnel to be involved in the administration of the SAT shall be the Assistant Schools Division Superintendent for secondary schools, if there are more than one ASDS in the division, regional supervisors in divisions where the Regional Office is located, and division supervisors. They shall function as Chief Examiner and Room Examiner/s, respectively.
- 2.2. The Chief Examiner in a testing center shall be the Assistant Schools Division Superintendent.
- 2.3. The Room Examiner/s shall be the regional and division supervisors.

3. Functions/Responsibilities of Testing Personnel

- 3.1. The Chief Examiner shall:
 - 3.1.1. designate the staff stated in Section 2.1 as Room Examiner/s;
 - 3.1.2. assign the testing room of Room Examiners
 - 3.1.2. prepare the list of examinees per testing room
 - 3.1.3. receive and acknowledge receipt of the test materials from the NETRC staff;
 - 3.1.4. distribute to and retrieve from the Room Examiners the test materials;
 - 3.1.5. monitor and supervise the administration of the test;
 - 3.1.6. inform the teachers to bring their pencils and snacks on examination day;
- 3.3. The Room Examiner shall:
 - 3.3.1. receive the test booklets (TB) and answer sheets (AS) from the Chief Examiner;

- 3.3.2. account for the TBs and ASs he/she receives before proceeding to his/her room assignment;
- 3.3.3. give instructions to the examinees before distributing the TBs and ASs;
- 3.3.4. distribute the TBs and ASs to the examinees;
- 3.3.5. administer the test according to the Examiner's Handbook;
- 3.3.6. retrieve the TBs and AS simultaneously; and
- 3.3.7. return the TBs and ASs to the Chief Examiner.

4. Testing Center, Testing Room, and Testing Session

- 4.1. The testing center shall be the school which is most accessible to all teachers within the division and which can accommodate all the examinees in not more than four testing sessions.
- 4.2. There shall be thirty examinees in one testing room.
- 4.3. The total number of English, science and mathematics teachers in the division shall be divided by 30 to determine the total number of testing rooms and room examiners.
- 4.4. If the number of rooms available in a testing center cannot accommodate all the examinees for one testing session or the number of room examiners is not available for one testing session, the number of examinees shall be grouped by batches and testing sessions shall be done also by batches, provided however, that testing will be done only on the scheduled date.
- 4.5. The Room Examiner for every testing room shall be the same in all batches of examinees.
- 4.6. The test shall start not later than 8:00 o'clock in the morning and 1:00 o'clock in the afternoon.

5. Test Materials

- 5.1. Test Booklet. A test booklet contains the test items in three subtests. A test booklet is reusable.
- 5.2. Answer Sheet. An answer sheet is scannable and can be scanned only if pencil is used to blacken/shade the bubbles/circles.
- 5.3. Pencil. Only pencil is used to blacken/shade the AS. This is to be provided by each examinee.
- 5.4. Examiner's Handbook. This booklet enumerates the procedures in administering the tests, instructions in filling out the Scannable AS, and instructions to be read verbatim by the Examiner.
- 5.5. TBs and ASs are packed in sealed plastic bags. Each pack of ASs has 30. The same holds true in the pack of TBs.

6. Delivery and Retrieval of Test Materials

6.1. Test materials shall be delivered to and retrieved from the Division Office by NETRC personnel.

7. Test Results

7.1. Divisions will be provided with the results of the SAT.