



REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
DepEd Complex, Meralco Avenue, Pasig City, Philippines

Tanggapan ng Pangalawang Kalihim
Office of the Undersecretary

OCT 07 2003

Telefax: 631-84-92
Direct Line: 633-72-03
Trunk Line: 632-13-61 locals 2006 / 2105
E-Mail Address: asecpcb@1-next.net
Website: <http://www.deped.gov.ph>

DepED MEMORANDUM
No. **402** s. 2003

**ADMINISTRATION OF SELF-ASSESSMENT TEST (SAT) TO SECOND BATCH
OF PUBLIC HIGH SCHOOL TEACHERS IN MATH, SCIENCE AND ENGLISH**

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

1. Per DepED Memorandum No. 257, s. 2003, all teachers in Math, Science and English across year levels in public high schools shall be given the Self-Assessment Test (SAT). The first batch of examinees from selected schools divisions has been administered on August 9, 2003.
2. The second batch of examinees in selected divisions will be tested by the Division Promotional Staff on October 25, 2003. The list of divisions included in the second batch of examinees is in Enclosure No. 2. The third batch of examinees shall be announced later.
3. Orientation of Room Examiners on the conduct of the SAT shall be done by the National Education Testing and Research Center (NETRC) staff on October 24, 2003 at the Division Office (DO).
4. The Assistant Schools Division Superintendent (ASDS) shall be designated as Division Testing Coordinator and Chief Examiner on testing day. Please see Enclosure No. 1 for his/her functions.
5. Division supervisors who serve on examination day would be given Service Credits and teachers being tested are entitled the same (DepED Order No. 53, s. 2003).
6. Immediate and wide dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encls.: As stated

References: DepED Memorandum: (No. 257, s. 2003 and DepED Order: No. 53, s. 2003)

Allotment: 1—(D.O. 50-97)

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

Learning Area, ENGLISH

TEACHERS

TESTS

Made/c: SAT Admin
9-20-03

Inclosure 1

1.0 Functions/Responsibilities of Division Testing Coordinator

1.2 The Division Testing Coordinator (DTC) shall

- 1.2.1 coordinate all public secondary schools in the division to inform them about the test schedule as well as to get the number of high school teachers that shall be given the SAT;
- 1.2.2 divide the total number of teachers to be examined with the SAT into four (4) sessions at 30 examinees per room, that is, two sessions in the morning and two sessions in the afternoon;
- 1.2.3 prepare testing time for every session (e.g., first session shall be tested from 8 to 10 AM, second session from 10 to 12 noon, third session from 1 to 3 PM, and the last session from 3 to 5 PM);
- 1.2.4 communicate with high schools concerned that teacher examinees should bring their own pencil (Mongol #2) and inform them about the testing time of their respective teachers two days before examination day or earlier;
- 1.2.5 report the number of teachers to NETRC not later than October 20, 2003 for the allocation of test booklets and answer sheets;
- 1.2.6 prepare the list of examinees by testing room; and
- 1.2.7 coordinate with the school head of school which shall be used as testing center and request him/her to have the testing rooms open and ready on testing day.

2.0 Functions/Responsibilities of Chief Examiner

2.1 The Chief Examiner shall

- 2.1.1 distribute the test booklets and answer sheets to Room Examiners;
- 2.1.2 retrieve and account all the test booklets and used answer sheets; and
- 2.1.3 submit all test materials and required report to the NETRC representative after the test.

Inclosure 2

List of Divisions for SAT Batch II Examinees

Region	Division	Total Number of Teachers	Estimated Number of Teachers
I	1 Ilocos Sur	981	491
II	2 Isabela	1987	994
II	3 Nueva Viscaya	531	266
III	4 Pampanga	1828	916
III	5 Tarlac Province	1471	736
III	6 Bulacan	1975	988
III	7 Zambales	605	303
IV-A	8 Cavite	2690	1345
IV-A	9 Rizal	1330	665
IV-A	10 Laguna	1679	840
IV-A	11 Lucena City	361	181
IV-B	12 Oriental Mindoro	806	403
IV-B	13 Marinduque	488	244
V	14 Camarines Sur	2121	1061
V	15 Sorsogon	1143	572
V	16 Masbate	894	447
VI	17 Negros Occidental	2339	1170
VI	18 Antique	1033	517
VI	19 Aklan	756	378
VI	20 Capiz	1101	551
VI	21 San Carlos City	99	50
VII	22 Cebu Province	2287	1144
VII	23 Bohol	1179	590
VII	24 Tagbilaran City	155	78
VII	25 Dumaguete City	119	60
VII	26 Negros Oriental	1025	513
VIII	27 Northern Samar	840	420
VIII	28 Samar	730	365
VIII	29 Southern Leyte	557	279
IX	30 Zamboanga del Sur	1010	505
IX	31 Pagadian City	288	144
X	32 Bukidnon	1044	522
X	33 Misamis Occidental	555	278
XI	34 Davao Norte	692	346
XI	35 Digos City	279	140
XII	36 South Cotabato	776	388
XII	37 Kidapawan City	174	87
CAR	38 Abra	390	195
CARAGA	39 Agusan del Norte	340	170
CARAGA	40 Surigao City	104	52
ARMM	41 Basilan	244	122
ARMM	42 Sulu	420	210
Total		39426	19726