



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

Tanggapan ng Kalihim
Office of the Secretary

Direct Line: 687-2922 / 687-4177
E-Mail: osec@deped.gov.ph
Website: <http://www.deped.gov.ph>

JUN 30 2003

DepEd MEMORANDUM
No. 200, s. 2003

**SELF-ASSESSMENT TEST (SAT), AN ENGLISH PROFICIENCY TEST
FOR SECONDARY SCHOOL TEACHERS**

To: Regional Directors
Schools Division/City Superintendents
Division & District Supervisors

1. In response to President Gloria Macapagal-Arroyo's call to improve the use of English language during the Far Eastern University (FEU) 75th Founding Day, this Department spearheaded the **National English Proficiency Program (NEPP)** last April. This Program includes **Self-Assessment Test (SAT)** administration as Phase I and **Mentor Training Program** as Phase II.
2. The **SAT** is an **English proficiency test** intended for public secondary school teachers of English, Mathematics and Science. This was administered in April 2003 in NCR and will continue to be administered in other regions until July 26, 2003.
3. The SAT results shall be used to give the teachers a glimpse of their own English proficiency profile and to identify potential mentors who shall undergo the **Mentor Training Program**, which has already started in NCR.
4. Authority to travel for the DepEd Central Office personnel is hereby granted. Please see Enclosure No. 1 for list of the team members with their assigned regions and Enclosure No. 2 for the Guidelines on the Administration of the SAT.
5. Chief Examiners, proctors and monitors shall be entitled for a service credit for the services rendered during the actual testing dates, which fall on Saturdays.
6. Overtime pay for checking of test papers, encoding the test results, preparation of the report for presentation, traveling expenses, per diem and other incidental expenses incurred by the DepEd Central Office team members during the administration of this test shall be charged against OSEC funds for **National English Proficiency Program (NEPP)** subject to the usual accounting and auditing rules and regulations.
7. The assigned chief examiners of the different regions shall contact **Ms. Josefina B. Marlano**, SAT Coordinator, at telefax nos. (02) 636-16-20, (02) 633 9341 or (02) 6321361 to 71 local 2166 & 2048 for coordination and further information. ¶

8. Usual support and cooperation on this endeavor from the regions is expected.
9. Immediate dissemination of this Memorandum is desired.



EDILBERTO C. DE JESUS
Secretary

Encls.: As stated

Reference:

Unnumbered Memorandum dated April 1, 2003

Allotment: 1—(D.O. 50-97)

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

EXAMINATIONS
Learning Area, ENGLISH
TEACHERS

**SELF-ASSESSMENT TEST (SAT) FOR SECONDARY SCHOOL TEACHERS
SCHEDULE**

DATE	VENUE	REGION	NO. OF DIVISIONS	NAME OF CO MONITORS	
July 5, 2003 Saturday	La Union NHS	I	9	Aurea Aquino/ Carlito Barit	Cora Rico/ Maricar de los Reyes
July 5, 2003 Saturday	Cagayan NHS	II	6	Roy Vergara	Romy Oloquina
July 12, 2003 Saturday	Olongapo City NHS	III	10	Mabel Domingo	Evelyn Pormento
July 12, 2003 Saturday	Cavite NHS	IV-A	12	Maridel Ignacio	Jovita Cabiles
July 12, 2003 Saturday	Roxas NCHS	IV-B	7	Sally Ciego	Tita Robles
July 5, 2003 Saturday	Pag-asa NHS	V	11	Marina Cruz	Ma. Fe Moncada
July 12, 2003 Saturday	Iloilo City NHS	VI	16	Alfredo Alegre	Josefina B. Mariano
May 31, 2002 (DONE)	Abellana NHS	VII	9	Josefina B. Mariano	Alfredo Alegre
July 19, 2003 Saturday	Leyte NHS	VIII	9	Renato Batula	Daylinda Guevarra
July 26, 2003 Saturday	Zamboanga City NHS	IX	8	Josefina B. Mariano	Salvacion Batalla
May 17, 2003 (DONE)	Iligan City NHS	X	9	Josefina B. Mariano	Renato Batula
June 6, 2003 (DONE)	Davao City NHS	XI	8	Josefina B. Mariano	Alfredo Alegre
July 19, 2003 Saturday	Cotabato City NHS	XII	8	Pio Alcantara	Sheila Marie Mercado/ Josefina Mariano
July 26, 2003 Saturday	Agusan NHS	XIII CARAGA	7	Simpliciana Oracion	Cristina Tomeldan
July 5, 2003 Saturday	Baguio City NHS	CAR	7	Maria Boncan	Mercedita Portugal
March 29-April 8, 2003 (DONE)	16 testing centers	NCR	14	All CO monitoring team members	
July 26, 2003 Saturday	Parang NHS	ARMM	5	Lilian Mula	Rodolfo Yaba

Guidelines on the Administration of Self-Assessment Test (SAT)

1. Regional Director shall assign a **chief examiner** to facilitate the administration of the SAT in the region.
2. Schools Division Superintendents (SDS) shall recommend teachers who will take the test. Each region shall have a total of 300 teacher-examinees: 100 English teachers, 100 Mathematics teachers and 100 Science teachers, except for NCR which is a pilot region.
3. A total of eleven (11) well-ventilated testing rooms shall be prepared. Usually late examinees are assigned to a separate room. Each room must have 30 chairs, a seat plan, chalk and eraser, a proctor and monitor.
4. A **registration committee** is needed to prepare a **master list** of all the actual examinees. This list includes positions, names of schools and addresses to be submitted to the Central Office (CO) monitoring team.
5. Examinees should not write anything on the test booklet.
6. On the upper right hand corner of the answer sheet, they will **copy the serial number, which corresponds to the serial number of their test booklet (TB)**.
7. Examinees must **write their full name and subject area (English, Mathematics, or Science)** found below their name on the answer sheet. Let them also write the name of their schools and division.
8. Let them use the answer sheet provided by shading their answers **using a #2 pencil**. If there is a change in the answer, let them **erase fully or cross out invalid answer**.
9. Observe time allotment for each section:

• Preliminaries	10 minutes	
(checking of attendance, seating arrangement and the giving of test instructions)		
• Structure & Written Expression	25 minutes	40 items
• Reading comprehension	55 minutes	50 items
10. On the chalkboard, the proctor shall indicate starting time and ending time for each section to remind the examinees. Alarm clock or cell phone may be used to signal the end of the test. Do not allow the examinees to extend the time to complete the test.
11. Let them affix their signature on the lower left corner before submitting the answer sheet to you. See to it that other data asked in the answer sheet are properly provided.
12. If the examinees finish their test ahead of time, let them leave the testing area at once to avoid disrupting those who are still taking the test.
13. Please check that all test booklets are given back to the CO monitoring team. Kindly check each page of the test booklets and erase any mark, for other Divisions will use the same test booklets.
14. Right after the test, please return all the test booklets with the answer sheets to the CO monitors.
15. Checking and scoring of the answer sheets shall be done at the CO. The RDs and the SDSs shall be informed of the tests results.

THANK YOU!