



REPUBLICA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepED MEMORANDUM
No. 6, s. 2004

JAN 09 2004

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

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

1. Per DepED Memorandum No. 257, s. 2003, all teachers in Mathematics, Science and English across year levels in public high schools shall be given the SAT. The first, second, and third batch of examinees from selected schools divisions have been administered on August 9, 2003, October 25, 2003, and December 6, 2003, respectively.
2. The SAT shall be administered to the fourth batch of examinees in selected divisions. This will be given by the Division Promotional Staff on January 17, 2004. The list of divisions included in the fourth or last batch of examinees is in Enclosure No. 2.
3. Orientation of Room Examiners on the conduct of the SAT shall be done by NETRC staff on January 16, 2004 at the Division Office.
4. The Assistant School Division Superintendents (ASDSs) shall be designated as Division Testing Coordinator and Chief Examiner on testing day. Please see Enclosure No. 1 for their functions.
5. Division supervisors who serve on examination day and teacher-examinees shall be given service credits as provided in DepED Order No. 53, s. 2003.
6. Immediate dissemination of this Memorandum is desired.


RAMON C. BACANI
Undersecretary
Officer-In-Charge

Encls.: As stated

References: DepED Memoranda: Nos. (257) and 429, s. 2003
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

(Enclosure No. 1 to DepED Memorandum No. 6, s. 2004)

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 two (2) sessions at 30 examinees per room, that is, the two testing sessions shall be done in the morning;
- 1.2.3 prepare testing time for every session (e.g., first session shall be tested from 8 to 10 AM, and the second session from 10 to 12 noon);
- 1.2.4 communicate with high schools concerned that teacher examinees should bring their own pencil (Mongol #2), three copies of daily time record (DTR) 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 January 12, 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.

(Enclosure No. 2 to DepED Memorandum No. 6, s. 2004)

List of Divisions for the SAT Batch IV Examinees

Region	Division	Total No. of Teachers	Estimated No. of Teachers
I	1 San Carlos City	253	127
I	2 Urdaneta City	316	158
II	3 Batanes	119	60
III	4 San Fernando City	354	177
III	5 Olongapo City	505	253
III	6 Gapan City	202	101
IV-A	7 Quezon	2056	1028
IV-A	8 San Pablo City	203	102
IV-A	9 Antipolo City	346	173
IV-A	10 Tanauan City	197	99
IV-B	11 Palawan	1000	500
IV - B	12 Calapan City	242	121
V	13 Sorsogon City	299	150
V	14 Naga City	340	170
V	15 Masbate City	894	447
V	16 Ligao City	182	91
VI	17 Silay City	220	110
VI	18 Kabankalan	231	116
VI	19 Sagay City	182	91
VI	20 Roxas City	158	79
VII	21 Lapu Lapu City	358	179
VII	22 Mandaue City	259	130
VII	23 Siquijor	160	80
VII	24 Bayawan City	52	26
VII	25 Talisay City	92	46
VIII	26 Eastern Samar	737	369
VIII	27 Ormoc City	231	116
IX	28 Dapitan City	168	84
IX	29 Zamboanga Sibugay	719	360
X	30 Ozamis City	298	149
X	31 Lanao del Norte	493	247
XI	32 Compostela Valley	938	469
XI	33 Davao Oriental	736	368
XI	34 Samal City	(Actual no.) 129	129
XII	35 Sultan Kudarat	679	340
XII	36 Koronadal City	290	145
XII	37 North Cotabato	1424	712
CAR	38 Kalinga	334	167
CAR	39 Mt. Province	390	195
Caraga	40 Surigao del Sur	605	303
Caraga	41 Bislig City	170	85
ARMM	42 Lanao Sur II	373	187
Total	Total	17805	9039