



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF CEBU PROVINCE

Office of the Schools Division Superintendent

October 4, 2021

DIVISION MEMORANDUM

No. 411, s. 2021

**REMINDERS ON THE ADMINISTRATION OF DIVISION INTEGRATION
ON ASSESSMENT OF LEARNING, MONITORING AND EVALUATION
(DIAL ME) PRETEST**

To: Assistant Schools Division Superintendents
Chiefs, CID and SGOD
Public Schools District Supervisors/OICs
Elementary and Secondary School Heads

1. This Office hereby reminds the field on the important information relative to the **Administration of Division Integration on Assessment of Learning, Monitoring and Evaluation (DIAL ME) Pretest** on **October 15, 2021** at the venue agreed by each District DIAL ME Technical Working Group (TWG).
2. Each Testing Coordinator is required to accomplish the **Testing Coordinator's Administration Report** and the **Oath of Confidentiality**, and submit these documents to the PSDS right after the examination.
3. Division Field Technical Assistance Teams (DFTATs) are directed to proceed to their respective areas to ensure the smooth conduct of the activity.
4. Please refer to the following documents:
Enclosure No. 1 - Roles and Responsibilities of Personnel in the Administration of DIAL ME Pretest
Enclosure No. 2 - Testing Coordinator's Administration Report Template
Enclosure No. 3 - Oath of Confidentiality
Enclosure No. 4 - Assignments of DFTATs in Monitoring the Administration of DIAL ME Pretest
5. The Medical Section (c/o Dr. Virgilio C. Tantuico/Dr. Asterterrie A. Bernales) is requested to assign at least one (1) nurse at the venue during the conduct of this activity.
6. Participants are required to follow IATF guidelines and protocols. Wearing of face masks and face shield is compulsory.
7. Traveling and other related expenses of the school-based DIAL ME TWG shall be chargeable against **local school MOOE Funds**, while traveling and other related expenses of the DFTATs shall be chargeable against **Division MOOE Funds**, subject to their availability and the usual accounting and auditing rules and regulations.
8. This Memorandum also serves as Authority to Travel.
9. Immediate dissemination of and compliance with this Memorandum is directed.

MSA/FCL/MAPF

MARILYN SANDALES EdD, CESO V
Schools Division Superintendent





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Enclosure No. 1 to Division Memorandum No. _____, s. 2021

**ROLES AND RESPONSIBILITIES OF PERSONNEL IN THE ADMINISTRATION
OF DIAL ME PRETEST**

PROJECT CONTACTS

Chair : Dr. Marilyn S. Andales, CESO V, SDS
Co- Chairs : Dr. Fay C. Luarez, ASDS
 Dr. Lorenzo M. Dizon, CESO VI, ASDS
 Dr. Anelito A. Bongcawil, CESO VI, ASDS
Proponents : Dr. Mary Ann P. Flores
 Dr. Pamela A. Rodemio
 Mrs. Jane O. Gurrea
 Mr. Isaiash T. Wagas
 Mrs. Juvimar E. Montolo
 Mrs. Nenita G. Jaralve
 Mrs. Araceli A. Cabahug
 Mrs. Rosemary N. Oliverio
 Mrs. Maria Elena T. Paras
 Dr. Ma. Chona B. Redoble
 Dr. Jose Garry R. Napoles
 Dr. Clavel D. Salinas
 Mr. Raul A. Jumao-as
 PSDSs

1. Public Schools District Supervisors	<ul style="list-style-type: none">• Coordinate with the local government officials and RHU in ensuring compliant of the activity to IATF Guidelines.• Collaborate with the School Heads of the sample schools in disseminating to the parents and other stakeholders the purpose of the activity.• Lead in ensuring the safety of the learners and all the persons involved in the
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	conduct of DIAL ME PRETEST
2. School Heads	<ul style="list-style-type: none">• Secure permit from the parents for allowing their sons/daughters as sample examinees.• Ensure the safety of the sample examinees before, during and after the DIAL ME PRETEST.
3. Division Nurses assigned in the Districts	<ul style="list-style-type: none">• Coordinate with the RHU and PSDSs in implementing the health protocols before, during and after the conduct of the DIAL ME PRETEST.
4. District DIAL ME TWG	<ul style="list-style-type: none">• Lead in following the IATF Health Protocols and Guidelines
5. Division DIAL ME TWG	<ul style="list-style-type: none">• Monitor and give Technical Assistance on the smooth and safe conduct of the DIAL ME PRETEST.





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Enclosure No. 2 to Division Memorandum No. _____, s. 2021

TESTING COORDINATOR'S TEST ADMINISTRATION REPORT

Elementary () Secondary () SHS ()

Testing Program	_____	Testing Date:	_____
Region	_____	Division	_____
Testing Center	_____	District	_____
Subject Tested	_____	Grade Level	_____

No. Of Registrants:

Male _____ Female _____ Total _____

No. Of Examinees

Male _____ Female _____ Total _____

Time Test Started _____ Time Test Ended _____

PREPARATION:

Problems Encountered	How Is The Problem Resolved
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TEST PROPER:

Problems Encountered	How is the Problem Resolved
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Recommendations/Suggestions for Improvement:

Prepared by:

District Testing Coordinator





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OATH OF CONFIDENTIALITY

As a member of the District Testing Committee in the Administration of the Division Integration on Assessment of Learning and Monitoring and Evaluation (DIAL ME) Pretest, I hereby solemnly swear that:

1. I will faithfully discharge my duties and responsibilities as mandated by the existing guidelines in the administration of the test; and
2. I will strictly observe security measures to maintain the confidentiality of data and sustain the integrity and validity of the test.

So help me God.

Name & Signature of District Testing Committee Member

Attested:

Public Schools District Supervisor





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SCHOOLS DIVISION OF CEBU PROVINCE

Enclosure No. 4 to Division Memorandum No. _____, s. 2021

**ASSIGNMENTS OF DFTAT IN MONITORING
THE ADMINISTRATION OF DIAL ME PRETEST ON OCTOBER 6, 2021**

SUB-OFFICES	AREA OF ASSIGNMENTS /DISTRICTS	DIVISION PERSONNEL ASSIGNED
SAN FERNANDO SUB-OFFICE	Minglanilla 1, 2 San Fernando 1, 2 Sibonga	DR. VICTOR A. YBAÑEZ All PSDSs in these districts
DALAGUETE SUB-OFFICE	Argao 1, 2 Dalaguete 1,2 Alcoy	DR. JOSE GARY R. NAPOLES- EPSVR (TLE) All PSDSs in these districts
DALAGUETE SUB-OFFICE	Boljoon Oslob, Santander Samboan	DR. CHONA B. REDOBLE- EPSVR (English) All PSDSs in these districts
BADIAN SUB-OFFICE	Dumanjug 1,2 Ronda Moalboal Alcantara	MRS. ARACELI CABAUG- EPSVR (Filipino) All PSDSs in these districts
BADIAN SUB-OFFICE	Badian Alegria Malabuyoc Ginatilan	DR. MARGARITA A. NIERRA- SEPS (Planning & Research) All PSDSs in these districts
BALAMBAN SUB-OFFICE	Barili 1,2 Pinamungajan 1,2 Aloguinsan Balamban 1, 2	MRS. NENITA G. JARALVE- EPSVR (MAPEH) DR. RODERIC GOLES – SEPS (M & E) All PSDSs in these districts
BALAMBAN SUB-OFFICE	Tuburan 1,2 Asturias North Asturias South	MRS.ROSEMARY N. OLIVERIO-EPSVR (Aral Pan) All PSDSs in these districts
MEDELLIN SUB-OFFICE	Daanbantayan 1,2 Medellin Tabogon	MR. ISAIASH T. WAGAS- EPSVR (LRMDS) MR. CHANEY A. GULFAN- SEPS (SocMob) All PSDSs in these districts
MEDELLIN SUB-OFFICE	Bantayan Island Districts	MRS. MARIA ELENA T. PARAS –EPSVR (SPED/ALS/KINDERGARTEN MRS. MARIA SOCORRO N. RELACION- SEPS (HRD) All PSDSs in these districts





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MEDELLIN SUB-OFFICE	Tabuelan San Remigio 1,2	DR. CLAVEL SALINAS PSDS/SHS Coordinator All PSDSs in these districts
LILOAN SUB-OFFICE	Carmen Catmon Sogod Borbon	DR. GERARDO S. MANTOS- EPSvr (SGOD) All PSDSs in these districts
LILOAN SUB-OFFICE	Camotes Island Districts	MRS. JANE O. GURREA – EPSVR (EsP/Guidance) All PSDSs in these districts
LILOAN SUB-OFFICE	Compostela Liloan Consolacion 1, 2 Cordova	Mrs. JUVIMAR E. MONTOLO EPSVR (Science) DR. NORMAN O. BLANCO – EPS 11 (M & E) All PSDSs in these districts

