



Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION

REGIONAL MEMORANDUM

ORD-2023- 1139

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **WILFREDO E. CABRAL, CESO III**
 Regional Director

SUBJECT : **National Orientation on the Standardized Administration of Various Assessment Programs for Fiscal Year (FY) 2023**

DATE : October 31, 2023

This is in reference to the attached Memorandum dated October 23, 2023, from Alma Ruby C. Torio, Assistant Secretary, Officer-in-Charge, Office of the Undersecretary for Curriculum and Teaching, relative to the above-captioned activity on November 6-8, 2023, contents of which are self-explanatory, for information and appropriate action.

Participants are the regional and division testing coordinators.

Travel and allowable expenses shall be charged to downloaded funds, subject to the usual accounting and auditing rules and regulations. Please see the attached list of documents needed for reimbursement and submit to the CLMD Office upon completion of the activity.

Immediate dissemination of this Memorandum is desired.



Address: Misamis St., Bago Bantay, Quezon City
 Email address: ncr@deped.gov.ph
 Website: depedncr.com.ph

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Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION

CHECKLIST OF SUPPORTING DOCUMENTS
TRAVELLING EXPENSES

Name: _____

Division: _____

| List of Documents | Remarks |
|---|---------|
| ____ 1. Disbursement Voucher (DV) - c/o CLMD | _____ |
| ____ 2. Obligation Request Slip (ORS) – c/o CLMD | _____ |
| ____ 3. Appendix A (Itinerary of Travel) | _____ |
| ____ 4. Appendix B (Certificate of Travel Completed | _____ |
| ____ 5. Airfare Ticket/e-Ticket and Official Receipt | _____ |
| ____ 6. Bus/Boat Ticket (if applicable) | _____ |
| ____ 7. Boarding Pass (2) | _____ |
| ____ 8. Taxi Fare – RER (for P300.00 above) | _____ |
| ____ 9. Taxi Fare – RER Certification of Expenses (below P 300.00) | _____ |
| ____ 10. Travel Authority | _____ |
| ____ 11. <i>Letter of Invitation (NA)</i> | _____ |
| ____ 12. DepEd Memorandum/Reference | _____ |
| ____ 13. Certificate of Appearance/Participation | _____ |
| ____ 14. Photocopy of ATM – Landbank Account | _____ |
| ____ 15. <i>OTHERS: (if needed)</i> | |
| <i>a. Certification of no unliquidated cash advance (for CA)</i> | _____ |
| <i>b. Justification/certification – any deviations in the itinerary</i> | _____ |
| <i>c. Official Receipt – airfare, etc.</i> | _____ |
| <i>d. Copy of Liquidation Report</i> | _____ |

Note:

*For those traveling by plane you need to have 3 canvasses for the airfare and take the cheapest fare as per COA Circular number 2023-04, s. 2023



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Republic of the Philippines
Department of Education

OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

MEMORANDUM
DM-CT-2023- *No 5*

TO : **REGIONAL DIRECTORS
REGIONAL TESTING COORDINATORS
SCHOOLS DIVISION SUPERINTENDENTS
DIVISION TESTING COORDINATORS**

FROM : *ALMA RUBY C. TORIO*
ALMA RUBY C. TORIO
Assistant Secretary for Curriculum and Teaching
Officer-in-Charge
Office of the Undersecretary for Curriculum and Teaching

SUBJECT : **NATIONAL ORIENTATION ON THE STANDARDIZED
ADMINISTRATION OF VARIOUS ASSESSMENT PROGRAMS
FOR FISCAL YEAR (FY) 2023**

DATE : **October 23, 2023**

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), will conduct a **National Orientation on the Standardized Administration of Various Assessment Programs for Fiscal Year (FY) 2023** by cluster with details below:

| No. | Cluster | Region | Venue | Schedule |
|-----|-------------------------------|--|--|---|
| 1 | Luzon | Regions I, II, III, IV-A, IV-B, V, CAR, NCR | Nueva Vizcaya Teachers' Camp | November 6 to 8, 2023 (Inclusive of travel dates) |
| 2 | Visayas and Mindanao (VisMin) | Regions VI, VII, VIII, IX, X, XI, XII, BARMM, Caraga | DepEd Ecotech Center, Lahug, Cebu City | November 8 to 10, 2023 (Inclusive of travel dates) |

2. The following assessment programs shall be discussed in the said orientation:
- Early Language, Literacy, and Numeracy Assessment (ELLNA)
 - National Achievement Test for Grade 6 (NATG6)
 - Special Philippine Educational Placement Test (PEPT)
 - Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)



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OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND TEACHING

The orientation will cover the test administration guidelines and procedure, security of test materials, delivery and retrieval scheme, allocation of test materials, and financial matters relative to the test administration. Also, the specific dates of test administration shall be announced in a separate memorandum.

- One (1) Regional Testing Coordinator (RTC) from each Regional Office and one (1) Division Testing Coordinator (DTC) from each Schools Division Office are expected to attend the orientation strictly following the schedule per cluster. No additional participants shall be accommodated due to funding restrictions.
- The ELLNA shall be administered to all Grade 4 learners in public schools, while the NATG6 shall be administered to select Grade 7 learners in public and private schools. In relation to this, the DTCs shall submit to BEA the actual enrollment of Grade 4 public school learners and Grade 7 public and private school learners for School Year 2023-2024 as of September 30, 2023. The Excel template for the enrollment data can be downloaded from <http://bit.ly/ELLNANATG62023>. The data submission shall be done on or before **October 27, 2023** through this link <https://bit.ly/EnrollmentDataELLNAandNATG62023>.
- The participants must attend only on the schedule and venue where their respective regions are clustered. Orientation proper will start at exactly 8:00 a.m.
- The travel itinerary of the participants is as follows:

| No. | Cluster | Day 0 (Travel) | Day 1 | Day 2 |
|-----|---------|---|--|---|
| 1 | Luzon | November 6, 2023 First Meal-Breakfast 8:00 a.m. | November 7, 2023 Orientation Proper 8:00 a.m. to 5:00 p.m. | November 8, 2023 Check out at 12:00 nn Last Meal-Lunch |
| 2 | VisMin | November 8, 2023 First Meal-Breakfast 8:00 a.m. | November 9, 2023 Orientation Proper 8:00 a.m. to 5:00 p.m. | November 10, 2023 Check out at 12:00 nn Last Meal-Lunch |

- Travel expenses and allowable expenses shall be downloaded to regions and divisions except BARMM.

Copy Furnished:

Atty. Revsee A. Escobedo, Undersecretary for Governance and Field Operations

1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City
 Direct Line: (632) 8633-7202/8687-4146 E-mail: ouci@deped.gov.ph

