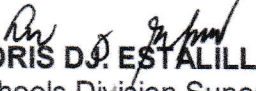




DEPARTMENT OF EDUCATION
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO
City of Cabuyao, Laguna



TO : OIC- Assistant Schools Division Superintendent
Chiefs, Curriculum Implementation Division and School Governance and
Operations Divisions
Education Program Supervisors
Public Schools District Supervisors
Public Elementary and Secondary School Heads/ Officers-In -Charge
All Public Elementary and Secondary School Teachers
All Others Concerned

FROM : 
DORIS D. ESTALILLA
Schools Division Superintendent

SUBJECT : **2018 ADMINISTRATION OF YEAR-END ACHIEVEMENT TEST**

DATE : March , 2018

1. Pursuant to **DepEd Order.# 8, s. 2015 - Policy Guidelines on Classroom Assessment for the K to 12 Basic Education Program**, this office announces the conduct of the **2018 Year-End Achievement Test** on March 13-14 for Grades 1-10.

2. This activity aims to :

- assess the over-all academic performance of pupils/students in all subject areas/grade levels in the City Schools Division of Cabuyao ;
- identify least- learned skills and competencies to serve as basis for intervention program;
- provide a benchmark for future conduct of the test;
- recognize and adopt best practices of high performing schools ; and
- foster culture of excellence in all subject areas.

3. Test-takers are all pupils and/ or students from Grades 1 to 10 of all public elementary and secondary schools.

4. The contents of the year-end achievement test are based on the current and approved K to 12 Education Curriculum for Elementary and Junior High School per learning area/ grade level.

5. Enclosed is the **Guidelines in the Conduct of Year-end Achievement Test** for the information of all concerned.

6. Immediate and wide dissemination of this memorandum is desired.

U.M. : 102 s- 2018

GUIDELINES IN THE CONDUCT OF THE 2018 YEAR-END ACHIEVEMENT TEST

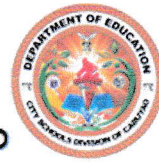
1. The designated Guidance Coordinators will receive 50 pieces of the test materials per subject area / grade level from the CID Office at exactly 6:00am on March 12, 2018.
2. National Achievement Test scheme will be followed. One hour is allotted during the administration of test per subject area. Examination shall start at exactly 8:00 am and shall end at 12:00 noon for the morning session while examination in the afternoon shall begin at exactly 1:00 pm and shall end at 5:00 pm.
3. Education Program Supervisors and Public Schools District Supervisors, Chief Examiners shall oversee the conduct of the Achievement Test. All designated Guidance Coordinators shall be the room supervisors who shall address all the queries and concerns during the conduct of the said examination.
4. Grade 1 teachers shall proctor Grade 6 pupils; Grade 2 to Grade 5; Grade 3 to Grade 4; Grade 7 to Grade 8; Grade 9 to Grade 10 and vice versa.
5. Each room examiner has to check the attendance of the examinees and prepare a brief narrative report.
6. All room supervisors shall distribute the test materials and the answer sheets to the assigned Room Examiners.
7. The room examiners shall ensure that pupils/students shall read independently the test questions.
8. The Room Examiners shall retrieve the test materials to check its completeness and submit to the Room Supervisors.
9. Checking of the test papers, facilitating the item analysis, and enlisting the top five (5) Least Learned Skills shall be managed by the Room Supervisors in their respective schools. Furthermore, in determining High Performing, Average Performing, and Low Performing Pupils/ Students, validators shall refer to the table below:

50 Item - Test	40 item-Test	30 Item-Test
HP= 38-50	HP= 30-40	HP = 23-30
AP= 25-37	AP= 20-29	AP= 15-22
LP+ 24 below	LP= 19 below	LP= 14 below

10. Submission of the test results shall be on or before March 20, 2018.
11. It is reiterated that the test shall not affect the performance of teachers as well as the school in general, however shall serve as baseline data for enhancement and interventions based on developed DEDP of the division vis-a-vis of the school SIP.



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region IV-A CALABARZON
CITY SCHOOLS DIVISION OF CABUYAO



School Assignment of Guidance Coordinators
Year-End Achievement Test
March 13-14,2018

Cabuyao Central ES	Bigaa INHS
Mamatid ES	Baclaran ES
Pulo ES	San Isidro ES
Casile ES	Guinting ES
Banlic ES	Nuigan ES
Diezmo ES	Pittland ES
Sala ES	Banay-banay ES
Bigaa ES	Butong ES
Marinig South ES	Gulod ES
Southvill 1 ES	North Marinig ES
Pulo NHS	Cabuyao INHS
Gulod NHS	Southville NHS
Casile NHS	Marinig NHS