



REPUBLIKA NG PILIPINAS
REPUBLIC OF THE PHILIPPINES
KAGAWARAN NG EDUKASYON
DEPARTMENT OF EDUCATION
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DepED MEMORANDUM
No. **429** , s. 2003

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

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

1. The Self-Assessment Test (SAT) for the third batch of examinees in selected divisions will be administered by the Division Promotional Staff on December 6, 2003. The SAT for the first and second batch of examinees from selected schools divisions was administered on August 9, 2003 and October 25, 2003, respectively. The list of divisions included in the third batch of examinees is in Enclosure No. 2. The fourth or last batch of examinees shall be announced later.
2. 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 Self-Assessment Test (SAT).
3. Orientation of Room Examiners on the conduct of the SAT shall be done by the National Education Testing and Research Center (NETRC) staff on December 5, 2003 at the Division Office (DO).
4. The Assistant Schools Division Superintendent (ASDS) shall be designated as Division Testing Coordinator and Chief Examiner on testing day. Please see Enclosure No. 1 for his/her functions.
5. Division supervisors who serve on examination day would be given service credits and teachers being tested are entitled the same (DepED Order No. 53, s. 2003).
6. For more information, please contact the NETRC at tel. nos. 631-25-71; 631-13-61-72, local 2097 and 2135.
7. Immediate and wide dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary
Officer-in-Charge

Encls.: As stated

References: DepED Memorandum: (No. 257, s. 2003 and 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 to DepED Memorandum No. 429 , s. 2003)

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 four (4) sessions at 30 examinees per room, that is, two sessions in the morning and two sessions in the afternoon;
- 1.2.3 prepare testing time for every session (e.g., first session shall be tested from 8 to 10 AM, second session from 10 to 12 noon, third session from 1 to 3 PM, and the last session from 3 to 5 PM);
- 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 November 27, 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.

**NATIONAL ENGLISH PROFICIENCY PROGRAM (NEPP)
BUDGET FOR TEST ADMINISTRATION OF SELF ASSESSMENT TEST (SAT) TO BATCH III EXAMINEES**

Region	Division	Reference for Costing				Transportation				Expenses (2 way)				Per Diems	Total	
		Total No. of Teachers	Estimate No. of Teachers	No. of Boxes of TB & AS	Res-NETRC	Res-NETRC	Airplane Ticket	Boat Ticket	Bus Fare Ticket	Airport-Bus Sin.-D.O.	Terminal Fee	Excess Baggage	Handling 8x@15			BH-Testing Center
I	Dagupan City	261	131	1	200	400	0	0	500	300	0	0	120	150	900	2963
I	Ilocos Norte	687	343	3	200	400	0	0	1200	300	0	0	360	150	900	4543
II	Quirino	274	182	2	200	400	0	0	1000	300	0	0	240	150	1200	3948
III	Angeles City	363	182	2	200	400	0	0	220	300	0	0	240	150	900	2957
III	Bataan	877	439	3	200	400	0	0	300	300	0	0	360	150	900	3929
III	Cabanatuan City	147	74	1	200	400	0	0	300	300	0	0	120	150	900	2592
III	San Jose Monte City	267	134	1	200	400	0	0	200	300	0	0	120	150	900	2672
III	Aurora	344	172	1	200	400	0	0	500	300	0	0	120	150	900	3087
IV-A	Batangas City	488	244	2	200	400	0	0	400	300	0	0	240	150	900	3324
IV-A	Cavite city	248	124	1	200	400	0	0	300	300	0	0	120	150	900	2743
IV-A	Calamba City	342	171	2	200	400	0	0	300	300	0	0	240	150	900	3005
IV-B	Romblon	560	280	2	200	400	0	600	0	300	0	0	240	150	900	3632
IV-B	Occ. Mindoro	579	290	2	200	400	0	400	0	300	0	0	240	150	900	3461
V	Camarines Norte	764	382	3	200	400	4491	0	200	300	130	1500	360	150	900	9780
V	Catanduanes	649	325	3	200	400	4415	0	200	300	130	1500	360	150	900	9532
V	Iriga City	193	97	1	200	400	4415	0	300	300	130	500	120	150	900	7682
V	Tabaco City	304	152	1	200	400	6656	0	400	300	130	500	120	150	900	7872
VI	Bago City	260	130	1	200	400	6656	0	400	300	130	500	120	150	900	7872
VI	Cadiz City	253	127	1	200	400	6656	0	400	300	130	500	120	150	900	7872
VI	Guimaras	278	139	1	200	400	6656	100	200	300	130	500	120	150	900	10147
VI	La Carlota City	189	95	1	200	400	6656	0	300	300	130	500	120	150	900	10137
VI	Passi City	171	86	1	200	400	6656	0	300	300	130	500	120	150	900	10074
VII	Tanjay City	65	33	1	200	400	6696	0	500	300	130	500	120	150	900	9941
VII	Bais City	90	90	1	200	400	6696	0	200	300	130	500	120	150	900	10114
VII	Toledo City	263	132	1	200	400	6696	0	200	300	130	500	120	150	900	9995
VII	Danao City	67	34	1	200	400	6696	0	200	300	130	500	120	150	900	9777
VIII	Biliran	302	151	1	200	400	6636	0	400	300	130	500	120	150	900	10062
VIII	Calbayog City	258	129	1	200	400	6636	0	400	300	130	500	120	150	900	9698
VIII	Maasin City	111	111	1	200	400	6636	0	400	300	130	500	120	150	900	10190
IX	Isabela City	238	119	1	200	400	8451	0	600	400	130	500	120	150	900	10124
IX	Dipolog City	229	115	1	200	400	8451	0	500	300	130	500	120	150	900	10259
X	Carmignin	158	79	1	200	400	8351	300	0	300	130	500	120	150	900	12009
X	Gingoog City	183	92	1	200	400	8351	0	400	300	130	500	120	150	900	11496
XI	Panabo City	241	121	1	200	400	8251	0	200	300	130	500	120	150	900	11989
XI	Tagum City	337	169	2	200	400	8251	0	200	300	130	500	120	150	900	11727
XII	Gen. Santos City	652	328	3	200	400	8451	0	0	300	130	1000	240	150	900	11514
XII	Sarangani	487	244	2	200	400	8451	0	400	300	130	1500	360	150	900	12279
CAR	Iligao	235	118	1	200	400	8451	0	0	300	130	1000	240	150	900	13372
CAR	Apayao	165	83	1	200	400	0	0	2000	300	0	500	120	150	900	12904
CARAGA	Sarangani	178	89	1	200	400	8351	0	2000	300	0	500	120	150	900	4924
CARAGA	Surigao Norte	736	368	3	200	400	8351	0	300	300	130	500	120	150	900	4819
ARMM	Lanao Sur I	219	110	1	200	400	8351	0	300	300	130	1500	360	150	900	11619
ARMM	TawiTawi	252	126	1	200	400	11451	0	500	300	130	500	120	150	900	13688
Total		13964	7136	63	8600	17200	201296	1400	18220	13000	3710	20000	7560	6450	39000	357801

* + Airplane fare from Zamboanga City to TawiTawi and back