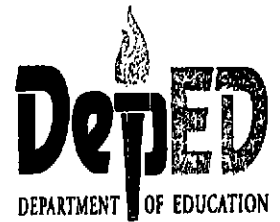




REPUBLIKA NG PILIPINAS  
REPUBLIC OF THE PHILIPPINES  
KAGAWARAN NG EDUKASYON  
DEPARTMENT OF EDUCATION  
DepED Complex, Meralco Avenue, Pasig City



Office of the Secretary

DepED MEMORANDUM  
No. 137, s. 2004

MAR 16 2004

Direct Line: 633-7208/7228  
Fax: 636-4876  
DEText: 0919-456027  
E-mail: [osec@deped.gov.ph](mailto:osec@deped.gov.ph)  
Website: <http://www.deped.gov.ph>

BUDGET PREPARATION AND ORIENTATION-CONFERENCE ON THE ADMINISTRATION  
OF THE 2004 HIGH SCHOOL READINESS TEST (HSRT)

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

1. In preparation for the forthcoming administration of the 2004 High School Readiness Test (HSRT) to all incoming first year high school students in public schools on May 24, 2004, the National Education Testing and Research Center (NETRC) shall conduct a one-day live-in orientation-conference for Division Testing Coordinators and selected NETRC personnel on April 1-2, 2004. The venue of the orientation shall be announced later.
2. The objectives of this forum are to:
  - a. update the final list of incoming First Year students per school for the allocation of materials;
  - b. prepare the budget allocation for cash advance based on the updated list of students in accordance with the budget approved by DepED Undersecretary for Finance;
  - c. familiarize the Division Testing Coordinators with the scheme of test administration scoring system, delivery and retrieval of test materials and the various roles of the testing committee members at the school level; and
  - d. provide group interaction on specific testing concerns.
3. For more information, please contact Dr. Nelia V. Benito, Director III, NETRC at tel. no. 631-69-21 and fax no. 631-25-88.
4. Travel expenses and board and lodging of participants shall be charged against NETRC funds. Accommodation during the national orientation-conference shall start on the first day, noontime, and checkout time is on the second day, noontime. Accommodations of those who arrive early and depart later from the venue shall be charged to the participants' personal funds.
5. Immediate dissemination of this Memorandum for the information and guidance of all concerned is desired.

  
EDILBERTO C. DE JESUS  
Secretary

Sheila, MPPD, DM Budget Preparation HSRT  
March 15, 2004

Reference: DepED Memoranda: Nos. 37 and 75, s. 2004  
Allotment: 1—(D.O. 50-97)

To be indicated in the Perpetual Index  
under the following subjects:

CONFERENCES

STUDENTS

TESTS

*"Educating for a Strong Republic"*