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DepED MEMORANDUM
No. 85, s. 2007

DESIGNATION OF A DIVISION TESTING COORDINATOR
FOR ALL NATIONAL TESTING PROGRAMS

To: Regional Directors
Schools Division/City Superintendents

1. For an effective and systematic administration of all the national testing programs conducted by the National Education Testing and Research Center (NETRC), only one Division Testing Coordinator (DTC) shall be designated per division in the region.
2. The functions and responsibilities of a Division Testing Coordinator are as follows:
 - a. coordinate with the NETRC activities such as: submission of report on number of examinees per school; delivery and retrieval of test materials, orientation conference and test administration in the division level;
 - b. attend national orientation seminar-workshops and/or conference on the administration of the national test;
 - c. conduct of an echo division orientation conference to school heads who will act as chief examiners; and
 - d. perform related jobs which the Schools Division Superintendent may assign to her/him relative to the implementation of the testing project.
3. In designating the DTC, the following should be taken into consideration:
 - a. involvement in preparation of intervention plans to raise learning outcomes; and
 - b. five or more years experience in administration of national examinations.
4. National tests currently administered are the Grade Three Reading Test in English and Filipino, National Achievement Test (NAT) for Grade Six and Second Year, the National Career Assessment Examination (NCAE), and the Philippine Educational Placement Test (PEPT).
5. Immediate and wide dissemination of this Memorandum is desired.

Ramon C. Bacani
RAMON C. BACANI
Undersecretary

Reference: None

Allotment: 1—(D.O. 50-97)

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

OFFICIALS

PROGRAMS

TESTS