



2024-90077

Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

DM 2024-02-067
DEPED MALAYBALAY CITY
RECEIVED
DATE: 2/16/24 TIME: 9:50
BY: [Signature]

DIVISION MEMORANDUM

No. 067, s. 2024

To: **Assistant Schools Division Superintendent**
Curriculum Implementation Division (CID)
School Governance and Operations Division (SGOD)
Public Schools District Supervisors (PSDSs)
Select Public Elementary and Secondary School
Select Private Schools

From: *for* **CHERRY MAE L. LIMBACO-REYES**
for Schools Division Superintendent

Date: **February 14, 2024**

Subject: **CONDUCT OF ASSESSMENT NORMING FOR SELECTED ELEMENTARY, SECONDARY AND PRIVATE SCHOOLS**

- In line with DepEd Order No. 55, s. 2016 on the "Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program", the Bureau of Education Assessment (BEA) will conduct an assessment norming activity on **February 19 – 23, 2024**. This activity aims to obtain the norm of the learners in the formal school and establish the average performance of learners with different academic abilities.
- The following are the schools identified and the schedule of the conduct.

DAY	SCHOOL	TESTING SESSION	TIME	GRADE LEVEL
February 19 (Monday)	Coordination / BEA staff's arrival to SDO			
February 20 (Tuesday)	Can-ayan IS	AM	7:00 AM – 10:00 AM	G1 – G3
			10:00 AM – 12:00 NN	G4 – G6
		PM	1:00 PM – 3:00 PM	G7 – G9
			3:00 PM – 5:30 PM	G10 - G11
February 21 (Wednesday)	Magsaysay IS	AM	7:00 AM – 10:00 AM	G1 – G3
			10:00 AM – 12:00 NN	G4 – G6
	Malaybalay City NHS	PM	1:00 PM – 3:00 PM	G7 – G9
			3:00 PM – 5:30 PM	G10 - G11
February 22 (Thursday)	San Isidro College	AM	7:00 AM – 10:00 AM	G1 – G3
			10:00 AM – 12:00 NN	G4 – G6
	St. Michael Academy	PM	1:00 PM – 3:00 PM	G7 – G9
			3:00 PM – 5:30 PM	G10 - G11
February 23 (Friday)	Buffer Testing Day / BEA's return to its official station			



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 95 0060



Republic of the Philippines
Department of Education
REGION X - NORTHERN MINDANAO
DIVISION OF MALAYBALAY CITY

3. Please refer to attachments for the criteria, requirements and other important reminders re conduct of the said assessment.
4. Identified schools must submit the following on or before February 15, 2024:
 - a. Class list per class level (heterogeneous grouping of students)
 - b. Teacher's Table (8 X 5 seat plan)
5. Should there be queries, contact the School Governance and Operations Division – School Management, Monitoring and Evaluation (SMME) Unit Division Testing Coordinator at edelina.ebora@deped.gov.ph.



Address: Sayre Hi-way, Purok 6, Casisang, Malaybalay City
Telefax No.: 088-314-0094; Telephone No.: 088-813-1246
Email Address: malaybalay.city@deped.gov.ph



21 93 0060



Republic of the Philippines
Department of Education
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

February 7, 2024

CHERYL MAE L. LIMBACO - REYES

Schools Division Superintendent
 Schools Division Office of Malaybalay City
 Purok 6 Casisang, Malaybalay City

Attention: **EDELINE EBORA**
 Division Testing Coordinator

Dear **Supt. Reyes**:

Greetings!

As part of the test development process stipulated in DepEd Order No. 55, s. 2016, titled "*Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*", this Bureau will conduct an assessment norming activity in your Division from **February 19 to 23, 2024**. This activity aims to obtain the norm of the learners in the formal school and establish the average performance of learners with different academic abilities.

The SDO Malaybalay City meets the selection criteria for this activity; hence, we seek your support and cooperation for its successful conduct with the assistance of your Division Testing Coordinator (DTC). As an overview, here is the schedule of activities:

Day	Activity	Testing Session	Time	Grade Level
February 19 <i>Monday</i>	Coordination/ BEA staff's arrival to SDO			
February 20 <i>Tuesday</i>	1st Public Elementary School	AM	07:00-10:00 10:00-12:00	G 1-G3 G 4-G6
	2nd Public Secondary School with Senior High School	PM	01:00-03:00 03:00-05:30	G 7-G9 G 10-G11
February 21 <i>Wednesday</i>	3rd Public Elementary School	AM	07:00-10:00 10:00-12:00	G 1-G3 G 4-G6
	4th Public Secondary School with Senior High School	PM	01:00-03:00 03:00-05:30	G 7-G9 G 10-G11
February 22 <i>Thursday</i>	5th Private Elementary School	AM	07:00-10:00 10:00-12:00	G 1-G3 G 4-G6
	6th Private Secondary School with Senior High School	PM	01:00-03:00 03:00-05:30	G 7-G9 G 10-G11
February 23 <i>Friday</i>	Buffer Testing Day/BEA's return to its official station			



2/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600
 Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591
 Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph

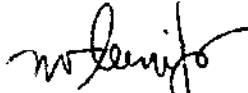
DepEd Philippines @depedphilippines @DepEd_PH www.deped.gov.ph

We seek your assistance in selecting sample schools and learners for this activity. For your reference, kindly check the attachment for the guidelines. Our staff, **Ms. Clara Bettina R. Borromeo**, Education Program Specialist II from the Education Assessment Division of this Bureau will coordinate with your DTC regarding the guidelines. She is also assigned to administer the assessment norming activity in schools. Any kind assistance given to her will be highly appreciated. Her contact details are shown below:

Email : clara.borromeo@deped.gov.ph
Contact Number : (02) 86312589

We look forward to your usual support of all programs of this Bureau.

Very truly yours,



NELIA V. BENITO, PhD, CESO IV

Director IV



Attachment: Criteria in Selecting Schools and Learners

Copy furnished:

ATTY. REVSEE A. ESCOBEDO, Undersecretary for Operations
DR. ARTURO B. BAYOCOT, Regional Director, Region X

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

February 2024

ASSESSMENT NORMING ACTIVITY

Criteria in selecting schools:

1. Four public schools (2 Elem and 2 HS) and two private schools (1 Elem and 1 HS) must be represented in each SDO. **If possible**, select integrated schools that have Elementary, Junior High School, and Senior High School.
2. If proximity permits, **at least two sample schools should come from different municipalities**. For logistical reasons and due to the timeframe for data collection, these six schools may come from at least three municipalities.
3. If possible, select private schools that have Elementary, Junior High School, and Senior High School.
4. The sample schools to be tested should have more than **40 students for every grade level**.

Criteria in selecting students:

1. One class/section is needed per grade level per school for both public and private school.
2. Select the class/section with a **heterogeneous** grouping of students.

Notes: Heterogenous sections have a mixture of high-, middle-, and low-ability students.

Exclude in the sample those classes with a homogeneous grouping of students (e.g., Regular sections with high-ability students).

3. Each testing room shall have 40 students.
4. Each testing room shall have an equal number of male and female students (i.e., **20 males, and 20 females**). In case this is not possible, additional male/female students may be sourced from other sections.

Note: If the actual enrollment cannot provide an equal distribution of sex per class/section, the BEA staff/researcher will proceed with the Norming activity as long as there are 40 students per room.

5. Using the class list, the first 20 male and first 20 female students shall be sampled in the Norming. The excess students shall not participate in the activity.



2/F, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600

Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591

Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph; Website: www.deped.gov.ph

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

6. The last names of the students should be arranged alphabetically. **First the males, then the females.** Do this per class/section.
7. The final list of sample students shall be submitted to the BEA staff/researcher.
8. **In School 1, the first group of students from Grades 1 to 3** will take the test simultaneously in the morning at 7:00 – 10:00 and **the second group of students from Grades 4 to 6** will take the test simultaneously at 10:00 – 12:00.

In School 2, the first group of students from Grades 7 to 9 will take the test simultaneously in the afternoon from 1:00 – 3:00 and **the second group of students from Grades 10 to 11** will take the test simultaneously from 3:00 – 5:30. This scheme will be applied in the succeeding schools.

Other Requirements:

1. Sample students are required to bring a **pencil and an eraser** for the Norming activity.
2. The school is requested to provide an adequate number of **blank sheets of paper** for computation purposes only.

Note: The sheets of paper will be collected and shredded by the BEA staff/researcher after each testing session for proper disposal.

3. The rooms to be used for the activity should be adjacent to **8 x 5 seat plan**.
4. Preferably, the classrooms to be used as testing rooms are in a quiet and unpopulated area in the school and with a nearby restroom for student use.
5. These rooms should be conducive for the testing activity (e.g., spacious, well-lighted, and ventilated).

Important:

1. Each BEA staff/researcher may have **one teacher-assistant per room for Grades 4 to 11 and two teacher-assistants per room for Grades 1 to 3.**
2. The teacher shall **arrange the students' seating arrangement** per testing room following the prescribed seat plan.



2/F, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City 1600

Telephone No.: (02) 8631-6921 (Telefax); 8631-2588; 8631-2589; 8631-2571; 8631-2591

Email Address: bea.od@deped.gov.ph; bea.ead@deped.gov.ph; bea.erd@deped.gov.ph; Website: www.deped.gov.ph

Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

3. The teacher shall require the students to put their belongings in front of the room and **inspect that they do not have any electronic devices in their seats/pockets.**
4. The teacher shall be required to **sign a confidentiality agreement** that will be provided by BEA.
5. The teacher shall be asked to **stay at the corner near the door for classroom management** once the test materials are distributed to the students. He/she shall assist the BEA staff in collecting and accounting for the test materials.
6. Teachers or any school/SDO/RO personnel are **NOT ALLOWED** to see the contents of the test booklets and take photos or have a copy/photocopy of any of the test materials.
7. **The test items are highly confidential.**

