



February 8, 2019

REGIONAL MEMORANDUM

No. 073, s. 2019

**MONITORING AND EVALUATION IN THE ADMINISTRATION OF THE BASIC EDUCATION EXIT
ASSESSMENT FOR SCHOOL YEAR 2018-2019**

TO: Schools Division Superintendent
Assistant Schools Division Superintendent
RO/SDO Education Program Supervisors
Division Testing Coordinators
School Heads, Public and Private Schools
This Region

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA), with the assistance of schools divisions and secondary school personnel, shall administer the **Basic Education Exit Assessment (BEEA) for the School Year 2018-2019 on February 13-14, 2019** to all Grade 12 students in public and private schools nationwide.
2. Pursuant to DepEd Order No. 55, s. 2016, Section 15 on Monitoring and Evaluation of Test Administration, the national test administration shall be monitored and evaluated by the Central Office through BEA and by the Regional and Schools Division Offices and schools through their field personnel. The Regional Office committee shall be composed of personnel from the Curriculum and Learning Management Division (CLMD) and Quality Assurance Division (QAD) while the Schools Division Office committee shall be composed of personnel from the Curriculum and Instructions Division (CID) and the Schools Governance and Operations Division (SGOD).
3. Below are the Regional Monitoring and Evaluation Team on the administration of BEEA for School Year 2018-2019 on **February 13-14, 2019**:

SDOs	Assigned Regional Monitors
Agusan del Norte	Elizabeth A. Bautista, Ph.D./
Bayugan City	Josephine Chonie M. Obseñares/
Cabadbaran City	Angelita A. Kuizon, Ph.D.
Agusan del Sur	Gladys S. Asis, Ph.D.
Butuan City	Elizabeth M. Ysulan
Bislig City	Bernabe L. Linog
Tandag City	Rhea J. Yparraguirre
Dinagat Islands	Bernard C. Abellana
Siargao	Virginia M. Seña, Ph.D.
Surigao City	Maripaz F. Magno
Surigao del Norte	Julieta P. Errazo
Surigao del Sur	Elena N. Capangpangan, Ph.D.

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4. To monitor and evaluate the processes done before, during, and after the conduct of the test and to ensure the standard procedures in the administration of the test are followed, a standard monitoring tool is provided. Attached are the Monitoring and Evaluation Tools to be accomplished by the Division Testing Coordinators and the Division and Regional Monitoring Teams.
5. The accomplished monitoring and evaluation tool shall be submitted to the regional office in electronic form at clmdcaraga@gmail.com and rhea.yparraguirre@deped.gov.ph while hard copies shall be submitted to CLMD on or before **March 1, 2019**.
6. Travel expenses and per diem of the monitoring and evaluation team shall be charged against local funds subject to the usual government accounting rules and regulations.
7. Immediate dissemination of this Memorandum is desired.


FRANCIS CESAR B. BRINGAS
OIC – Regional Director

Encls.: As stated

Reference: DepEd Memorandum No. 005, s. 2019

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

ASSESSMENT
STUDENTS

CURRICULUM
TEST

EXAMINATION
SENIOR HIGH SCHOOL

SCHOOLS

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Enclosure No. 1 to Regional Memorandum No. ____, s. 2019

MONITORING AND EVALUATION IN THE ADMINISTRATION OF THE BASIC EDUCATION EXIT^{*}
ASSESSMENT FOR SCHOOL YEAR 2018-2019
(To be accomplished by the Division Testing Coordinator)

No.	Name of School	Classification (Private/Public)	Number of Registrants			Number of Actual Takers			% of Takers			REMARKS
			M	F	Total	M	F	Total	M	F	Total	
1												
2												
3												
↓												
↓												
n												
TOTAL												

Findings/Observations:

Action Taken:

REMARKS:

Submitted by:

Signature over Printed Name of DTC

NOTED:

Schools Division Superintendent
Date:

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Enclosure No. 2 to Regional Memorandum No. ____, s. 2019

**MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION OF THE BASIC EDUCATION EXIT
ASSESSMENT FOR SCHOOL YEAR 2018-2019**

School Name: _____ School ID: _____
School Head: _____ Cellphone Number: _____
School Address: _____ District: _____ Division: _____

Number of Examinees			Type of School: ☐ Big ☐ Medium ☐ Small
Male	Female	Total	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Testing Center Requirements	There is a distribution room for the test materials to ensure the security and confidentiality of the test.	☐ YES ☐ NO	
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	☐ YES ☐ NO	
	There are enough testing rooms to accommodate the examinees.	☐ YES ☐ NO	
	The testing rooms are well-ventilated and well-lighted, and free from any kind of noise that may distract the examinees while taking the test.	☐ YES ☐ NO	
	The List of Actual Examinees are posted in each testing room the day before the exam.	☐ YES ☐ NO	
	The list posted are in alphabetical order, regardless of gender.	☐ YES ☐ NO	
	The first and last rows of seats are close to the classroom walls to ensure enough spacing in between rows.	☐ YES ☐ NO	
	Seats of absentees are left vacant.	☐ YES ☐ NO	
	A comfort room is accessible to the examinees and testing personnel in the area.	☐ YES ☐ NO	
	Instructional materials/aids posted on the classroom walls are covered.	☐ YES ☐ NO	
	Each testing room have the following materials:		
	a. Test materials enough for all examinees in the room in sealed boxes/packs	☐ YES ☐ NO	

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AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
	b. Table and chair for the Room Examiner	☐ YES ☐ NO	
	c. Enough seats for the examinees	☐ YES ☐ NO	
	a. Name grid	☐ YES ☐ NO	
	d. Board work	☐ YES ☐ NO	
	e. Pencils	☐ YES ☐ NO	
	f. Extra sheet of paper for computation	☐ YES ☐ NO	
	There is visible presence of PTA Officials, Barangay Officials, Barangay Tanod and PNP to provide assistance, support and security.	☐ YES ☐ NO	
Test Accommodations for Learners with Special Needs	There is a separate, accessible testing room for learners with special needs (those with difficulty in seeing, hearing, remembering/concentrating, walking/moving/climbing steps, communicating) situated at the ground floor near clean and accessible restrooms	☐ YES ☐ NO	
	The time allotment for taking the test is doubled. This is to give them ample time to read and answer the test.	☐ YES ☐ NO	
	The school implements flexible rules such as allowing test takers to stand up once in a while or get out of the room for those who have difficulty concentrating	☐ YES ☐ NO	
	There is a designated personal assistant to help those with difficulty walking/moving/climbing steps.	☐ YES ☐ NO	
	There is a qualified sign language interpreter who shall ensure that all spoken instructions during testing are adequately interpreted to those who have difficulty hearing.	☐ YES ☐ NO	
	There are alternative test formats (Braille, large print, audio, electronic).	☐ YES ☐ NO	
	There are alternative response formats such as oral type wherein an examiner reads the test items and a scribe shades the answers in the scannable Answer	☐ YES ☐ NO	

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AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Test Administration	Sheet for examinees with difficulty seeing.		
	There are appropriate test furniture such as table and chair.	☐ YES ☐ NO	
	The test is administered to all Grade 12 learners in the public and private schools.	☐ YES ☐ NO	
	Examinees are alphabetically arranged regardless of gender.	☐ YES ☐ NO	
	Each examinee has a Learner Reference Number (LRN).	☐ YES ☐ NO	
	Rooms are arranged with six rows by five lines of armchairs.	☐ YES ☐ NO	
	A maximum of 30 examinees per testing room is seated in alphabetical order.	☐ YES ☐ NO	
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	☐ YES ☐ NO	
	To monitor the going in and out of the testing room, only one door is kept open.	☐ YES ☐ NO	
	All examinees are provided with their own test booklet and answer sheet.	☐ YES ☐ NO	
	The examinees used pencils and blank sheets of paper for computation purposes.	☐ YES ☐ NO	
	All belongings of the examinees are placed in front.	☐ YES ☐ NO	
	Electronic devices such as calculator and mobile phones are not allowed in the testing room.	☐ YES ☐ NO	
	The room examiner conducts orientation in taking the test to the examinees.	☐ YES ☐ NO	
	The room examiner allows the examinees to go out of the testing room to attend to personal needs, if necessary, before distributing the test materials.	☐ YES ☐ NO	
	The examinee received two sheets of AS with the same serial number.	☐ YES ☐ NO	
	The following form is in the possession of the room examiner:		
	a. Form 1- List of Examinees	☐ YES ☐ NO	
	b. Form 2 – Seat Plan	☐ YES ☐ NO	
	c. Form 3- Test Materials Accounting Form	☐ YES ☐ NO	

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AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
	d. Form 7- Room Examiner's Test Administration Evaluation Report	☐ YES ☐ NO	
	e. Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees	☐ YES ☐ NO	
	f. Time record (copy of the board work with the actual time record)	☐ YES ☐ NO	
	Used Ass are arranged consecutively by Examinee Number and are placed inside the original plastic bags.	☐ YES ☐ NO	
Retrieval of the Test Materials	The Chief Examiner does the following:		
	Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.	☐ YES ☐ NO	
	Arranges and bundles the ETREs accordingly.	☐ YES ☐ NO	
	Accounts all TBs returned by the Room Examiners.	☐ YES ☐ NO	
	Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.	☐ YES ☐ NO	
	Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.	☐ YES ☐ NO	

General Findings/Observations/problems Encountered:

Actions Taken:

Monitored and Evaluated by:

Certified by:

Division/Regional Monitor
Date: _____

Division Testing Coordinator
Date: _____

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