



Republic of the Philippines
Department of Education
CARAGA REGION



JULY 28 2025

REGIONAL MEMORANDUM

No. 0761, s. 2025

To: Schools Division Superintendents
All Others Concerned

FIELD MONITORING AND EVALUATION ON THE ADMINISTRATION OF REGIONAL
LEARNING GAP ASSESSMENT (RLGA)

1. Relative to Regional Memorandum No. 0704, s. 2025 (Adoption and Administration of Regional Learning Gap Assessment), the regional and division monitors are directed to conduct an onsite monitoring and evaluation (M&E) on the administration of the Regional Learning Gap Assessment (RLGA).
2. The regional monitors are the Education Program Supervisors (EPSs) of the Curriculum and Learning Management Division (CLMD). The Schools Division Offices (SDOs) are directed to deploy division monitors in all sampled schools. The Division Testing Coordinators (DTCs) shall be deployed in sampled schools assigned for Grade 7.
3. The schedule of regional monitors is reflected in Enclosure 1. The vetted M&E tool is found in Enclosure 2.
4. All monitors must encode their M&E findings at **<https://tinyurl.com/RLGAconsosheet>** on or before August 2, 2025.
5. Source of funds for the M&E are enforced in item 12 of the said Memorandum.
6. For queries and more information, please contact the Curriculum and Learning Management Division (CLMD) through Mr. Kevin Hope Z. Salvaña, Regional Testing Coordinator, via email address at **kevinhope.salvana@deped.gov.ph**
7. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
Director IV
Regional Director

Encls.: As stated.

Reference: Regional Memorandum No. 0704, s. 2025

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

ASSESSMENT MONITORING AND EVALUATION TEST

CLMD/khzs
07/24/2025

Address: J.P. Rosales Avenue, Butuan City
Trunkline No: (085) 225-1151
Telefax No: (085) 342-5959
Email: caraga@deped.gov.ph
Website: caraga.deped.gov.ph



Doc. Ref. Code	RO-ASD-F107	Rev	00
Effectivity	02.01.23	Page	1 of 7



Enclosure 1 of RM No. 0761, s. 2025

Regional Monitors for the Administration of RLGA

Regional Monitors	Schools to be Monitored	SDOs	Monitoring Dates
Elizabeth M. Ysulan	Agay NHS	Agusan del Norte	July 29, 2025
	Nasipit National Vocational School		
	Cabadbaran City NHS	Cabadbaran City	July 30, 2025
	Del Pilar NHS		
	Calamba NHS		
Maria Consuelo C. Jamera	Buenavista NHS	Agusan del Norte	July 29, 2025
	Doongan IS	Butuan City	July 30, 2025
Elena N. Capangpangan, PhD	Carmen NHS	Agusan del Norte	July 29, 2025
	Butuan City School of Arts and Trades	Butuan City	July 30, 2025
Gladys S. Asis	Noli NHS	Bayugan City	July 29, 2025
	Bayugan National Comprehensive HS		
	Salvacion NHS		
Celsa M. Cataluña, PhD	Taligaman NHS	Butuan City	July 29, 2025
	Agusan NHS		July 30, 2025

Enclosure 2 of RM No. 0762, s. 2025

MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION OF THE REGIONAL LEARNING GAP ASSESSMENT (RLGA)

School Name: _____ School ID: _____
 School Head: _____ Contact No.: _____
 School Address: _____ District: _____
 Division: _____

Number of Examinees									Type of School: ☐ Pure JHS ☐ JHS & SHS ☐ IS
REGISTERED			ACTUAL			% of Test Takers			
M	F	Total	M	F	Total	M	F	Total	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Testing Personnel	Chief Examiner, School Testing Coordinator, Room Supervisor(s), Room Examiner(s), and ICT Support Staff are present in the sampled school.	☐ YES ☐ NO	
	Testing Personnel are oriented on their roles and responsibilities, schedules, and batching scheme for the test.	☐ YES ☐ NO	
	Room Examiner(s), and ICT Support Staff are proficient in using the test software and test devices.	☐ YES ☐ NO	
	Testing Personnel properly verified the identity of the test takers.	☐ YES ☐ NO	
	Test center is free from unauthorized personnel during testing sessions.	☐ YES ☐ NO	
Testing Center Requirements	There is a designated holding room for examinees located near the testing room.	☐ YES ☐ NO	
	Testing area has adequate space to accommodate 30 test takers with proper social distancing.	☐ YES ☐ NO	
	There are tested and operational 30 computers/	☐ YES ☐ NO	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
	tablets and 3 buffer devices for the exam.		
	Internet connectivity is stable with minimum bandwidth requirement of 200 kbps.	☐ YES ☐ NO	
	There are back-up power supplies (Power Generator Set or Uninterruptible Power Supply) to avoid possible power interruptions.	☐ YES ☐ NO	
	Seating arrangements ensure test takers cannot view each other's screens or materials.	☐ 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	
	Emergency exits are clearly marked and accessible.	☐ YES ☐ NO	
	Testing center has restricted access with proper entry/exit monitoring during test periods.	☐ YES ☐ NO	
	The List of Actual Examinees with LRN is posted in each testing room.	☐ 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	
	A comfort room is accessible to the examinees and testing personnel in the area.	☐ YES ☐ NO	
	Each testing room have the following materials:		
	a. Table and chair for the Room Examiner	☐ YES ☐ NO	
	b. Enough seats for the examinees	☐ YES ☐ NO	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
	c. Board work	☐ YES ☐ NO	
	d. Pencils/Ballpen	☐ YES ☐ NO	
	g. Extra sheet of paper for computation	☐ 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 ☐ NA	
	The time allotment for taking the test is doubled. This is to give them ample time to read and answer the test.	☐ YES ☐ NO ☐ NA	
	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 ☐ NA	
	There is a designated personal assistant to help those with difficulty walking/ moving/ climbing steps.	☐ YES ☐ NO ☐ NA	
	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 ☐ NA	
	There are alternative test formats (large text, audio, electronic) or assistive devices (text to speech).	☐ YES ☐ NO ☐ NA	
	There are appropriate test furniture such as table and	☐ YES ☐ NO	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
	chair.	☐ NA	
Test Administration	The test is scheduled for two days.	☐ YES ☐ NO	
	Morning test covers English, Science, Mathematics and Filipino. Afternoon test covers Araling Panlipunan, TLE, MAPEH, and Values Education.	☐ YES ☐ NO	
	Smooth transitions between batches are maintained with no to minimal disruption.	☐ YES ☐ NO	
	The test is administered to target learners in the public schools.	☐ YES ☐ NO	
	A maximum of 30 examinees per testing room.	☐ YES ☐ NO	
	All belongings of the examinees are placed in front or back.	☐ YES ☐ NO	
	Use of electronic devices such as mobile phones is 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 the start of the test.	☐ YES ☐ NO	

General Findings/Observations/problems Encountered:

Actions Taken:

Recommendations:

Monitored by:

Certified by:

 Division/Regional Monitor
 Date Signed: _____

 Division Testing Coordinator
 Date Signed: _____