



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1197**, s. 2024

To: Schools Division Superintendents
Chiefs, Curriculum Implementation Division
Division Math Education Program Supervisors
All Others Concerned

ADDENDUM TO REGIONAL MEMORANDUM NO. 1069, s. 2024: ADMINISTRATION
OF THE TEST OF FUNDAMENTAL ACADEMIC SKILLS (TOFAS) PRE-TEST
FOR GRADES 4 TO 10 LEARNERS

1. In reference to Regional Memorandum No. 1069, s. 2024, this Office provides additional guidelines on monitoring the administration of TOFAS and the utilization of buffer accounts during the testing period from November 4–22, 2024.
2. Schools are required to document each issuance of a buffer account using **TOFAS Form 1: TOFAS Buffer Account Issuance Report**. This form must be fully completed, with all relevant screenshots or other evidence of the technical issue attached and submitted to the Division TOFAS Coordinator within 24 hours of issuance. Schools should also keep copies of these forms for their records. All buffer account requests must be verified and approved by the Division TOFAS Coordinator, Division IT Officer/Testing Coordinator, and Education Program Supervisor in Mathematics.
3. Schools Division Offices (SDOs) are required to submit **TOFAS Form 2: Weekly TOFAS Administration Monitoring Report** every Monday by 5:00 PM, covering the previous week's implementation (Week 1: Nov. 4–8, Week 2: Nov. 11–15, Week 3: Nov. 18–22). This comprehensive report includes four main components: Summary of Learners and Buffer Account Utilization, Detailed School-Level Incident Reporting, Technical Issues Summary, and the Testing Challenges. Any critical or unresolved issues should be highlighted in red, with supporting documentation attached for pending technical concerns.
4. Buffer accounts are strictly limited to addressing verified technical issues, such as login problems, system errors, connectivity issues, device malfunctions, or other validated technical difficulties. Each issuance must be properly documented and verified through **TOFAS Form 1**.
5. To accommodate varying school contexts, SDOs may implement flexible testing schedules within the November 4–22 testing window, provided that all schedule modifications are documented in the weekly monitoring report to ensure testing is completed within the prescribed period.



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6. For clarifications and technical assistance, concerned personnel may contact the Curriculum and Learning Management Division (CLMD) through the Regional Math Education Program Supervisor, Ms. Rhea J. Yparraguirre, at rhea.yparraguirre@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is directed.

MARIA INES C. ASUNCION
Director III *MA*
Officer-in-Charge
Office of the Regional Director

BY THE AUTHORITY OF THE REGIONAL DIRECTOR:

JOEL B. ROSALES
Chief, ASD

Encls.:

1. TOFAS Form 1: TOFAS Buffer Account Issuance Report
2. TOFAS Form 2: Weekly TOFAS Administration Monitoring Report

Reference: Regional Memorandum No. 1069, s. 2024

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

ASSESSMENT MONITORING REPORTS TESTING

CLMD/rjy
11/04/2024

TOFAS Form 1: TOFAS BUFFER ACCOUNT ISSUANCE REPORT

TOFAS BUFFER ACCOUNT ISSUANCE REPORT

Division: _____

School: _____ Date of Issuance: _____

LEARNER INFORMATION:

Name: _____ Grade Level: _____

LRN: _____ Section: _____

Original TOFAS Account: _____ Buffer Account Issued: _____

REASON FOR ISSUANCE

-

Primary Reason (Check one):

☐ Technical Issues

☐ Account Access Problems

☐ System Error

☐ Power Interruption

☐ Internet Connectivity Issues

☐ Others (Please specify):

DETAILED INCIDENT REPORT

Please provide specific details about the issue encountered:

VERIFICATION OF ATTEMPT

Original Assessment Date: _____ Time of Attempt: _____

Screenshot/Evidence Attached: ☐ Yes. ☐ No.

TOFAS Form 1: TOFAS BUFFER ACCOUNT ISSUANCE REPORT

ENDORSEMENTS

Requesting Teacher:

Name: _____

Signature: _____

Date: _____

School TOFAS Coordinator

Name: _____

Signature: _____

Date: _____

School Head

Name: _____

Signature: _____

FOR SDO USE ONLY

Buffer Account Request:

☐ Approved

☐ Disapproved

Verified by Division IT Officer/ Testing Coordinator:

Name: _____

Signature: _____

Date: _____

Noted by:

Education Program Supervisor in Mathematics

Name: _____

Signature: _____

Date: _____

TOFAS Form 1: TOFAS BUFFER ACCOUNT ISSUANCE REPORT

Important Notes:

- This form must be completely filled out for each buffer account issuance
- Attach all relevant screenshots or evidence of the technical issue
- Submit the accomplished form to the Division TOFAS Coordinator within 24 hours of issuance
- Keep a copy of this form for school records

TOFAS Form 2: Weekly TOFAS Administration Monitoring Report

Grade Level	Total No. of Learners	Actual No. of Test Takers for the Week	Remaining No. of Learners	Initial Buffer Accounts	Previously Used (Start of Week)	Used This Week	Total Used (End of Week)	Remaining	Testing Mode	No. of Schools with Issues	Total Learners Affected
Grade 8											
Grade 9											
Grade 10											
TOTAL											

Testing Mode:

- PC: Computer Laboratory TB: Tablet LP: Laptop MB: Mobile Device

Table 2: DETAILED SCHOOL-LEVEL INCIDENT REPORTING

School ID	School Name	Grade Level	Date Reported	Issue Type	Device Type	Internet Status	Resolution Status	Resolution Date

TOFAS Form 2: Weekly TOFAS Administration Monitoring Report

School ID	School Name	Grade Level	Date Reported	Issue Type	Device Type	Internet Status	Resolution Status	Resolution Date

Issue Type:

- LOG: Login Problems
- SYS: System Errors
- CON: Connectivity
- HW: Hardware Issues

Resolution Status:

- NEW: Newly Reported
- ASG: Assigned
- INP: In Progress

Internet Status:

- OK: Stable
- IS: Intermittent
- NS: No Signal
- LS: Low Speed

Table 3: TECHNICAL ISSUES SUMMARY

Issue Category	Total Cases	Average Resolution Time	Percentage Resolved	Pending Issues	Remarks
Login Problems					
System Errors					

TOFAS Form 2: Weekly TOFAS Administration Monitoring Report

Issue Category	Total Cases	Average Resolution Time	Percentage Resolved	Pending Issues	Remarks
Connectivity					
Device Issues					
Others					

Table 4: TESTING CHALLENGES

Testing Challenges	Number of Schools Affected	Number of Learners Affected	Action Taken	Status
Device Shortage				
Internet Issues				
Scheduling				
Others				

Notes:

- 1. Submit this report every Monday by 5:00 PM.
- 2. Highlight unresolved or recurring critical issues in red.

TOFAS Form 2: Weekly TOFAS Administration Monitoring Report

3. Attach supporting documentation, including screenshots, for unresolved technical issues.
4. Provide recommendations for recurring issues to inform action plans.
5. Include explanation if Testing Progress Rate is below 85% by the end of Week 3.

Prepared by: _____

Division TOFAS Coordinator

Date: _____

Verified by: _____

Education Program Supervisor--
Math

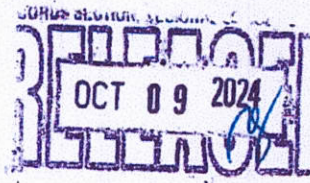
Noted by: _____

Schools Division Superintendent

Date: _____



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1069**, s. 2024

OCT 09 2024

To: Schools Division Superintendents
Public Elementary and Secondary School Heads
All Others Concerned

**ADMINISTRATION OF THE TEST OF FUNDAMENTAL ACADEMIC
SKILLS (TOFAS) PRE-TEST FOR GRADES 4 TO 10 LEARNERS**

1. The Department of Education - Caraga Region, through the Curriculum and Learning Management Division (CLMD), in partnership with Sprix Education and Technology (SPRIX), will administer the Test of Fundamental Academic Skills (TOFAS) Pre-Test to all Grade 4 to Grade 10 learners from November 4 to November 22, 2024. This initiative aims to assess and identify learning gaps in Mathematics among the learners.
2. The objectives of the TOFAS administration for learners are to:
 - a. assess their fundamental academic skills in calculation,
 - b. identify strengths and weaknesses in their' mathematical competencies,
 - c. provide data to inform targeted instruction and interventions, and
 - d. support the goals of the MATATAG curriculum and the National Learning Recovery Program (NLRP).
3. The TOFAS assessment will be conducted online and will cover all learners in Grades 4 to 10 in all public schools in the region. The grade level corresponding to TOFAS and the schedule of TOFAS administration are as follows:

Grade Level	TOFAS Level	Calculation Skills Assessed	Schedule of Assessment
Grade 4	Level 1	Addition, Subtraction, Multiplication	November 4-12, 2024
Grade 5	Level 2	Multiplication, Division, Order of Operations, Operations with Decimals, Adding and Subtracting Fractions	
Grade 6	Level 3	Multiplication, Division, Order of Operations, Operations with Decimals & Fractions	
Grade 7	Level 4	Operations with Decimals & Fractions, Positive & Negative Numbers, Algebraic Equations, Equations	November 13-22, 2024
Grade 8	Level 5	Positive & Negative Numbers, Algebraic Equations, Equations, Equation's Calculation, Systems of Equations	



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Grade Level	TOFAS Level	Calculation Skills Assessed	Schedule of Assessment
Grade 9	Level 6	Square Roots, Polynomial Equations, Quadratic Equations	
Grade 10			

4. Division IT Officers, School Principals, and School ICT coordinators are requested to ensure that all participating learners have access to the required devices (PC, tablet, or smartphone) and a stable internet connection during the assessment period.
5. The test will be administered only during regular class days and must be completed within school premises. To maintain the integrity of the assessment and accurately gauge fundamental skills, the use of calculators is strictly prohibited during the test.
6. Education Program Supervisors in Mathematics in the Schools Division Offices (SDOs), in coordination with the Division Information Technology Officers (DITOs) and the Division Testing Coordinators (DTCs), are requested to make the necessary arrangements to conduct the TOFAS for learners in a manner that minimizes disruption to regular classes.
7. Results from TOFAS will be used to inform instruction in the 3rd and 4th academic quarters and may be discussed during the Parent-Teacher Conference scheduled for February 22, 2025.
8. For inquiries and clarifications, please send your concerns to Rhea J. Yparraguirre, Education Program Supervisor - Mathematics, Curriculum and Learning Management Division at rhea.yparraguirre@deped.gov.ph.
9. Immediate dissemination of this Memorandum is desired.

MARIA INES C. ASUNCION
 Director III
 Officer-in-Charge
 Office of the Regional Director

Encl.: None

Reference: DepEd Order No. 9, s. 2024

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

ASSESSMENT LEARNERS PROGRAMS TESTS

CLMD/rjy
 10/08/2024



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