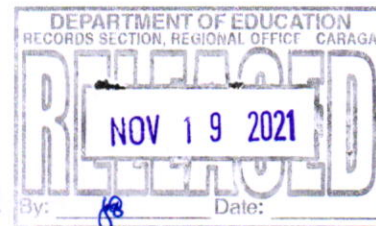




Republic of the Philippines
Department of Education
CARAGA REGION



November 18, 2021

REGIONAL MEMORANDUM

No. 940, s. 2021

To: SCHOOLS DIVISION SUPERINTENDENTS
This Region

IDENTIFICATION AND INSPECTION OF WAREHOUSE FOR THE
SAFEKEEPING OF TEST MATERIALS FOR THE NATIONAL
ASSESSMENT PROGRAMS

1. The Division Testing Coordinators of the twelve (12) Schools Division Offices are directed to identify nearby warehouse where the test materials for the national assessment programs can be stored.
2. The Guidelines on the Safekeeping of Test Materials for the National Assessment Programs which contain the parameters for the identification of the temporary warehouse is found in Enclosure A. This shall be used by all DTCs as reference for the safekeeping of the materials.
3. The DTCs shall use the Inspection Form found in Enclosure B in assessing the temporary warehouse. Once the 11-item criteria are met, the Certificate of Inspection and Approval shall be accomplished by the DTC, duly signed by the Schools Division Superintendent. The said Inspection Form with MOVs, and the Certificate of Inspection and Approval shall be sent to the Regional Testing Coordinator (RTC), Mr. Kevin Hope Z. Salvaña through his email address kevinhope.salvana@deped.gov.ph. Deadline of submission is November 22, 2021.
4. The RTC shall sign the endorsed Certificate of Inspection and Approval before it will be forwarded to the Bureau of Education Assessment (BEA) on November 23, 2021.
5. Immediate dissemination of this Memorandum to all concerned is highly desired.


MA. GEMMA MERCADO LEDESMA
Regional Director

Encls.: As stated

Reference: Guidelines on the Safekeeping of Test Materials for the National
Assessment Programs

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

ASSESSMENT SAFEKEEPING TEMPORARY WAREHOUSE

CLM/khzs
11/18/2021



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23 September 2021

Guidelines on the Safekeeping of Test Materials for National Assessment Programs

I. Background

As the testing arm of the Department of Education, the Bureau of Education Assessment (BEA) is mandated to develop and administer national assessment tools for varying testing programs such as the following:

1. Early Language Literacy and Numeracy Assessment (ELLNA)
2. National Achievement Test (NAT) for Grade 6 and Grade 10
3. Basic Education Exit Assessment (BEEA)
4. National Career Assessment Examination (NCAE)
5. Philippine Educational Placement Test (PEPT)
6. Accreditation and Equivalency (A&E) Test
7. Teachers' English Proficiency Test and Process Skills Test (TEPT-PST) in Science and Mathematics
8. English Proficiency Test (EPT) for Teacher-Applicants
9. Qualifying Examination in Arabic Language and Islamic Studies (QEALIS), and
10. Educational Management Test (EMT)

BEA is also responsible for the forwarding of test materials to and from the Schools Division Offices (SDOs), and in the safekeeping and warehousing of these materials before delivery and after retrieval. A service provider is contracted out to assist BEA in implementing and overseeing these activities. Test materials include answer sheets, test booklets, and non-classified materials. In the contract of agreement between BEA and the service provider, one year of warehousing is included to ensure that post-test administration processes are conducted before clearing house/disposal.

II. Test Administration in 2020

As per DM 33, s. 2020, the succeeding table shows the supposed schedule of national test administrations in four key stages: Grade 3, Grade 6, Grade 10, and Grade 12.

Schedule of National Administration/Mode of Administration	Testing Program	Target Clientele/SY	Test Takers
March 12, 2020 Sampling (Public and Private Schools)	NAT for Grade 10	Grade 10 of SY 2018–2019	Grade 11 of the current SY
March 17, 2020 Sampling (Public Schools Only)	ELLNA	Grade 3 of SY 2018–2019	Grade 4 of the current SY
March 19, 2020 Sampling (Public and Private Schools)	NAT for Grade 6	Grade 6 of SY 2018–2019	Grade 7 of the current SY
March 25–26, 2020 Census (Public and Private Schools)	BEEA	Grade 12 of SY 2019–2020	Grade 12 of the current SY

Only the **NAT Grade 10 for SY 2018-2019** was administered to all SDOs except in NCR due to the state of public health emergency as stated in section 5 of Proclamation No. 922. The retrieval of test materials was interrupted by the community quarantines all over the country. It was in July 2021 that the retrieval was almost completed, and the boxes are intact at the national warehouse.

On the other hand, the materials for **ELLNA and NAT Grade 6** were already delivered to all SDOs except in NCR. However, the tests were not conducted due to the national lockdown. BEA released an advisory for the safekeeping of the materials until the situation allows again the face-to-face test administration, to be used by the succeeding cohort (SY 2019-2020). However, the SY 2020-2021 unexpectedly did not allow this as distance learning modalities were implemented in schools all over the country. Thus, the materials remained in schools, and those for NCR stayed in the national warehouse. Test administration was postponed indefinitely.

For **BEEA**, the printing of test materials was interrupted as well by the restrictions of the community quarantines. It was only in January 2021 that printing has resumed. The boxes of materials for the total country are sitting at the national warehouse waiting to be forwarded to the SDOs.

As regards the **QEALIS**, this was successfully administered on March 8, 2020 to 3,327 Azatids as per DM 25, s. 2020. The test materials have been in the warehouse for more than a year waiting for disposal.

III. Current Situation and Recommendation

Due to the disruptions in the schedule of delivery and retrieval of test materials, the condition at the warehousing facilities is affected. The service provider is currently overseeing the **overloading** of the retrieved NAT G10 and QEALIS boxes, the undelivered ELLNA and NAT G6 boxes for NCR, and the newly printed BEEA test materials. However, the **contract for warehousing is already expired**. Thus, the service provider can no longer accommodate the testing materials. In view thereof, BEA intends to do the following courses of action below:

1. The NAT G10 and QEALIS materials will be disposed.
2. The ELLNA and NAT G6 materials for NCR will be delivered to the SDOs.
3. The BEEA materials will also be forwarded to all SDOs.

Items 2 and 3 seek the assistance and accommodation of SDOs in safekeeping these materials until such time that face-to-face test-related activities are allowed again for the learners. Favorably agreeing to this recommendation would allow DepEd to allocate its financial resources to more pertinent educational needs that need funding.

IV. Objectives

Given the recommendation above, listed below are the objectives in the safekeeping of test materials in SDOs:

1. To identify the necessary processes/activities related to the transport and safekeeping of test materials.
2. To create systematic coordination between offices and concerned individuals.
3. To establish the criteria in the identification of a location that would serve as the temporary warehouse of the test materials.
4. To define, and as much as possible, limit the accountability of the SDOs in safekeeping the materials.

V. Key Personnel

To successfully implement the guidelines, key personnel shall be assigned by the Regional Director and Schools Division Superintendent in identifying/selecting the location/site which will serve as the temporary warehouse facility of the test materials.

1. Regional Testing Coordinator (RTC)
 - To coordinate with BEA and the DTCs
 - To inspect a temporary warehouse (if proximity permits)
2. Division Testing Coordinator (DTC)
 - To coordinate with the RTC and BEA
 - To recommend temporary location/site
 - To safe keep keys of the exact warehouse
 - To receive and account test materials
3. School Principal
 - To recommend to the DTC the exact location/site (e. g., classroom, conference room, stockroom)
 - To provide temporary security/assign security guard if possible

4. School Property Custodian
 - To assist the school principal

VI. Guidelines

Identification of the Temporary Warehouse

1. The Department of Education, through the Bureau of Education Assessment-Education Assessment Division (BEA-EAD), shall coordinate with the RTCs about the delivery of test materials.
2. The RTCs, together with BEA-EAD, shall coordinate with the DTCs about the delivery of test materials in each Division in the region.
3. The DTCs shall recommend and identify a temporary warehouse for the safekeeping of the test materials.
4. The **temporary warehouse** should satisfy most, if not all, of the following:
 - a. Preferably within the premises of the Schools Division Office (SDO) or any school in the division that would meet the criteria for temporary warehousing.
 - b. Preferably accessible to any type of vehicle (e.g., sedan, van, pick-up truck, 6-wheeler to 10-wheeler trucks).
 - c. Preferably one location only to keep the test materials for all testing programs intact and to simplify and facilitate regular monitoring. However, if this is not possible, more than one school/classroom/laboratory room may be considered as a warehouse as long as all the test materials shall be accommodated, secured and enclosed.
5. In case one school meets most of the conditions above, the following is advised:
 - a. The test materials may be stored in classrooms, audio-visual rooms, conference room/hall, or any large space in the school.
 - b. The space/area must have the capacity to accommodate the test materials.
 - c. The room is preferably located on the ground floor.
 - d. The room must be safe from rain, water leaks, and flood to prevent the test materials from getting damaged.
 - e. The flooring and walls enclosing the space/area must be made of concrete materials.
 - f. The space/area must have proper lighting and ventilation to avoid moisture that may cause the formation of molds in the test papers.

- g. The space/area must be secured. It is preferred that a security personnel monitor and safeguard the area on a regular basis. It is also advised to have the rooms locked at all times. Moreover, having working CCTVs in the area is recommended, but not mandatory.
 - h. It is encouraged that the identified temporary warehouse would have these security features, so that undue expenses would be avoided.
- 6. The DTCs shall request for an inspection of the identified location/s from RTC or any authorized representative from the regional office. The inspection can be done in person if proximity permits. Otherwise, photos of the identified location shall be sent to the RTC for approval.
 - 7. Upon approval, the RTC shall issue a certification to attest to the conformance to the conditions for the safekeeping location.
 - 8. BEA shall provide the checklist for warehouse inspection, and the certification template. The RTC shall submit these documents to BEA.

Forwarding of Test Materials

- 9. The test materials from the national warehouse to the SDO's temporary warehouse shall be forwarded by BEA's logistics partner.
- 10. Any expense that would be incurred in transporting the test materials from one location to another within the SDO shall be reimbursed from BEA charged to NASBE funds subject to the approval of the Office of the Undersecretary for Finance.
- 11. The schedule of forwarding shall be coordinated by BEA with the SDOs.

Authorized Personnel

- 12. The DTCs/authorized representatives are the only persons allowed to enter and check the location from time to time. Transportation expenses shall be reimbursed and charged to NASBE funds subject to the approval of the Office of the Undersecretary for Finance.
- 13. It is the prerogative of the Schools Division Superintendent (SDS) to identify who and how many are the authorized representatives to assist the DTC.

Custody and Accountability

- 14. The safekeeping and custody of the test materials shall commence once the DTC/authorized representative receives and signs the pertinent documents from the forwarder (e.g., delivery receipts).

15. The DTC's primary responsibility is to secure and keep the materials safe and in good condition until these shall be used for test administration. This responsibility may be shared with the school head/s of the identified school/s.
16. Should there be any untoward incident/s that is/are beyond the control of the SDO, the DTC, school head/s, and/or authorized representative/s, an investigation should be conducted by the SDO together with the RTC/authorized representative. The report of which should be submitted to BEA (bea.od@deped.gov.ph, bea.ead@deped.gov.ph) for evaluation.
17. The custody of the test materials is a shared responsibility and accountability of the field offices from the region and division together with BEA. It is highly encouraged that everyone involved practice due diligence and take reasonable steps to minimize unnecessary risks.
18. The DTCs/authorized representatives/school heads shall **not be held liable** for any of the following possible causes of loss of and/or damage to the test materials:
 - a. Natural calamity (earthquake, typhoon, flash flood, landslide, tsunami, volcanic eruption, tornado or *buhawi*, and the like)
 - b. Fire/Arson
 - c. Terrorism
 - d. Theft / Robbery (provided that all the requirements/conditions for a temporary warehouse are met)
19. BEA shall request the region to conduct investigation for proper reporting and documentation.

Local Expenses in Safekeeping the Test Materials

20. BEA shall provide specific guidelines on the allowable expenses pertaining to the safekeeping and warehousing of test materials. The guidelines shall be approved by the Office of the Undersecretary for Finance.

Effectivity

21. The safekeeping shall take effect when the test materials are received by the SDOs and until these are retrieved by the forwarder.
22. BEA intends to forward the test materials starting **October 2021** following the IATF guidelines on community quarantine restrictions per location.

Prepared by the Bureau of Education Assessment



Republic of the Philippines
Department of Education
Curriculum and Instruction Strand
Bureau of Education Assessment



Temporary Warehouse of Test Materials for National Assessment Programs

INSPECTION FORM

Region: _____ Division: _____

Temporary Warehouse for ELLNA _____ NAT G6 _____ BEEA _____ (check all that applies)
(If different warehouses will be identified for each assessment program, accomplish this form separately.)

Name of Temporary Warehouse: _____
(If a school, indicate the complete name and the room/building.)

Address of the Warehouse: _____

Inspector: _____
Name Signature

Designation: _____ Date: _____

Instructions: Check the appropriate box for each criterion.

Criteria	Yes	No	Remark
1. The temporary warehouse is within the premises of the SDO or in a school in the division that would meet the criteria for temporary warehousing.			
2. It is accessible to any type of vehicle (e.g., sedan, van, pick-up truck, 6-wheeler to 10-wheeler trucks).			
3. Located in one location only to keep the test materials for all testing programs intact and to simplify and facilitate regular monitoring. However, if this is not possible, more than one school/ classroom/ laboratory room may be considered as a warehouse as long as all the test materials shall be accommodated, secure and enclosed.			
4. The test materials may be stored in classrooms, audio-visual rooms, conference room/hall, or any large space in the school.			
5. The space/area have the capacity to accommodate the test materials.			
6. The room is preferably located on the ground floor.			
7. The room is safe from rain, water leaks, and flood to prevent the test materials from getting damaged.			
8. The flooring and walls enclosing the space/area must be made of concrete materials.			
9. The space/area have proper lightning and ventilation to avoid moisture that may cause the formation of molds in the test papers.			

10. The space/area is secured. It is preferred that a security personnel monitor and safeguard the area on a regular basis. It is also advised to have the rooms locked at all times. Moreover, having working CCTV's in the area is recommended, but not mandatory			
11. The identified temporary warehouse would have security features, so that undue expenses would be avoided.			

Additional Remarks:



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Temporary Warehouse of Test Materials for National Assessment Programs

Certificate of Inspection and Approval

This is to certify that _____ (school/location)
of _____ (Division) in _____ (Region) was
INSPECTED on _____. It MET all the criteria set by the Bureau of Education
Assessment as a temporary warehouse of test materials for the
_____ (national assessment program/s).

The Division is ready to receive the test materials on _____.
Listed below are the authorized personnel for this matter.

Authorized Personnel (DTC and 1 Alternate)	Email	Mobile No.

Schools Division Superintendent
Name and Signature

Date

Regional Testing Coordinator
Name and Signature

Date