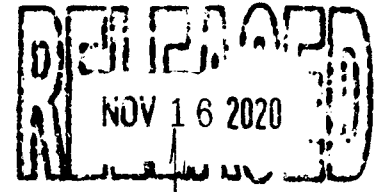




Republic of the Philippines  
**Department of Education**  
 Cordillera Administrative Region



DEPED-CAR

November 11, 2020

**REGIONAL MEMORANDUM**  
 NO. 356.2020

To: Assistant Regional Director  
 Regional Office Division Chiefs  
 Schools Division Superintendents  
 Chiefs, Curriculum Implementation Division  
 All Others Concerned  
 All Divisions

**CORRIGENDUM AND ADDENDUM TO THE GUIDELINES ON THE CONDUCT OF HOME-BASED ONLINE REGIONAL ASSESSMENT TEST (RAT)**  
*(RM 200, s. 2020 and RM 279, s. 2020)*

1. Pursuant to RM 200, s. 2020 and RM 279, s. 2020, the following provisions shall be adopted to ensure the smooth conduct of the home-based online regional assessment test.
- a. These activities shall be conducted on the following dates.

Activities	In-Charge	Participants	Monitors	Date
Orientation of DTCs and DITOs on the Guidelines on the Conduct of Home-Based Online RAT	RTC and RITO	DTCs and DITOs	Chiefs of QAD and CLMD	<b>November 16, 2020</b>
Orientation of Chief Examiners, School Testing Coordinators, School ICT Coordinators, Testing Facilitators on the Guidelines on the Conduct of Home-Based Online RAT	DTC and DITO	Chief Examiners, EPSA II, School Testing Coordinators, School ICT Coordinators, Testing Facilitators	Members of the Monitoring Team assigned per SDO	<b>November 17, 2020</b>
Orientation of Parents and Test Takers	Chief Examiner School Testing Coordinator School ICT Coordinator	Test Takers and Parents	DTC AND DITO	<b>November 18, 2020 MORNING</b>
Mock Home-Based Online RAT	Testing Facilitator	Test Takers to be assisted by Parents	Chief Examiner School Testing Coordinator School ICT Coordinator	<b>November 18, 2020 AFTERNOON</b>



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 DE-50500784 QM15

Actual Conduct of Home-Based Online RAT	Testing Facilitators	Test Takers to be assisted by Parents	Chief Examiner School Testing Coordinator School ICT Coordinator	<b>November 20, 2020</b>
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- a. For the details of the roles and responsibilities of the testing personnel, please refer to **Enclosure 1**.
  - b. **Enclosure 2** provides the new testing procedures to be adopted and strictly followed before, during and after the conduct of the home-based online regional assessment test.
  - c. **Enclosure 3** presents the time schedule in the administration of the home-based online RAT.
1. All other provisions of RM 200, s. 2020 and RM 279, s. 2020 that are consistent with these new guidelines shall still be in effect.
  2. Expenses relative to the conduct of the activity shall be charged against Regional MOOE and/or other local sources subject to the usual budgeting, procurement, accounting and auditing rules and regulations. See **Enclosure 4** for the details of funds for downloading to each division office for the administration of the home-based online regional assessment test.
  3. For inquiries, please contact the Curriculum and Learning Management Division, attention: Mr. Bryan A. Hidalgo at CP No.: 0920 223 2514 or email address: [bryan.hidalgo001@deped.gov.ph](mailto:bryan.hidalgo001@deped.gov.ph).
  4. Immediate dissemination of and strict compliance with this Memorandum is directed.

  
**ESTELA L. CARIÑO, EdD, CESO IV**  
 Regional Director 

CLMD/CFM/bah

## **Enclosure 1**

### **Testing Personnel for the Administration of Home-Based Online RAT**

Testing personnel:

The following are the testing personnel involved in the administration of the home-based online Regional Assessment Test (RAT).

- a. Regional Testing Coordinator (RTC)
  - i. Identifies the school in each division which will participate in the home-based online RAT;
  - ii. Orients the DTCs and DITOs on the guidelines relative to the conduct of the home-based online RAT prior to its actual administration; and
  - iii. Provides technical assistance to DTCs during the administration of the online Regional Assessment Test (RAT).
  
- b. Regional IT Officer (RITO)
  - i. Assists the RTC in all the testing activities such as but not limited to providing technical assistance to DTC, CE, STC, SIC, and TF during the conduct of the test, orienting the DTCs and DITOs on the guidelines of the test, sending of testing links to DTCs; and monitoring the conduct of the test, and
  - ii. Provides technical assistance to DITO during the administration of the home-based online RAT.
  - iii. Ensures that testing links are operational and accessible to test takers.
  
- c. Schools Division Superintendent (SDS)
  - i. Is responsible for the smooth conduct of the home-based online RAT in the Division;
  - ii. Assigns one of the division supervisors as DTC; and
  - iii. Delegates competent and trustworthy testing facilitators chosen from the community learning facilitators/para-teachers/Learning Support Aides (LSAs) or teaching staff and ALS mobile teachers.
  
- d. Division Testing Coordinator (DTC)
  - i. Prepares accurately the list of examinees in the division.
  - ii. On behalf of the SDS, assigns testing facilitators who are competent and trustworthy;
  - iii. Orients the Chief Examiners, STCs, and ALS district coordinators prior to administration of the home-based online RAT;
  - iv. Maintains the security and confidentiality of the test;
  - v. Provides technical assistance to Chief Examiners, STCs, and ALS district coordinators during the administration of the home-based online RAT; and
  - vi. Notifies RTC of problems relative to the administration of the Regional Assessment Test.

- e. Division IT Officer (DITO)
  - i. Assists the DTC in all the testing activities such as but not limited to providing technical assistance to CE, STC, and TF during the conduct of the test, orienting the CEs and STCs on the guidelines of the test, sending of testing links to TFs; and monitoring the conduct of the test, and
  - ii. Provides technical assistance to the School ICT Coordinator (SIC) and ALS district coordinators during the administration of the home-based online RAT.

- f. Chief Examiner (CE)

The school head, as the Chief Examiner of his/her respective school, shall:

- i. Maintain the security and confidentiality of the test;
- ii. Ensure that the examinees are ready for the home-based online RAT;
- iii. Monitor the testing facilitators and the proper conduct of the home-based online RAT;
- iv. Have full awareness of the details of the home-based online RAT procedures;
- v. Provide technical assistance to testing facilitators during the administration of the home-based online RAT ;
- vi. Orient every testing facilitator in his/her respective school on the guidelines relative to the test administration; and
- vii. Orient the test takers and parents on the guidelines relative to the administration of the home-based online RAT.

The Education Program Specialist-II for ALS (EPSA) shall be the chief examiner for ALS examinees in the division. He/She shall prepare separate lists of examinees, one from elementary level and one from the junior high school and submit these lists to the Division Testing Coordinator. Also, he shall be in-charge in orienting the testing facilitators for ALS examinees.

The district ALS coordinators shall assist the chief examiner and ALS testing facilitators in all testing activities.

- g. School Testing Coordinator (STC)

- i. Assists the CE in all the testing activities;
- ii. Double checks the list of examinees of the school being tested prior to submission to the DTC;
- iii. Attends the orientation at the division level in the absence (or on behalf) of the school head;
- iv. Facilitates the conduct of mock home-based online RAT among the examinees to orient them of the procedures of the test;
- viii. Orients the test takers and parents on the guidelines relative to the administration of the home-based online RAT;
- ix. Monitors the testing facilitators and the proper conduct of the home-based online RAT; and
- v. Provides necessary technical assistance to testing facilitators during and after the administration of the home-based online RAT.

h. Testing Facilitator (TF)

- i. Logs in at least an hour before the conduct of the test;
- ii. Checks that the examinee logs in at least 30 minutes before the test;
- iii. Checks if the examinee is physically and psychologically ready for the home-based online RAT;
- iv. Orients the test taker and his or her parent/guardian on the guidelines of administration of the home-based online RAT;
- v. Sends the testing link for each learning area to the examinee through email on a prescribed time schedule;
- vi. Monitors the test taker during the mock test and actual administration of the home-based online RAT;
- vii. Ensures that the examinee accomplishes and submits his or her answers every after finishing a test; and
- viii. Virtually monitors proper conduct of the home-based online RAT;
- ix. Acknowledges the support of the examinee's parent/s or guardian/s.

i. School ICT Coordinator (SIC)

- i. Assists the TFs during the administration of the home-based online RAT.

j. Monitor

There shall be monitors from each governance level to supervise and evaluate the conduct of the home-based online RAT.

- i. Virtually checks and evaluates the processes done before, during, and after the conduct of the home-based online RAT using a monitoring tool.
- ii. Monitoring and evaluation of the conduct of the home-based online RAT shall be done online.

## **Enclosure 2**

### **Testing Procedure in the Administration of the Home-Based Online RAT November 20, 2020**

#### **A. Before the Start of the Online Test**

1. Regional Testing Coordinator (RTC)
  - a. Sends the testing links to the DTC through email at or before 7:00 AM for tests scheduled in the morning and at or before 12:00 NN for tests scheduled in the afternoon.
2. Division Testing Coordinator (DTC)
  - a. Sends the testing links to the testing facilitator through email at or before 7:30 AM for tests scheduled in the morning and at or before 12:30 PM for tests scheduled in the afternoon.
3. Chief Examiner (CE)/School Testing Coordinator (STC)
  - a. Ensures that testing facilitators are orienting the examinees and examinees are ready for the test. He or she may use any means of communication in monitoring.
4. Testing Facilitator (TF)
  - a. Sends the testing link to the examinee assigned to him or her through email.
  - b. Orients the examinee on the procedures of the test through call or any means of communications.
  - c. Ensures that the examinee is ready for the test.
  - d. Assists the examinee in filling out the Examinee's Information.
  - e. Gives the go signal when the examinee starts taking the test.
5. Examinee
  - a. Strictly follows the testing procedures given by the testing facilitator assigned to him or her.
  - b. Fills out the Examinee Information completely.
6. Parent/Guardian
  - a. Assists the testing facilitator in orienting his/her child/ward on the procedures of the test.
  - b. Assists the child/ward in filling out the Examinee's Information.

#### **B. During the Test Proper**

7. The RTC, DTC, CE, STC and members of the M&E team shall monitor the conduct of the test.
8. Testing Facilitator
  - a. Supervises the administration of the test.
  - b. Answers queries of the examinee about the test.
9. Examinee
  - a. Honestly answers the test.
10. Parent/Guardian
  - a. Assists the testing facilitator in supervising the administration of the test.

### **C. After the Test**

11. Examinee
  - a. Clicks **submit button** to close or end the test for each subject.
  
12. Testing Facilitator
  - a. Ensures that the examinee submits his or her answers at the end of the test for each subject by clicking the **submit button**.
  - b. Accomplishes the online evaluation of the home-based online RAT at the end of all the tests.
  
13. Parents/Guardians
  - a. Assists the child/ward in submitting his or her answers at the end of the test for each subject.
  
14. The DTC, CE, and STC accomplishes the online evaluation of the home-based online RAT at the end of all the tests.
  
15. The RTC and RITO removes access to the testing links at 12:15 PM for the tests scheduled in the morning and at 4:45 PM for the tests scheduled in the afternoon.

Before, during and after the administration of the test, the RTC, RITO, DITO, CE, STC and SIC shall assist in the conduct of the test and shall ensure that testing procedures are strictly followed.

**Enclosure 3****TIME SCHEDULE IN THE ADMINISTRATION OF THE HOME-BASED  
ONLINE REGIONAL ASSESSMENT TEST (RAT)****November 20, 2020**

<b>Time</b>	<b>Activities</b>
	<i>Sending of testing links for subjects scheduled in the morning to DTCs, Chief Examiners, and Testing Facilitators through email</i>
7:30 – 8:30	Preparation and orientation of examinee
<b>8:31 – 10:00</b>	<b>MATHEMATICS</b>
10:01 – 10:15	Morning Break
10:16 – 10:30	Preparation and orientation of examinee
<b>10:31 – 12:00</b>	<b>ENGLISH</b>
	<i>Closing of testing links for subjects scheduled in the morning by the regional testing coordinator or regional information technology officer</i>
	<i>Sending of testing links for subjects scheduled in the afternoon to DTCs, Chief Examiners, and Testing Facilitators through email</i>
12:01 – 12:45	Lunch Break
12:46 – 1:00	Preparation and orientation of examinee
<b>1:01 – 2:30</b>	<b>SCIENCE AND TECHNOLOGY</b>
2:31 – 2:45	Afternoon Break
2:46 – 3:00	Preparation and orientation of examinee
<b>3:01 – 4:30</b>	<b>FILIPINO</b>
	<i>Closing of testing links for subjects scheduled in the afternoon by the regional testing coordinator or regional information technology officer</i>
4:31 – 5:00	<i>Filling out of online monitoring and evaluation report by Testing Facilitators, Chief Examiners/ School Testing Facilitator, and Division Testing Coordinator</i>



**Enclosure 4****FUNDS TO BE DOWNLOADED TO EACH DIVISION FOR THE  
ADMINISTRATION OF HOME-BASED ONLINE RAT**

Division	Communication Expenses for the Administration of the Home-Based Online RAT				Total Amount
	No. of Test Takers	Amount	No. of Testing Facilitator	Amount	
Abra	210	P150/pax	210	P150/pax	P63,000.00
Apayao	210	P150/pax	210	P150/pax	P63,000.00
Baguio City	210	P150/pax	210	P150/pax	P63,000.00
Benguet	210	P150/pax	210	P150/pax	P63,000.00
Ifugao	210	P150/pax	210	P150/pax	P63,000.00
Kalinga	210	P150/pax	210	P150/pax	P63,000.00
Mt. Province	210	P150/pax	210	P150/pax	P63,000.00
Tabuk City	210	P150/pax	210	P150/pax	P63,000.00
<b>Total</b>					<b>P504,000.00</b>