DEPARTMENT OF EDUCATION
RECORDS SECTION REGIONAL OFFICE - CAR

SEP 08 2022

TIME

September 6, 2022

REGIONAL MEMORANDUM
No. 452 . 2022

CONDUCT OF REGIONAL MOTHER TONGUE BASED-MULTILINGUAL EDUCATION READING COMPREHENSION ASSESSMENT TEST (MTB-MLE RCAT)

To: Assistant Regional Director
        Schools Division Superintendents
        All Others Concerned
        All Divisions

1.   Relative to the analyzed and finalized result of the Regional Reading Comprehension Assessment Test conducted last May 3-5, 2022, the Department of Education Cordillera Administrative Region (DepEd-CAR) through the Curriculum and Learning Management Division (CLMD), with the assistance of Information and Communication Technology (ICT) Unit, Quality Assurance Division and Schools Division Offices, will conduct the Regional Mother Tongue Based-Multilingual Reading Comprehension Assessment Test (MTB-MLE RCAT) on September 28, 2022 regionwide.

2.   This activity aims to assess the Grade 4 learners' reading comprehension in English and Filipino, and the dominant Mother Tongue Languages of the eight (8) Schools Division Offices in the region.

3.   In preparation for the conduct of the test, the table below gives a view of the schedule of activity and mechanics:

Activities	Participants	In-charge	Date	Venue
Orientation of Division and District MTB-MLE Focal Person	MTB-MLE Focal Person- RO EPS, PSDS, Division EPS	RO MTB-MLE Focal Person	September 16, 2022	Virtual
Orientation of chief examiners (CE), school testing coordinator (STC), school ICT coordinator (SIC), testing facilitators (TF, and examinees on the RCAT	Chief examiners, school testing coordinator, school ICT coordinator, testing facilitators, and examinees	Division Testing Coordinator (DTC) and IT Officer (DITO)	To be determined by the SDO	To be determined by the SDO

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"Holistic Opportunities for all to be Performing and Excellent Cordilleran Learners"

Submission of list of examinees and their raw scores to the DO	School ICT coordinator, testing facilitators	DTC	September 30, 2022	Online through DTCs and DITOs email addresses
Submission of consolidated result to the RO	School ICT coordinator, testing facilitators	Division Testing Coordinator (DTC) and IT Officer (DITO)	October 3, 2022	Online through RTCs and RITOs email addresses
Processing and Analysis of the Result of the Test	Test developers	RTC	October, 2022	DepEd-CAR, RNEAP

4.   Please see the following enclosures for your references and guidance. Submit the template after filling out the form through this Google drive link https://bit.ly/RCAT2022.

     a.   Enclosure No. 1: List of Testing Personnel and Examinees Template
     b.   Enclosure No. 2: Guidelines in the Conduct of the Regional MTB-MLE Reading Comprehension Assessment Test (RCAT)
     c.   Enclosure No. 3: Schedule in the Conduct of the Regional MTB-MLE Reading Comprehension Assessment Test (RCAT)

5.   Should there be any queries/clarifications, please feel free to contact Mrs. Rosita C. Agnasi, the OIC, CLMD at rosita.agnasi@deped.gov.ph or Mrs. Thelma T. Dalay-on, the MTB-MLE EPS Focal at thelmadalayon@deped.gov.ph.

6.   Immediate and widest dissemination of and compliance with this Memorandum is directed.

ESTELA P. LEON-CARIÑO EdD, CESO III
Director IV/Regional Director

REGIONAL MOTHER TONGUE BASED-MULTILIGUAL EDUCATION READING COMPREHSION ASSESSMENT TEST (MTB-MLE RCAT)

TESTING PERSONNEL INFORMATION AND LIST OF EXAMINEES

A. Division Testing Personnel Information

Division		Division Address	
Name of SDS		Contact No.	
Name of DTC		Contact No.	
		Email Address	
Name of DITO		Contact No.	
		Email Address	

B. School Testing Personnel Information

Name of School		School ID	
School Address			
Name of STI		Contact No.	
		Email Address	
Name of STC		Contact No.	
		Email Address	
Name of STC		Contact No.	
		Email Address	

C. List of Examinees and Corresponding Testing Facilitators

Name of Examinee	Examinee's LRN	Name of TF	Contact No. & Email Address
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			

Enclosure No. 2 to Regional Memorandum No. _____

GUIDELINES IN THE CONDUCT OF THE REGIONAL MOTHER TONGUE BASED-MULTILIGUAL EDUCATION READING COMPRENSION ASSESSMENT TEST (MTB-MLE RCAT)

The following test administration and testing procedures shall be adopted in the conduct of the Regional Mother Tongue Based- Multilingual Education Reading Comprehension Assessment Test (MTB-MLE RCAT).

A. Test Administration

1. Target Clientele

   The conduct of the Regional Mother Tongue Based- Multilingual Education Reading Comprehension Assessment Test (MTB-MLE RCAT) shall be administered to Cordillera learners in Grade 4 in the regular program in public schools in the elementary level in DepEd-CAR.

2. Mode of administration

   The test shall be conducted face to face. Schools using the blended learning modality will conduct during the face to face schedule but for schools using the **full** distance learning can be exempted. The testing facilitators shall administer and monitor its conduct with the assistance of the chief examiner, school testing coordinator, and school ICT coordinator.

3. Schedule of administration

   The actual date of conduct of the test shall be determined by the regional testing committee.

4. Examinees per language
   The table below shows the template on how to record the score of the learner. Every learner will be taking 2 or 3 test on the different languages depending on his/her mother tongue. There will be three (3) groups to take the test.

   Group A- This template will be used by learners whose mother tongue is Isnag, Tuwali, Ibaloi, Inlaud, Ilocano, Kankanaey, Lilubuagen, Tinongrayan, etc.

No.	Name	Raw Score		
		Mother Tongue (L1)	Filipino (L2)	English (L3)
1				
2				

Group B- This template will be used by learners whose mother tongue (L1) is Filipino.

No.	Name	Raw Score	
		Filipino (L1)	English (L2)
1			
2			

Group C- This template will be used by learners whose mother tongue (L1) is English.

No.	Name	Raw Score	
		English (L1)	Filipino (L2)
1			
2			

5. Testing personnel

The following are the testing personnel involved in the conduct of the MTB-MLE RAT.

    a. The Regional Testing Coordinator (RTC)
       i. In coordination with the Division Testing Coordinator (DTC), the RTC identifies the school in each division which will participate in the conduct of the MTB-MLE RCAT;
       ii. Orients the DTCs on the guidelines relative to the conduct of the test of the MTB-MLE RCAT prior to its actual administration; and
       iii. Provide technical assistance to DTCs during the test of the MTB-MLE RCAT.

    b. The 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 and monitoring the conduct of the test; and
       ii. Provide technical assistance to DITO during the test of the MTB-MLE RCAT.

    c. The Schools Division Superintendent (SDS)
       i. Responsible for the smooth conduct of the test of the MTB-MLE RCAT in the division;
       ii. Assigns one of the division supervisors as DTC; and
       iii. Delegates competent and trustworthy testing facilitators

d. The Division Testing Coordinator (DTC)
   i. Prepares accurately the list of examinees in the division;
   ii. On behalf of the SDS, the DTC assigns testing facilitators who are competent and trustworthy;
   iii. Orients the Chief Examiners and STCs prior to the conduct of the MTB-MLE RCAT;
   iv. Maintains the security and confidentiality of the test;
   v. Provides technical assistance to Chief Examiners and STCs during the test of the MTB-MLE RCAT; and
   vi. Notifies RTC of problems relative to the conduct of the test of the MTB-MLE RCAT.

e. The 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, and monitoring the conduct of the test; and
   ii. Provides technical assistance to the School ICT Coordinator (SIC) during the test of the MTB-MLE RCAT.

f. The Chief Examiner (CE)
   The school head is the chief examiner of his/her respective school.
   i. Maintains the security and confidentiality of the test;
   ii. Ensures that the examinees are ready for the test of the MTB-MLE RCAT;
   iii. Monitors the testing facilitators and the proper conduct of the test of the MTB-MLE RCAT;
   iv. Has full awareness of the details of the test to be conducted;
   v. Provides technical assistance to testing facilitators during the conduct of the MTB-MLE RCAT; and
   vi. Orients every testing facilitator in his/her respective school on the guidelines relative to the test.

g. The School Testing Coordinator (STC)
   i. Assists the CE in all the testing activities;
   ii. Double checks the list of examinees and their respective mother tongue who will take the test prior to submission to the DTC;
   iii. Attends the orientation at the division level in the absence (or on behalf) of the CE;
   iv. Orients the test takers on the guidelines relative to the test of the MTB-MLE RCAT;
   v. Monitors the testing facilitators and the proper conduct of the test of the MTB-MLE RCAT; and
   vi. Provides necessary technical assistance to testing facilitators during and after the test of the MTB-MLE RCAT.

h. Testing Facilitator (TF)
   i. Arrives at least an hour before the conduct of the test;
   ii. Checks the attendance of examinee at least 30 minutes before the test;
   iii. Checks if the examinee is physically and psychologically ready for the test;

<ol type="i" start="4">
Orients the test taker on the guidelines of the test of the MTB-MLE RCAT;
Ensures that the examinee accomplishes and submits his or her answers every after finishing a test; and
Monitors proper conduct of the test of the MTB-MLE RCAT.

<ol type="i" start="9">
<p>The School ICT Coordinator (SIC)</p>
<ol type="i">
Assists the TFs during the administration of the test of the MTB-MLE RCAT.

<p>The Monitor</p>
<p>There shall be monitors from each governance level to supervise and evaluate the test of MTB-MLE RCAT. Monitoring and evaluation of the conduct of the test of MTB-MLE RCAT shall be done face to face.</p>
<ol type="i">
Checks and evaluates the processes done before, during, and after the conduct of the of MTB-MLE RCAT; and
Makes and submits the M&E report to the RTC immediately after the conduct of the test.

B. Testing Procedure

1. Before the Start of the Test

<ol type="a">
<p>Regional Testing Coordinator (RTC)</p>
<p>Sends the Test Questions to the DTC a week before the scheduled date of the test.</p>
<p>Division Testing Coordinator (DTC)</p>
<p>Sends the Test Questions to the testing facilitators for printing ready during the scheduled date of the test.</p>
<p>Chief Examiner (CE)/School Testing Coordinator (STC)</p>
<p>Ensures that testing facilitators are orienting the examinees and the examinees are ready for the test.</p>
<p>Testing Facilitator (TF)</p>
<ol type="i">
Distributes the test paper to the examinee assigned to him or her per language.
Orients the examinee on the procedures of the test .
Ensures that the examinee assigned to him/her is ready for the test.
Assists the examinee in filling out the Examinee's Information.
Gives the go signal when the examinee shall start taking the test.

<p>Examinee</p>
<ol type="i">
Strictly follows the procedures and instruction of the test facilitator assigned to him or her.
Fills out the Examinee Information completely.

2. During the Test Proper

<ol type="a" start="7">
The RTC, DTC, CE, STC and members of the M&E team shall monitor the conduct of the MTB-MLE RCAT

<ol type="a" start="8">
<p>Test Facilitator</p>
<ol type="i">
Supervises the administration of the test.
Answers queries of the examinee about the test.

    i. Examinee
       Honestly answers the test.

3. After the Test
  k. Examinee
      i. Submits her/his test paper at the end of the test for each subject.

  l. Test Facilitator
      i. Ensures that the examinee submits his or her answers at the end of the test for each subject.

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.

SCHEDULE OF THE MTB-MLE RCAT TEST
September 28, 2022 (Wednesday)

1.SDOs Baguio City and Benguet

Time	Subject Area		
	Group A	Group B	Group C
8:30-9:30	Mother Tongue-L1	Filipino- L1	English- L1
9:30-10:30	Filipino- L2	English- L2	Filipino- L2
10:30-10:40	H-E-A-L-T-H	B-R-E-A-K	
10:40 11:40	English- L3		

2.SDOs Tabuk City, Mountain Province and Apayao

Time	Subject Area		
	Group A	Group B	Group C
8:30-9:30	Filipino -L2	English- L2	Filipino- L2
9:30-10:30	English – L3	Filipino- L1	English- L1
10:30-10:40	H-E-A-L-T-H	B-R-E-A-K	
10:40 11:40	Mother Tongue – L1		

3. SDOs Kalinga, Abra and Ifugao

Time	Subject Area		
	Group A	Group B	Group C
8:30-9:30	English- L3	Filipino- L1	English- L1
9:30-10:30	Mother Tongue-L1	English- L2	Filipino- L2
10:30-10:40	H-E-A-L-T-H	B-R-E-A-K	
10:40 11:40	Filipino- L2		