



February 4, 2019

DIVISION MEMORANDUM
No. 11, s. 2019

**ADMINISTRATION OF THE BASIC EDUCATION EXIT ASSESSMENT (BEEA)
FOR SCHOOL YEAR 2018 – 2019**

TO : OIC-Office of the ASDS
Chiefs- CID & SGOD
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads
School Testing Coordinators
All Others Concerned


1. Pursuant to DepEd Memorandum No. 005, s. 2019 entitled **Administration of the Basic Education Exit Assessment for School Year (SY) 2018-2019**, and relative to the DepEd Order No. 55, s. 2016 entitled *Policy Guidelines on the National Assessment of Student Learning the K to 12 Basic Education Program*, this Office will administer the said activity on **February 13 to 14, 2019** to all Grade 12 students in public and private secondary schools.
2. In line with this, we will conduct an orientation to all chief examiner or school testing coordinators both public and private secondary schools.

Schools	Orientation Schedule	Venue
Public Schools	February 7, 2019	Yakal Hall, La Taveiza
Private Schools	9:00 AM - onwards	Buffet Restaurant
Testing Staff & Monitoring Official	February 11, 2019 1:30 PM - onwards	LRM Section (2 nd Floor DepEd Old Bldg)

3. Only private secondary schools **with permit to operate** or **government recognition** from the Department shall be included in the conduct of the test.



4. The following shall be discussed in the said orientation:
 - a. proper conduct/administration of the test;
 - b. standard procedure in test administration;
 - c. school assignment, assigned room supervisors/room examiners;
 - d. security of test paraphernalia; and
 - e. distribution and retrieval scheme.
5. All testing paraphernalia will be distributed and retrieved at the Division Office as scheduled. Authorized to receive and return the said paraphernalia is the Chief Examiner (CE) or School Testing Coordinator (STC).
6. Enclosed are the members of the committee (Enclosure No. 1) and the schedule for the distribution and retrieval of the testing paraphernalia.
7. To ensure the proper implementation of the set guidelines in the administration of the BEEA, monitoring officials from the region and division office will cover public and private schools to provide technical assistance in the conduct of the said test using the attached monitoring tool (Enclosure No. 2)
8. A registration fee of Four Hundred Pesos (P400.00) shall be charged to each participant to defray for expenses for the meal and other incidental expenses chargeable against school funds subject to usual accounting and auditing rules and procedures. Payment for the said registration of one (1) participant per school shall be reimbursed once the appropriation for the said activity will be available.
9. Full support and cooperation in the administration of the said national test is enjoined. For inquiries, please contact **Mrs. Priscilla V. Salo, EPS I-LRMDS/ Division Testing Coordinator**, and **Dr. Isabel M. Gonzales, SEPS- M&E/ Asst. DTC for Private School**, **Mrs. Myra Villareal, Planning Officer** thru Tel. No. 696-5561/ 630-3421 and email at antipolo.city@deped.gov.ph
10. Immediate and wide dissemination of this Memorandum is desired.


DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent



Enclosure No. 1 to the Division Memorandum No. 11, s. 2019

Executive Committee

Chairperson DR. ROMMEL C. BAUTISTA, CESO V
 Schools Division Superintendent

Asst. Chairperson DR. GLORIA C. ROQUE
 OIC-Office of the ASDS

Members

LITO A. PALOMAR	OIC-Chief, CID
DR. JONATHAN DOMINGO.	Chief, SGOD
PRISCILLA V. SALO	EPS-LRMS/ DTC
ISABEL GONZALES SEPS	SEPS-ME/ADTC
MYRA VILLAREAL	Planning Officer III
All Education Program Supervisors	
Public Schools District Supervisors	

Committee on Registration/Program & Certificates

Bernadette Patag	-	Librarian
Armand Eric Caasi	-	CID Clerk

Committee on Technical & Physical Arrangement

Raymond Villaraza	-	SGOD Clerk
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Committee on Distribution and Retrieval

Division Testing Staff			
Priscilla Salo	Public Schools	Dr. Isabel Gonzales	Private Schools
Myra Villareal		Jochim Dagsa	
Jonathan Canales		Leo Suyom	
Gina Catapang		Analyne Quinones	
Cecilia Balallo		Jakilin Iringan	
Armand Caasi		Raymond Villaraza	
Hobert Orque		Ramon Sunga	

SCHEDULE OF DISTRIBUTION AND RETRIEVAL

Distribution	Retrieval	Location
February 13, 2019 6:00 AM	February 14, 2018 2:00 PM	Division Office (Old Bldg)