



Republic of the Philippines  
**Department of Education**  
Region IV-A  
SCHOOLS DIVISION OF QUEZON PROVINCE

27 September 2021

**DIVISION MEMORANDUM**

DM No. 735, s. 2021

**ADMINISTRATION OF DIVISION WIDE NUMERACY TEST (PRE-TEST)**

**To:** OIC – Assistant Schools Division Superintendents  
Public Schools District Supervisors  
School Heads  
School Heads In Charge of Mathematics  
District and School Math Coordinators  
Mathematics Teachers  
All Others Concerned

1. In support of the Project **BLAZE** – Building Learners' Academic Zeal of Excellence and Project **GLOW** – Getting Learners' Outcome Worthwhile the Project **T-MATH** – Teacher's Materials/Activities for Active Teaching-learning Habit is promoting continuous improvement of learners' numeracy skills in the division.
2. Anent to this, the division shall conduct the division-wide pre-test on numeracy for Grades 2 to 10 from the third week to fourth week of October 2021. It is expected, that despite the current situation, the validity of test result shall be ensured.
3. The test takers shall be the identified non-numerates as reported during the BE-LCP presentation or those students whose final grades in Mathematics are 79 and below last SY 2020-2021.
4. Materials for the reproduction of Numeracy test and answer sheets shall be charged to School MOOE/Local fund subject to accounting rules and auditing procedure.

DEPEDQUEZON-TM-SDS-04-009-003



*"Creating Possibilities, Inspiring Innovations"*

Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon  
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DEPED - QUEZON  
ICT UNIT

**UPLOADED**

Date/Time: 10/1/21

By: Rommel

Ref. no. DM 735-21



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5. There shall be 25 item-test for Grade 2, 30 item-test for Grade 3, 40 item-test for Grades 4-6 and 50 item-test for Grade 7-10. The soft copy of the test questions shall be sent to the Public Schools District Supervisors.
6. The Public Schools District Supervisors shall be assisted by the School Heads In-charge of Mathematics, School and District elementary and junior high school Math Coordinators. A working committee may be formed within the district and the members shall sign Oath of confidentiality to keep the integrity of the the test result and its purpose . (Please see enclosure.)
7. The working committee shall strategize on the smooth flow of the conduct of the test. (Please see enclosure.)
8. To ensure the implementation of health safety protocol amidst this COVID-19 pandemic, the conduct of this activity shall comply with the existing Inter-Agency Task Force Emerging Infectious Diseases (IATF-EID) Guidelines and Policies.
9. To ease the task of checking and item analysis a virtual meeting of district math coordinators is set on October 15, 2021.  
8:00 a.m. – 12 noon – 1<sup>st</sup> & 4 Congressional District  
1:00 p.m. – 5:00 p.m - 2<sup>nd</sup> and 3<sup>rd</sup> Congressional District
10. The pre-test results shall be checked carefully by the PSDS/District Math Cordinators and shall be submitted online on or before November 19, 2021. A link shall be provided later.
11. Full cooperation of all concerned is highly expected.

**ELIAS A. ALICAYA JR. EdD**  
Assistant Schools Division Superintendent  
Officer-In-Charge  
Office of the Schools Division Superintendent

cid-ims/cma/09/27/2021

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Enclosure No. 1 to DM No. 735, s. 2021

**OATH OF CONFIDENTIALITY**

I, \_\_\_\_\_,  
Name Position

as a member of the Technical Working Committee in the administration of Division wide Numeracy Pre-test hereby solemnly swear that I will strictly observe security measures pertaining to my assignment. I swear to keep the integrity of the test and its purpose: that I shall not divulge to anyone the test items and answers prior to the conduct of the test.

Done in \_\_\_\_\_ on this date \_\_\_\_\_

\_\_\_\_\_  
(Signature over Printed Name)

Witnessed : \_\_\_\_\_  
PSDS  
(Signature over Printed name )



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Enclosure No. 2 to DM No. 735, s. 2021

**THE CONDUCT OF THE TEST**

Directions: 1. Please tick (/) or fill up the appropriate column.

Item	Answer
Date the test was conducted	
The test was conducted through:	
a. Home visit	
Number of house visited	
Number of test takers	
b. Designated place in the locality with limited FTF	
No. of test takers	
c. The test paper is sent with the modules	
No. of test Takers	
d. Others ; _____	
No. of test takers	

2. Compare and contrast test results as per action utilized. Write your findings. (This could lead you to an action research)