



Republic of the Philippines
Department of Education
National Capital Region
Schools Division Office – Muntinlupa City

Office of the Schools Division
Superintendent

JUN 13 2022

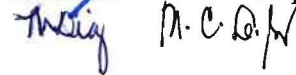
MEMORANDUM

**DIVISION MONITORING ON THE CONDUCT OF THE COMPREHENSIVE
RAPID LITERACY ASSESSMENT (CRLA) AND NUMERACY ASSESSMENT**

To: OIC- Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
Chief Education Supervisor, School Governance and Operations Division
Elementary School Heads/OICs
Reading Coordinators and Reading Teachers
All Others Concerned

1. This Office announces the schedule of the Division monitoring on the Conduct of the Comprehensive Rapid Literacy Assessment (CRLA) and Numeracy Assessment with the following schedules from 8:00 a.m. to 5:00 p.m., for information and guidance of those who are concerned:
 - a. CRLA - June 13-17, 2022
 - b. Numeracy Assessment - June 20-24, 2022
2. Attached are the following pertinent documents:
 - a. List of the Division Monitoring Team
 - b. Composition of School Testing Team
 - c. Roles and Responsibilities and Links for the submission of Reports
3. Immediate, wide dissemination, and compliance of this Memorandum is desired.


CARLEEN S. CEDILLA CESO V
Schools Division Superintendent



Enclosure: As stated

Reference: Division Memorandum No. 114

To be indicated in the Perpetual Index

Under the following Learning Areas:

ENGLISH, MTB, FILIPINO and MATHEMATICS

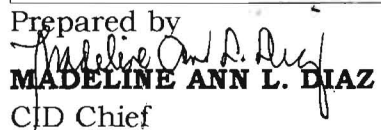
MCDS- Division Monitoring on the Conduct of Comprehensive Rapid Literacy Assessment (CRLA) and Numeracy Assessment

202 / June 13, 2022



**DIVISION MONITORING TEAM FOR COMPREHENSIVE RAPID LITERACY ASSESSMENT (CRLA)
AND NUMERACY ASSESSMENT (ALNAT)**

Cluster of Schools	School Heads	PSDS In-Charge	EPS
MES	Dr. Ma. Aurora Bartolaba	Ms. Alyssa Aventurado Ms. Clarisa Avila	Dr. John Albert Colle
TES	Ms. Jennifer Joson		
POBES	Dr. Raul Felix		
VHES	Ms. Ma. Hazel Hernandez		
IES	Dr. Antonio Gagala	Dr. Ma. Theresa Dela Rosa	Dr. Armida Oblinada Dr. Ma. Carmen Solayao
AES	Dr. Shella Navarro		
BES MAIN	Mr. Edizer Laqueo		
BES UNIT 1	Dr. Buena Dela Cruz		
BSES	Ms. Eden Cado	Mr. Mark Joseph Fernandez	Dr. John Albert Colle Dr. Gina Urquia
SES Main	Dr. Jane May Valbuena		
SESA Zone 3	Dr. Jaime Bautista		
SESA Zone 4	Ms. Alma Bituin		
FDMES	Mr. Reynaldo Comisario	Ms. Ada Trinidad Tagle Dr. Yaledegler Maligaya	Ms. Mariel Eugene Luna Dr. Emelita Bautista
LIS	Dr. Rosendo Sangalang		
PES	Dr. Felipe Marapao		
SHES	Ms. Noemi Zarate		
CES Main	Ms. Rhodora Mandap	Mr. Jay Boy Evano	Mr. Edison Enerlas Dr. Ma. Carmen Solayao
BES	Mr. Hilario Canasa		
CESA	Ms. Marie Ann Esmeria		
FAES	Ms. Olivia Ellosa		
KINDERGARTEN (All SCHOOLS)			Dr. Marissa Andanza Dr. Lilibosa Palce
DIVISION QAME (ALL SCHOOLS)	Dr. Zoren Pepito Gubalane SEPS - M&E Mr. Joseph Nino SEPS - EPS		

Prepared by:

MADLINE ANN L. DIAZ
CID Chief

Reviewed by:

DR. NERISSA ROXAS-LOMEDA
OIC, Asst. Schools Division Superintendent

Approved by:

MS. CARLEEN S. SEDILLA CESO V
Schools Division Superintendent



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School Testing Team (STT) Composition

School Head- Over all Chair
Guidance Coordinator – School Testing Coordinator
MTB Coordinators for Grade 1
Filipino Coordinators (Grade 2-3)
English Coordinators (Grade 3)
Reading Coordinators in English and Filipino
School ICT Coordinator
Grade Level Coordinators
Guidance Teachers/ Coordinators
Class Advisers (Grade 1-3)
Mathematics Grade Level Coordinators (Grade 1-3)
Master Teachers
Math Teachers, English and Filipino Teachers (Grade 1-3)

Responsibilities of the STT

1. Conducts the CRLA and Numeracy Assessment in grade 1 to 3 in online or paper and pen modality.
2. Makes the list of Grade 1-3 learners and determine the number of examinees in the school.
3. Provides test material to the examinees.
4. Prepares the testing requirements for online assessment
5. Collects baseline and end line data, and keeps records using the e NAT for analysis and interpretation, for CRLA.
6. Orients the Stakeholders of the school about the conduct of the numeracy test.
7. Protects the security of the test material.
8. Analyzes and interprets the test results of the numeracy assessment.
9. Provides immediate feedback to the learners, parents, community and others stakeholders.
10. CRLA School Submission Form link for Grade 1-3.
<https://tinyuri.com/CRLAMUNTINLUPA2022>.
11. The numeracy link and assessment materials will be provided on or before June 20, 2022. The numeracy assessment is preferably online using offline 365 LMS.
12. The School ICT Coordinator will coordinate with Mrs. Borjal for the e NAT encoding of results of Grade 1-3.
13. Kinder Teacher assessment will be onsite and results to be submitted to Dr. Andanza.



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Responsibilities of the School ICT Coordinators

- Admin account
 - < schoolID>@<tenant>.deped.gov.ph
 - Example: 234567@ncr2.deped.gov.ph
- Learner account format:
 - <12-digit LRN >@<tenant>.deped.gov.ph
 - Example: 123456789012@ncr1.deped.gov.ph
- Distribute learner account credentials to the respective learners
- Ensure learners activate their accounts and fill out the required fields for self-services password reset.
- Reset of learner account passwords
- Escalate concerns that cannot be resolved in the school to DITO

Process

1. The school ICT Coordinator should ensure that they have access to the school's 0365 Admin Account (< SchoolID>)@<tenant>.deped.gov.ph Example: 123456@ncr1.deped.gov.ph
2. If the School ICT Coordinator could not access the School Admin Account, he/she should coordinate with their DITO so the RITO can reset the password.
3. School ICT Coordinators should ensure that the learners have access to their own 0365 accounts through the admin console (admin.microsoft.com) using their School Admin account.
4. If the learner account could not be found in the school's admin console, the school ICT Coordinator should contact the DITO.
5. The DITO will fill out the spreadsheet Link to Spreadsheet provided by ICTS for accounts not in the school's admin portal. **Deadline of completing the spreadsheet is June 15, 2022 at 5:00 PM.**
6. The School ICT Coordinator will be able to see the learner accounts by **June 16, 2022 5PM** in their admin console. The School ICT Coordinator should reset the learner accounts' passwords and provide credentials to the learners.



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