



Republic of the Philippines
Department of Education
NATIONAL CAPITAL REGION
SCHOOLS DIVISION OFFICE OF MUNTINLUPA CITY

Office of the Schools Division
Superintendent

JUL 30 2024

MEMORANDUM

No. 217, s. 2024

**GUIDELINES ON THE DISTRIBUTION SCHEME AND UTILIZATION OF
PRIMERS FOR KEY STAGES 1, 2, 3, AND 4**

To: Assistant Schools Division Superintendent
Chief Education Supervisor, Curriculum Implementation Division
OIC-Chief Education Supervisor, School Governance and Operations Division
Public Secondary and Elementary School Heads/ OICs
Administrative Officer V
All Others Concerned

- Attached is Regional Memorandum No. ORD-2024-715, dated July 17, 2024, on the above-captioned activity, the contents of which are self-explanatory, for the information and guidance of all concerned.
- Concerning the distribution of the primers to the schools, the Division shall follow two simple steps:

Steps	Target Dates and Venue
Step 1: The Division Testing Coordinator (DTC) shall distribute copies of the primer to the assigned Public Schools District Supervisors (PSDS).	July 26-29, 2024 SMME Section
Step 2: The assigned PSDS shall distribute copies of the primers to the concerned schools.	July 29-31, 2024 Respective Schools

- As to the utilization of the primers, the schools shall conduct and document the relevant activities, whichever is doable as follows:
 - Learning Action Cell (LAC)
 - Educational Fora
 - Memorandum
 - Other assessment-related activities



Student Center for Life Skills Bldg., Centennial Ave, Brgy Tunasan,
Muntinlupa City
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4. For wide dissemination and compliance of all concerned.



VIOLETA M. GONZALES

Assistant Schools Division Superintendent
Officer-in-Charge
Office of the Schools Division Superintendent



Enclosure: As stated

References: As stated

To be indicated in the Perpetual Index

under the following subjects:

ASSESSMENT

MONITORING AND EVALUATION

PRIMER

CDGR/DM / GUIDELINES ON THE DISTRIBUTION SCHEME AND UTILIZATION OF PRIMERS FOR KEY STAGES 1, 2, 3, AND 4

217 / July 25, 2024

NUM-2024-217



Republic of the Philippines
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ALLOCATION OF PRIMERS FOR KEY STAGES 1, 2, 3, AND 4

Primer	ELLNA	NATG6	NAT10	NAT12	Total	Received by PSDS	Received by SH
Alabang ES	1	1			2		
Bagong Silang ES	1	1			2		
Bayanan ES Main	1	1			2		
Bayanan ES Unit 1	1	1			2		
Buli ES	1	1			2		
Cupang ES	1	1			2		
Cupang ES Annex	1	1			2		
Cupang Senior HS			1	1	2		
F De Mesa ES	1	1			2		
Filinvest-Alabang ES	1	1			2		
Itaas ES	1	1			2		
Lakeview Integrated School	1	1	1	1	4		
Muntinlupa Business HS Annex			1	1	2		
Muntinlupa Business HS Main			1	1	2		
Muntinlupa ES	1	1			2		
Muntinlupa National HS	1	1			2		
Muntinlupa Science HS			1	1	2		
Pedro E Diaz HS			1	1	2		
Poblacion ES	1	1			2		
Poblacion National HS			1	1	2		
Putatan ES	1	1			2		
SESA Zone 3 & 4	1	1			2		
Soldiers Hills ES	1	1			2		
Sucac ES Main	1	1			2		
Sucac Senior HS			1	1	2		
Tunasan ES	1	1			2		
Tunasan National HS			1	1	2		
Victoria Homes ES	1	1			2		
Total	20	20	9	9	58		

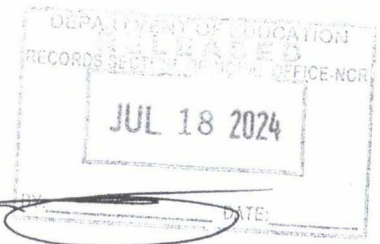


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Republic of the Philippines
Department of Education
 NATIONAL CAPITAL REGION



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REGIONAL MEMORANDUM

ORD-2024- 715

TO : **SCHOOLS DIVISION SUPERINTENDENTS**

FROM : **JOCELYN DR ANDAYA**
Director IV

SUBJECT : **GUIDELINES ON THE DISTRIBUTION SCHEME AND UTILIZATION OF PRIMERS FOR KEY STAGES 1,2,3 and 4**

DATE : July 17, 2024

1. This is in reference to the attached advisory from Janir T. Datukan, Assistant Secretary, Officer-in-Charge, Bureau of Education Assessment, relative to the above-captioned subject for information and appropriate action.
2. Immediate dissemination of this Memorandum is desired.



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Republic of the Philippines
Department of Education
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PRIMER ALLOCATION
National Capital Region

Region/Division	ELLNA	NATG6	NATG10	NATG12
Regional Office	3	3	3	3
Caloocan City	58	59	40	34
City of San Juan	12	13	5	4
Las Piñas City	26	26	19	17
Makati City	29	30	15	8
Malabon City	32	33	22	14
Mandaluyong City	24	24	19	9
Manila City	79	79	43	35
Marikina City	21	21	24	17
Muntinlupa City	23	23	13	11
Navotas City	18	19	13	11
Paranaque City	30	31	21	13
Pasay City	25	25	15	14
Pasig City	32	33	20	17
Quezon City	101	104	65	52
Taguig City and Pateros	34	35	30	14
Valenzuela City	45	47	33	26

Note:

Three (3) copies of Primer for each National Assessment shall be allocated to the Schools Division Offices. The remaining copies shall be distributed to all public schools within their respective SDOs.



Republic of the Philippines
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ADVISORY

Guidelines on the Distribution Scheme and Utilization of Primers for Key Stages 1, 2, 3 and 4

The Department of Education, through the Bureau of Education Assessment (BEA), maintains its commitment in using national assessment as empirical evidence in improving the teaching and learning process. DepEd Order No. 27, s. 2022 on the *Conduct of Rapid Assessment in School Year 2021-2022 for Learning Recovery as well as in Preparation for the 2024 Baseline System Assessment* specified the Bureau's greater emphasis on the familiarization of test materials through the distribution of Primers to the Regional Offices (ROs) and Schools Division Offices (SDOs) by:

- a. Sharing the testing framework as well as the anticipated testing dates and sampling design through a written document addressed to teachers and learners;
- b. Providing familiarization materials; and
- c. Facilitating information campaigns to encourage participation and generate support from the school communities, among others.

The Primer provides an overview of the test design, test administration, data reporting, and utilization. It also includes sample test items per learning area across the 21st Century Skills domains.

The dissemination of primers and conduct of information campaigns are intended to ensure the alignment of school-level and national-level assessments and to identify complementary quality standards beyond those covered by the national assessments for a holistic evaluation of education quality.

Distribution of Primers

1. SDOs shall receive and distribute the primers intended for their respective schools in reference to the allocation list (see attachment).





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2. The following outlines the distribution of the Primers to the concerned field offices:

Field Office	Primer Allocation	Offices with Allocation	Delivery Location
ROs	3	<ul style="list-style-type: none">Regional DirectorCurriculum and Learning Management Division (CLMD)Regional Testing Coordinator (RTC)	Office address of the RO
SDOs	3	<ul style="list-style-type: none">Schools Division Superintendent (SDS)Curriculum and Instruction Division (CID)Division Testing Coordinator (DTC)	Office address of the SDO
Schools	may vary per SDO	<ul style="list-style-type: none">to be distributed to Public Schools	School Address

3. The utilization of Primers shall be through the following suggested modalities:

- Learning Action Cells (LACs).** This activity will lead to understanding and support for participation in national and international large-scale assessments. This should necessarily include ways of assessing the learning of students and how data from national assessments can improve teaching strategies, bringing 21st Century Skills in the teaching and learning situation based on the provisions of *DepEd Order No. 35, s. 2016*.
- Educational Fora.** This activity is intended specifically to inform and promote continuum assessment participation of learners, parents, teachers, and other education stakeholders in the national and international large-scale assessments.
- Memorandum.** The official correspondence should disseminate instructions, information, and other related matters relating to the Primer.



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- d. **Other assessment-related activities.** These are avenues for discussion on the Primers for greater familiarization on the utilization of the Primers such as in-service training activities, National Achievement Test (NAT) orientation, among others.
4. Schools may opt to use the electronic copy (e-copy) of the Primers if needed and may obtain the e-copy from the Regional Testing Coordinators (RTCs) and/or Division Testing Coordinators (DTCs).
5. For the successful implementation of the distribution scheme and utilization of the Primers, ROs are requested to submit a Consolidated Monitoring Report with Means of Verification (MOVs) to the Bureau of Education Assessment-Education Assessment Division (BEA-EAD) through email at bea.ead@deped.gov.ph.
6. Immediate dissemination of this Advisory is desired.

JANIR T. DATUKAN

Assistant Secretary
Officer-in-Charge

Bureau of Education Assessment



Republic of the Philippines
Department of Education

41656

ROUTING SLIP

This document has been encoded in the DepEd - Document Management System and routed to the appropriate office/s with the following information:

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