



Republic of the Philippines
Department of Education
 Region VI – Western Visayas
SCHOOLS DIVISION OFFICE -CAPIZ

May 13, 2024

DIVISION MEMORANDUM
 NO. 274, s. 2024

ADMINISTRATION OF THE REGIONAL ACHIEVEMENT MEASURE (RAM) FOR GRADES 1 TO 12 FOR SCHOOL YEAR 2023-2024

To: OIC, Office of the Asst. Schools Division Superintendent
 Chief Education Supervisors
 Curriculum Implementation Division
 School Governance and Operations Division
 Education Program Supervisors
 Public Schools District Supervisors
 Heads of Public Elementary, Secondary and
 Integrated Schools
 All Others Concerned

1. Relative to Regional Memorandum No. 825, s. 2023 titled **“Administration of the Regional Achievement Measure (RAM) for Grades 1 to 12 for School Years 2022-2023 to 2027-2028”**, this Office shall administer the Regional Achievement Measure (RAM) for Grades 1 to 12 for School Year 2023-2024 on **May 14, 15 & 20, 2024**, through paper-based modality.
2. The test aims to assess the learning outcomes of the learners in public schools and gather baseline data for School Improvement Plan (SIP), Division Education Development Plan (DEDP), and Regional Education Development Plan (REDP).
3. The timeline of activities is provided below:

Activity	Date
Orientation on the Administration of the RAM	May 13, 2024
Submission of Scanned/ Signed Undertaking	May 14, 2024
Provision of link for the RAM Package	May 13, 2024
Downloading, printing and sorting of Testing Materials and Inventory of existing test materials	May 14, 2024
Administration of RAM for SY 2023-2024	May 14, 15 & 20, 2024
Checking of Answer Sheets	May 22-24, 2024
Encoding of school consolidated results by the School Testing Coordinator to be monitored by PSDS & District Testing Coordinator	May 27-31, 2024
Submission of results to the RO	June 7, 2024
Retrieval of test booklets	June 3-7, 2024



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4. There shall be one (1) Room Supervisor per school with 1-10 Testing Rooms. He/she must be external to the school, preferably a master teacher within the district (to be assigned by the PSDS).
5. Room examiners must be internal to the school but must not be assigned to the grade level/s they are handling. Preferably, must have experiences in administering national/ international tests and credible and trustworthy as this assessment requires utmost confidentiality.
6. Teachers assigned as room examiners shall be responsible for the checking of the answer sheets. They shall submit the results to their respective school testing coordinator.
7. School testing coordinators, with the help of the school ICT and LRMSD coordinators, will encode the RAM results in the template to be provided by the Division ITO for submission to the Regional Office.
8. Public Schools District Supervisors, together with the District LRMSD, Testing, and ICT Coordinators must retrieve the test booklets (TBs) after the administration of the RAM and shall be keep the same at their respective district offices until the next administration of the test.
9. In preparation for the conduct of said assessment, all district testing, LRMSD and ICT coordinators and elementary, secondary and integrated school testing coordinators are enjoined to attend a virtual orientation via MS Teams on **May 13, 2024**, from 1:00 to 4:00 PM. The link will be sent later. In compliance with the Engaged-on-Time-on-Task Policy, those with classes during this time are advised to access the recorded video of the orientation.
10. Immediate dissemination of and compliance with this Memorandum are desired.

MIGUEL MAC D. APOSIN EdD, CESO V
Schools Division Superintendent

Enclosure: None

Reference: Regional Memorandum No. 825, s. 2023

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT

ORIENTATION

ACHIEVEMENT

LEARNERS



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