DIVISION MEMORANDUM No. _033_ , s. 2019

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BY: ___ 10:13
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To: Assistant Schools Division Superintendent
        Chief Education Supervisors
        Education Program Supervisors
        Public Schools District Supervisors
        Public & Private Secondary School Heads
        All Others Concerned

From: Office of the Schools Division Superintendent

Subject: **BASIC EDUCATION EXIT ASSESSMENT (BEEA) for GRADE 12
         SCHOOL TESTING TEAM**

Date: January 18, 2019

1. As per Advisory on the Administration of the **Basic Education Exit Assessment (BEEA)** to Grade 12 for **School Year 2018-2019** dated January 16, 2019, this is to inform you the conduct of the test on **February 13-14, 2019** to **Grade 12 students** to the public & private secondary schools.

2. In line with the administration of the Basic Education Exit Assessment (BEEA) to Grade 12 students, public and private secondary school heads are hereby required to submit the **list of school testing team** members following the template as follows:

Enrolment in Grade 12 School Year 2018-2019	Chief Examiner/ Contact Number (School Head)	School Testing Coordinator/ Contact Number	Room Examiners/ Contact Number	Reserved Room Examiners/ Contact Number

3. Please indicate the names of teachers who will be assigned as room examiners not just the number, however, to determine the number of room examiners, please use the formula below:

    Grade 12 Enrolment
    30

4. Public and private secondary schools should likewise submit the names of reserve room examiners as our contingency during the actual administration of BEEA G12. For **public schools, two (2) reserve room examiners** are needed while for the **private schools, one (1) reserved room examiner** is required.

5. Submit the report to the Schools Division Office, SMME Unit c/o **Mr. Isagani D. Rosario, Division Testing Coordinator**, on or before **January 31, 2019**.

6. For information, guidance and compliance of all concerned.

                                    DR. LORNA G. BUGAYONG, CESO VI
                                    Schools Division Superintendent