



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

October 4, 2022

REGION MEMORANDUM
CLMD No. 328, s. 2022

**UTILIZATION OF REGIONAL STANDARDIZED ASSESSMENT TOOLS
IN GENERATING SCHOOL AND DIVISION DATA**

To: Schools Division Superintendents

1. This Office allows the schools division offices to utilize the Regional Standardized Assessment Tools provided that they take full responsibility safeguarding the confidentiality and integrity of results.
2. Offices shall send a letter to the Office of the Regional Director, through **Jay-ar S. Lipura, EPS-CLMD**.
3. To ensure that the confidentiality of the tools is protected, SDOs shall abide by the following conditions:
 - 3.1 The tools shall be used only for the following purposes:
 - 3.1.1 Gather data on learners' performance
 - 3.1.2 Identify areas for intervention.
 - 3.2 Access to the electronic copies of the materials shall be exclusive only to the requesting SDO;
 - 3.3 The printing of materials is the responsibility of the SDO and shall not be delegated to schools;
 - 3.4 The SDOs shall establish a mechanism to ensure integrity of the assessment results;
 - 3.5 All personnel involved in the assessment shall fill out and abide by the terms and conditions in the Confidentiality Form (See enclosure for the form).
4. The assessment results and analyses duly approved by the Schools Division Superintendent shall be submitted to the Regional Office through jayar.lipura@deped.gov.ph.
5. For any inquiry or clarification, contact Jay-ar S. Lipura, EPS-CLMD through jayar.lipura@deped.gov.ph.


CARLITO D. ROCAFORT
Director IV



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Enclosure: As stated

Reference: None

Allotment: None

*To be indicated in the PERPETUAL INDEX under the subject
ASSESSMENT*

*JRSL/CLMD /RM/ UTILIZATION OF REGIONAL STANDARDIZED ASSESSMENT TOOLS IN GENERATING SCHOOL
AND DIVISION DATA/ 338/October 4, 2022*



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Enclosure to Region Memorandum CLMD No. 328, s 2022

CONFIDENTIALITY AGREEMENT

In the utilization of Regional Standardized Assessment Tools, I, _____ from the Region/Division of completely understand and agree to the following terms of confidentiality agreement:
Full name

1. I understand that the signing of this form is an acknowledgment of my professional responsibility to maintain complete integrity of security for this activity.
2. I declare that I will not divulge any project information, manuals, test materials, processes, contents or results, or any other materials, documents or information about the activity, or its clients or suppliers, to any person or organization as directed under the terms of the activity unless I have prior written approval from DepEd Regional Office XII.
3. That in the completion of the assessment procedures and in the fulfillment of my roles and responsibilities, I will return to the Division Office all documents relating to the utilization of Regional Standardized Assessment that are personally directed under my care, including but not limited to, test materials, contents or results, or any other materials, documents or information about the activity, or its clients or suppliers.
4. I fully agree and adhere to the protocols set by DepEd on data usage, integrity, and confidentiality based on Philippine laws on data privacy.
5. I fully understand that the strict objectivity of the assessment for obtaining high-quality data is of utmost importance, and any form of a discrepancy, technical anomaly, or insufficiency, may result in the termination of the test.

I have read and accepted the conditions as outlined above.

CONFORME:

PRINTED NAME AND SIGNATURE

DATE SIGNED

WITNESS:

PRINTED NAME AND SIGNATURE

DATE SIGNED



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