

Republic of the Philippines  
**Department of Education**  
 REGION IV-A CALABARZON



22 June 2022

**Regional Memorandum**

**ADDENDUM TO REGIONAL MEMORANDUM NO. 292, s. 2022**

To : **Schools Division Superintendents**

- Relative to Regional Memorandum No. 292, s. 2022 Re: **Finalization and Administration of Year-End Assessment through e-LAMP**, this Office through the Curriculum and Learning Management Division (CLMD) announces the schedule on the following dates.

| Date                 | Grade Level        | Time Slots   |
|----------------------|--------------------|--|
| <b>June 28, 2022</b> | Grade 6            | Batch 1: 8:00 – 10:15<br>Batch 2: 11:00 – 1:15<br>Batch 3: 1:30 – 3:45 |
| <b>June 29, 2022</b> | Grade 10           | Batch 1: 7:00 – 10:05<br>Batch 2: 10:15 – 12:20                        |
| <b>June 30, 2022</b> | Senior High School | Batch 3: 1:00 – 4:05   |

- SDO's are encouraged to submit quotation banner on or before **June 24, 2022** at [eugeneray.santos@deped.gov.ph](mailto:eugeneray.santos@deped.gov.ph) through the Chief Education Supervisors of CID and SDS's. The quotation banner shall be about the assessment in general and e-LAMP specifically its essence in learning outcomes with the following specifications. The same shall bear official photo of the SDS, logo of the SDO and its mantra/motto. Graphics and content must be original following the existing laws in copyright.

|             |         |
|-------------|---------|
| File Format | JPEG    |
| Size        | 8" X 8" |
| DPI         | 300 dpi |

- Received quotation banner will be posted at the Official Facebook Page of the CLMD on the following schedule:

| Date          | Cluster                    |
|---------------|----------------------------|
| June 28, 2022 | Regional Office and Cavite |
| June 29, 2022 | Laguna and Batangas        |
| June 30, 2022 | Rizal and Quezon           |



Address: Gate 2, Karangalan Village, Cainta, Rizal  
 Telephone Nos.: 02-8682-5773/8684-4914/8647-7487  
 Email Address: [region4a@deped.gov.ph](mailto:region4a@deped.gov.ph)  
 Website: [depedcalabarzon.ph](http://depedcalabarzon.ph)

4. The Regional Technical Working Group and Facilitators shall stay at the venue at **Swiss-Belhotel Blulane** located at 609 Tomas Mapua St., Sta. Cruz, Manila on **June 28-30, 2022 at 6:00 in the morning**.
5. The following documents are presented to ensure a smooth process of the activity.
  - A. Enclosure 1 - *Guidelines in the Administration of the e-LAMP*
  - B. Enclosure 2 - *List of Regional Facilitators in the Administration of the e-LAMP*
6. Regional facilitators are advised to bring their laptop computers and other gadgets that will be helpful in the performance/delivery of their functions.
7. The first meal to be served is breakfast while the last meal is dinner.
8. There shall be an **orientation-meeting** among the Chief Education Supervisors of the Curriculum Implementation Division (CID) on **June 24, 2022 at 10:00 AM** via online platform. Link will be sent 15 minutes before the meeting through email or the Official FB chat group.
9. Other information on RM No. 292, s. 2022 shall remain in effect.
10. Travel expenses of the regional facilitators and other expenses in the conduct of the activity in the SDO level shall be charged against Division MOOE/Local Fund whichever is available subject to usual accounting rules and regulations.
11. For questions and clarifications, you may contact **EUGENE RAY F. SANTOS** and **MARVELINO M. NIEM**, Education Program Supervisors in-charge of Key Results Area 4 – Management of Contextualized Assessment and **JOB S. ZAPE, JR.**, CLMD Chief Education Supervisor at (02) 647-7487 loc. 420.
12. Immediate dissemination of this Memorandum is desired.

  
**FRANCIS CESAR B. BRINGAS**  
Regional Director 

cc: clmd/mmn/ erfs

A. Enclosure 1 - **Guidelines in the Administration of the e-LAMP**

**General Guidelines:**

- a. The Division Testing Coordinator (DTC) shall create Google Classroom for test takers and keep all essential documents intact for checking and verification during the administration of the assessment.
- b. Every Google Classroom shall only have a maximum of thirty (30) test takers. To be added as teachers in all classrooms are the DTC, the identified proctor, and three (3) Regional Personnel composed of the Chief of the CLMD, the Focal Persons of the Key Results Area 4 – Management of Contextualized Assessment.
- c. Google Classroom shall be properly named using the following code/pattern:

**eLAMP-SDO-<Elem/Sec/SHS>-Batch No**

*Example: eLAMP-Rizal-Elem-Batch1*

*eLAMP-Rizal-Sec-Batch1*

*eLAMP-Rizal-SHS-Batch1*

- d. Meeting link shall be automatically generated through the classroom which will be used in monitoring the procedures. In absence of recording function, screen recording applications plus screenshots may be used as alternatives.
- e. Proctors shall be teaching or non-teaching personnel under the SDO who can handle online/virtual activity such as this assessment. They shall perform the following:
  1. Perform the tasks as Proctor at the identified/designated Division Testing Command Center.
  2. Arrive at the command center 30 minutes prior to the start of the activity.
  3. Check the attendance of the learners before and after the examination through the master list.
  4. Verify and ensure that test-takers are the same person as registered through the school ID/enrolment document available.
  5. Facilitate the test in terms of technical aspects, but never the content of the examination.
  6. Provide specific instructions to test-takers.
  7. Assist test-takers in technical concerns and difficulties.
  8. Monitor test-takers in the entire course of the assessment.
  9. Secure a video-recording of the entire process through the online platform that will be used. Submit the same to the DTC.
  10. Protect the integrity of the examination against any form of cheating through strict monitoring and facilitation.
- f. For proper identification, participants are required to wear their school uniform with valid school ID especially during the assessment.
- g. Test-takers may use the following gadgets in taking the assessment with the indicated technical specifications:

**1. Personal Computer/Laptop Computer:**

- Complete Set- System unit, Mouse, Keyboard and monitor with a webcam- optional, with an operating system of Windows 7 or higher. The webcam allows the proctor to monitor your room during the exam via google meet.
- The minimum recommended resolution is 1024 x 768 in 16-bit color.
- For maximum performance, a dependable and consistent Internet connection with a minimum upload and download speed of 10 Mbps is necessary. When utilizing a personal computer, a wired (LAN) connection is preferable over a wireless (WiFi) network. If you are taking the exam from a shared home network, request that other family members refrain from using the Internet during your exam. We do not advise the use of a tethered network (your computer connected to a mobile device/Mobile data-personal hotspot).
- Recommended is an up-to-date version of Google Chrome (100+). Chrome can be downloaded and installed if it is not already present on your machine. Additionally, the most recent versions of Safari and Firefox can be utilized.
- Ensure that you are linked to a dependable power source prior to beginning your exam. We also recommend that you bring an electrical extension cord (at least six feet or two meters in length) in case the proctor wants to rearrange your workstation, or you need to switch power sources during the exam. Ensure that your device is fully charged before beginning the Laptop User assessment.

**2. Table (PC/Android) and Smart Cellular Phone (Android/iOS):**

- Before accessing the online form, the student must secure a valid and working google account that will be used for sending a copy of their response and test score.
  - The student's gadget must have at least android 7.0 (nougat), 2G RAM and 2GHz processing speed to work with Google forms smoothly.
- h. Test-takers must have a stable internet connection with a minimum bandwidth of 3 MBPS for wired connection and for mobile data network, smartphone should be capable with: UMTS 1900 / 2100 / 850 / 900 MHz for 3G bands and/or TD-LTE 2300(band 40) / 2500(band 41) FD-LTE 2100(band 1) / 1800(band 3) / 850(band 5) for 4G bands
  - i. The SDO through the District Offices and Schools shall extend assistance to learners who have difficulties in terms of connectivity/access.
  - j. Test-takers must be situated independently in the entire course of the assessment in a well-ventilated place with a quiet environment at home.

- k. The schedule of the assessment follows. The DTC shall manage the batches of the test-takers within the specified time slots.

| Date          | Grade Level        | Time Slots  |
|---------------|--------------------|---|
| June 28, 2022 | Grade 6            | Batch 1: 8:00 – 10:15<br>Batch 2: 11:00 – 1:15<br>Batch 3: 1:30 – 3:45  |
| June 29, 2022 | Grade 10           | Batch 1: 7:00 – 10:05<br>Batch 2: 10:15 – 12:20<br>Batch 3: 1:00 – 4:05 |
| June 30, 2022 | Senior High School |   |

- l. The coverage of the examination follows:

| Grade 6 and Grade 10  | Senior High School   |
|---|--|
| <i>Test Booklet 1</i><br>English<br>Mathematics<br>Araling Panlipunan     | <i>Test Booklet 1</i><br>Oral Communication<br>Statistics and Probability<br>UCSP                |
| <i>Test Booklet 2</i><br>Filipino<br>Science<br>Edukasyon sa Pagpapakatao | <i>Test Booklet 2</i><br>Komunikasyon sa...<br>Physical Science<br>Introduction to Philosophy... |

- m. Any technical difficulty at the end of the test-takers will not be a liability of the proctor, DTC, Regional Technical Working Group.
- n. Test-takers are advised to have their snacks/meals prepared within their reach. They shall only be allowed to leave for personal necessities (in the comfort/wash room, specifically) for only 3 minutes.
- o. The entire activity is observing data privacy as per Data Privacy Act of 2012. Data subjects voluntarily provided these data and information explicitly consenting the process owner to serve its purpose.

**Before the Examination:**

- The Proctor shall press the “Record Button” upon entering the virtual platform to ensure that the procedures will be documented.
- Camera and microphone of test-takers must be switched on. For learners who are using Tablets/Smartphones, it is recommended that test takers must attend the orientation which will be facilitated by the proctors 15 minutes before the start of the examination.
- During the orientation, the proctor will check the attendance of the test-takers and verify their identity through the school ID/enrolment document available.
- Proctors shall be able to accomplish the checking of attendance and verification within the given time.
- It is understood that the DTCs keep the validated pertinent documents of the test-takers. There is no need for the proctor to check the same.

- The Regional Technical Working Group and Facilitators will strictly observe the indicated time slots, specifically the opening and closing of the access links. They shall post the access link and security codes at the dashboard of the Google Classroom 5 minutes before the start of the Test.

**During the Examination:**

- Test-takers using their gadgets shall access the assessment material through the access link that will be provided through their designated Google Classrooms.

**Administration of Test Booklet 1**

- Test-takers shall provide response/answer to all parts and questions of the assessment material.
- a. **Part I** is the Privacy Notice wherein the test-takers shall click the “Agree button” to continue on the next part of the test.
- b. **Part II** is the section where the test material will prompt learners to type the Entry Code assigned on their respective divisions. Entry Code for Test Booklet 1 (TB1) will be posted on the dashboard of the Google Classroom. Learners must ensure to click the “Next button” to continue on to the next part of the test.
- c. **Part III** is for the “Introduction” which consists of the specific instructions for the test.
- d. **Part IV** is the “Profile of the learners” which contains their personal information such as LRN (12 digits), Last Name, First Name, Sex, Name Of School, Division Office, Type of School, Type of Community, and Type of Gadget being used in Distance Learning Modality.
- e. Test takers must complete the Parts I to IV in 10 minutes.
- f. **Part V** is the test proper for Test Booklet 1 (TB1) that must be answered for 50 minutes (Grade 6) and 75 minutes (Grade 10 and Senior High School).
- g. After answering all the test questions provided in Test Booklet 1 (TB1), learners should type the exit code that will be posted on the Google Classroom dashboard.
- h. Test takers must click on the “Submit” button to ensure that their responses will be recorded by the system.
- i. There shall be a 15-minute break that will be given to test-takers before the administration of Test Booklet 2.
- j. After the break, test takers shall resume the assessment.

**B. Administration of Test Booklet 2**

- Test-takers shall provide response/answer to all parts and questions of the assessment material as in the administration of Test Booklet 1. However, the assessment reaches its end after the last item here.

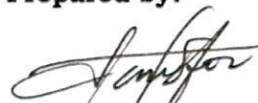
**After the Examination:**

- Any test-taker who finishes the assessment early shall remain online and wait for the rest of the group to finish the test.
- All test-takers shall accomplish the exit forms that will be given through the access links that will be posted.
- The proctor shall dismiss the test-takers after the learners have accomplished the latter.

## B. Enclosure 2 – List of Regional Facilitators in the Administration of the e-LAMP

| No. | NAME                     | SDO                |
|-----|--------------------------|--------------------|
| 1.  | Regie M. Balasbas        | Batangas Province  |
| 2.  | Angelica R. Villostas    | Batangas Province  |
| 3.  | Diana Lyn Habungan       | Batangas Province  |
| 4.  | John Lloyd B. Generoso   | Batangas Province  |
| 5.  | Mac Denver P. Martin     | Batangas Province  |
| 6.  | Josell Techie P. Anorico | Batangas Province  |
| 7.  | Rosalie P. Lujero        | General Trias City |
| 8.  | Jeffmark Penaredondo     | Antipolo City      |
| 9.  | Sherwin Medrano          | San Pedro City     |

Prepared by:



**EUGENE RAY F. SANTOS**  
Education Program Supervisor



**MARVELINO M. NIEM**  
Education Program Supervisor

Noted:



**JOB S. ZAPE, JR.**  
Chief Education Program Supervisor