



Republic of the Philippines

## Department of Education

REGION IV- A CALABARZON

CITY SCHOOLS DIVISION OF THE CITY OF TAYABAS

05 March 2025

DIVISION MEMORANDUM

No. **160** s. 2025

**ADDENDUM TO DIVISION MEMORANDUM NO. 144, S.2025 RE: CONDUCT OF  
DIVISION UNIFIED TEST (DUNT) AND DIVISION READING ASSESSMENT  
VALIDATION (DRAV) POST-ASSESSMENT  
FOR SCHOOL YEAR 2024-2025**

To: Assistant Schools Division Superintendent  
Chief Education Supervisors  
Heads, Public Elementary and Secondary Schools  
Heads, Unit/Section  
All Others Concerned

1. Relative to the **Division Memorandum No. 144, s. 2025, RE: Conduct of Division Unified Numeracy Test (DUNT) and Division Reading Assessment Validation (DRAV) Post-Assessment for School Year 2024-2025**, this Office, through the Curriculum Implementation Division, announces the **Schedule and Assignment of the Technical Working Group**.

2. Attached is Enclosure 1: DUNT and DRAV Schedule and Technical Working Group, and Enclosure 2-6 Revised Guidelines on the Administration of the Division Unified Numeracy Test (DUNT).

3. Data for DRAV and DUNT must be encoded to this link:

Area	Link
<b>Filipino</b>	<a href="https://forms.office.com/r/ZbwwEGRn6E">https://forms.office.com/r/ZbwwEGRn6E</a>
<b>English</b>	<a href="https://forms.office.com/r/WdWURHhC79">https://forms.office.com/r/WdWURHhC79</a>
<b>Numeracy</b>	<a href="https://tinyurl.com/DUNT-ENC2">https://tinyurl.com/DUNT-ENC2</a>

4. All other provisions in the above-mentioned Division Memorandum remain in effect.

5. Immediate and widest dissemination of this Memorandum is desired.

  
**CELEDONIO B. BALDERAS JR.**  
Schools Division Superintendent

Encl: As stated

Reference: DM No. 144, s. 2025

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

**ASSESSMENT**

CID – addendum to division memorandum no. 144, s.2025 re: conduct of division unified test (dunt) and division reading assessment validation (drav) post-assessment for school year 2024-2025  
CID1F0QT-001604/March 05, 2025

Enclosure 1

**DUNT AND DRAV SCHEDULE AND TECHNICAL WORKING GROUP**

Date	Monitoring Supervisors	Schools	Lead Validators	Validators
<b>Cluster 1</b>  <b>March 6, 2025</b>  <b>Reading (English and Filipino)</b>    <b>March 10, 2025</b>  <b>Mathematics</b>	<b>Louie L. Fulleo</b>  (Lead Supervisor)	Eugenio Francia IS	Michael M. Safred	1. Maria Concepcion R Cuadra 2. Marie Grace R Tiosan 3. Michelle C Anyayahan 4. Jeric L Cabriga 5. Simplicio B Rato 6. Mary Joy B Talavera
	<b>Mikael Sandino T. Andrey</b>	Ilasan IS	Girlye G. Abaricia	1. Mariell E Cesario 2. Loida R Decal 3. Garry Villaverde 4. Noela Alita Cabuyao 5. Johncent Roy C Tibordo 6. Niel Orven A Talavera
	<b>Michael Leonard D. Lubiano</b>	Mate IS	Emelia R. Eclarin	1. Charlyn C Amparo 2. Jasmin P Flores 3. Maribeth R Eguia 4. Roberta V Esmiller 5. Susan J Abuel 6. Michaela R Rada
	<b>Joseph Jay U. Aureada</b>	Mayuwi IS	Evelyn R. Palambiano	1. Marian O Flores 2. Marilou S Razalan 3. John Benedict M Aguirre 4. Maria Rosele S Javin 5. Myra G Flores 6. Maricel L Abella
	<b>Christian J. Bables</b>	Tayabas City NHS	Joel N. Dela Cruz	1. Nezsi Garcia



<b>Cluster 2</b>  <b>March 6, 2025</b>  <b>Reading</b> <b>(English and Filipino)</b>	<b>Jerome A. Chavez</b> (Lead Supervisor)	Luis Palad IHS	Joy B. Go	1. Annabel B Malvar 2. Maria Edissa S Contreras 3. Christine V Cabuyao, 4. Agnes A Lagdameo 5. Remedios L Placino 6. Virgilio R Jao 7. Lesette O Marquez 8. Gerardo A Laguador 9. Ryan Chester Z Manzanares 10. Fitz James J Lavadia 11. Adrian Maaño 12. Adrian Nayñez 13. Priscilla Z Infante 14. Maria Paz T Jamilano 15. Maria Ceccilia P Pagana 16. Tesalonica C Abesamis
	<b>Sherwin C. Quesea</b>	West Palale NHS	Gener C. Delos Reyes	1. Arcedel R Pagana 2. Francis M Navela II 3. Glenda A Capistrano 4. Sigrid F Tibordo 5. Reynan D Nadera 6. Jacinta R Abulencia 7. Maria Madel C. Rubia
<b>Cluster 3</b>  <b>March 13 , 2025</b>  <b>Reading</b>	<b>L.C Richelle F. Quintero</b>	Rosario Quesada His	Cherry G. Hugo	1. Walter R Pagana 2. Jeffrey G Dimailig 3. Josephine C Villaverde 4. Jaymie Jane Y Nañez 5. Ronelda S Empamano 6. Cynthia S. Zorilla
	<b>Mildred Z. Galleno</b>	Buenaventura Alandy Nhs	Mary Grace M. Cabili	1. Esmeralda J Quesea 2. Marife C Ramirez 3. Jeanie C Salvatierra

<b>(English And Filipino)</b>				<ol style="list-style-type: none"> <li>4. Marissa R Capistrano</li> <li>5. Laarni Q Lachica</li> <li>6. Lorena G Saul</li> <li>7. Nelda L Oabel</li> <li>8. Josepine B Ramos</li> <li>9. Adrian Maaño</li> </ol>
	<b>Michael Leonard D. Lubiano</b>  (Lead Supervisor)	Busal Is  (*March 13, 2025)	Lilibeth B. Vargas	<ol style="list-style-type: none"> <li>1. Annadel O Gob</li> <li>2. May Ester M Rubio</li> <li>3. Elizabeth M Aquino</li> <li>4. Jowell C Mendoza</li> </ol>
	<b>Mathematics</b>  <b>Sherwin C. Quesea</b>	Dapdap Is	Rempson P. Sumilang	<ol style="list-style-type: none"> <li>1. Florencia E Javin</li> <li>2. Chessette O Pagana</li> <li>3. Flora P Puchero</li> <li>4. Raquel H Reyes</li> <li>5. Ma. Aillen A Averilla</li> <li>6. Lyka Rose L Cabrera</li> <li>7. Richilyn S Pagana</li> <li>8. Gerladine M Constantino</li> <li>9. Adrian Naynes</li> </ol>
<b>Cluster 4</b>  <b>March 14, 2025</b>  <b>Reading</b> <b>(English and</b>	<b>Mikael Sandino T. Andrey</b>  (Lead Supervisor)	Pandakaki IS	Michael M. Safred	<ol style="list-style-type: none"> <li>1. Maria Concepcion R Cuadra</li> <li>2. Marie Grace R Tiosan</li> <li>3. Michelle C Anyayahan</li> <li>4. Jeric L Cabriga</li> <li>5. Simplicio B Rato</li> <li>6. Mary Joy B Talavera</li> </ol>
	<b>Generosa F. Zubieta</b>	Alsam IS	Luz A. Pacaigue	<ol style="list-style-type: none"> <li>1. Mariell E Cesario</li> <li>2. Loida R Decal</li> <li>3. Garry Villaverde</li> <li>4. Noela Alita Cabuyao</li> </ol>



<b>Filipino</b>  <b>Mathematics</b>				5. Johncent Roy C Tibordo 6. Niel Orven A Talavera
	<b>Joseph Jay U. Aureada</b>	Valencia ES	Ronald O. Hugo	1. Charlyn C Amparo 2. Jasmin P Flores 3. Maribeth R Eguia 4. Roberta V Esmiller 5. Susan J Abuel 6. Michaela R Rada
	<b>Christian J. Bables</b>	Katigan-Alupay ES	Lea A Cosico	1. Marian O Flores 2. Marilou S Razalan 3. John Benedict M Aguerra 4. Maria Rosele S Javin 5. Myra G Flores 6. Maricel L Abella
	<b>Louie L. Fulleo</b>	Talolong IS	Reniel C. Cabuyao	1. Priscilla Z Infante 2. Maria Paz T Jamilano 3. Maria Ceccilia P Pagana 4. Neysi Garcia 5. Tesalonica C Abesamis
<b>Cluster 5</b>  <b>March 20, 2025</b>  <b>Reading (English and Filipino)</b>	<b>Sherwin C. Quesea</b>	Domoit Es	Arlene D. Pagana	1. Annabel B Malvar 2. Maria Edissa S Contreras 3. Christine V Cabuyao, 4. Virgilio R Jao 5. Lesette O Marquez 6. Gerardo A Laguardor
	<b>Joseph Jay U. Aureada</b>	Masin Es	Babylyn T. Olandes	1. Arcedel R Pagana 2. Francis M Navela II 3. Glenda A Capistrano 4. Sigrid F Tibordo 5. Reynan D Nadera
	<b>Mildred Z. Galleno</b> (Lead Supervisor)	Tayabas West CS II	Julieta M. Labita	1. Jacinta R Abulencia 2. Maria Madel C. Rubia 3. Agnes A Lagdameo 4. Remedios L Placino

<b>March 21, 2025</b>				5. Walter R Pagana 6. Jeffrey G Dimailig 7. Ryan Chester Z Manzanares 8. Fitz James J Lavadia 9. Josephine C Villaverde 10. Jaymie Jane Y Nañez 11. Ronelda S Empamano 12. Cynthia S. Zorilla
<b>Mathematics</b>				
<b>Cluster 6</b>  <b>March 20, 2025</b>  <b>Reading (English And Filipino)</b>	<b>Christian J. Bables</b>	North Palale ES	Corazon M. Oabel	1. Esmeralda J Quesa 2. Marife C Ramirez 3. Laarni Q Lachica 4. Lorena G Saul 5. Nelda L Oabel 6. Josepine B Ramos 7. Adrian Maaño
	<b>Mikael Sandino T. Andrey</b>	South Palale ES	Larvin O. Labrada	1. Annadel O Gob 2. May Ester M Rubio 3. Elizabeth M Aquino 4. Jowell C Mendoza 5. Jeanie C Salvatierra 6. Marissa R Capistrano 7. Adrian Nayñez
	<b>Michael Leonard D. Lubiano</b>	West Palale ES	Luz A. Pacaigue	1. Florencia E Javin 2. Chessette O Pagana 3. Flora P Puchero 4. Raquel H Reyes 5. Ma. Aillen A Averilla 6. Lyka Rose L Cabrera 7. Richilyn S Pagana
<b>March 21,</b>				



<b>2025</b>	<b>L.C Richelle F. Quintero</b> (Lead Supervisor)	Tayabas West CS IV	Ronan R. Ranillo	<ol style="list-style-type: none"> <li>1. Maria Concepcion R Cuadra</li> <li>2. Marie Grace R Tiosan</li> <li>3. Michelle C Anyayahan</li> <li>4. Jeric L Cabriga</li> <li>5. Simplicio B Rato</li> <li>6. Mary Joy B Talavera</li> <li>7. Gerladine M Constantino</li> </ol>
<b>Cluster 7</b>		Lakawan ES and Tayabas East CS	Ingrid A. Palad	<ol style="list-style-type: none"> <li>1. Mariell E Cesario</li> <li>2. Loida R Decal</li> <li>3. Johncent Roy C Tibordo</li> <li>4. Niel Orven A Talavera</li> </ol>
<b>March 27, 2025</b>	<b>Mildred Z. Galleno</b>	Lawigue ES and Tayabas East CS	Ronan R. Ranillo	<ol style="list-style-type: none"> <li>1. Charlyn C Amparo</li> <li>2. Jasmin P Flores</li> <li>3. Susan J Abuel</li> <li>4. Michaela R Rada</li> </ol>
<b>Reading (English And Filipino)</b>	<b>Christian J. Bables</b> (Lead Supervisor)	Tayabas East CS	Wenefredo B. Baylongo	<ol style="list-style-type: none"> <li>1. Maria Edissa S Contreras</li> <li>2. Christine V Cabuyao</li> <li>3. Agnes A Lagdameo</li> <li>4. John Benedict M Aguerra</li> <li>5. Lesette O Marquez</li> <li>6. Gerardo A Laguador</li> <li>7. Tesalonica C Abesamis</li> </ol>
<b>March 28, 2025</b>	<b>Edna E. Eclavea</b>	Cipriano J. Querubin ES	Dennis O. Labita	<ol style="list-style-type: none"> <li>1. Priscilla Z Infante</li> <li>2. Maria Paz T Jamilano</li> <li>3. Maria Ceccilia P Pagana</li> <li>4. Nezs Garcia</li> <li>5. Adrian Maaño</li> <li>6. Adrian Naynez</li> </ol>
<b>Mathematics</b>	<b>Jerome A. Chavez</b>	East Palale ES	Waldymar E. Pasacsac	<ol style="list-style-type: none"> <li>1. Marian O Flores</li> <li>2. Marilou S Razalan</li> <li>3. Annabel B Malvar</li> <li>4. Maria Rosele S Javin</li> </ol>



				5. Myra G Flores 6. Maricel L Abella
<b>Cluster 8</b>  <b>March 27, 2025</b>  <b>Reading (English And Filipino)</b>	<b>L.C Richelle F. Quintero</b>	Ipilan-Alitao ES and Tayabas West CS I	Rowena O. Sabiduria	1. Arcedel R Pagana 2. Francis M Navela II 3. Reynan D Nadera 4. Jacinta R Abulencia 5. Maria Madel C. Rubia
		Lalo ES and Tayabas West CS I	Alona C. Crisanto	1. Walter R Pagana 2. Ryan Chester Z Manzanares 3. Jaymie Jane Y Nañez 4. Ronelda S Empamano
	<b>Sherwin C. Quesea</b> (Lead Supervisor)	Tayabas West CS I	Elpidia C. Palayan	1. Annadel O Gob 2. May Ester M Rubio 3. Elizabeth M Aquino 4. Jowell C Mendoza 5. Cynthia S. Zorilla 6. Josepine B Ramos 7. Jeffrey G Dimailig
	<b>Generosa F. Zubieta</b>	Malao-A/Calantas ES	Lorynel C. De Sagun	1. Florencia E Javin 2. Chessette O Pagana 3. Richilyn S Pagana 4. Gerladine M Constantino
<b>March 28, 2025</b>  <b>Mathematics</b>	<b>Michael Leonard D. Lubiano</b>	Potol ES	Teresa E. Andaya	1. Esmeralda J Quesea 2. Marife C Ramirez 3. Jeanie C Salvatierra 4. Lorena G Saul 5. Nelda L Oabel
		Gibanga ES	Honesto P. Caagbay, Jr.	1. Fitz James J Lavadia 2. Josephine C Villaverde

<b>Cluster 9</b>				3. Marissa R Capistrano 4. Laarni Q Lachica
<b>March 27, 2025</b>	<b>Joseph Jay U. Aureada</b> (Lead Supervisor)	Tayabas West CS III	Roderick O. Hugo	1. Maria Concepcion R Cuadra 2. Marie Grace R Tiosan 3. Michelle C Anyayahan 4. Jeric L Cabriga 5. Simplicio B Rato 6. Mary Joy B Talavera
<b>Reading (English and Filipino)</b>				
	<b>Louie L. Fulleo</b>	Froilan E. Lopez ES	Natalia A. Andaya	1. Garry Villaverde 2. Noela Alita Cabuyao 3. Maribeth R Eguia 4. Roberta V Esmiller 5. Remedios L Placino 6. Virgilio R Jao
<b>March 28, 2025</b>		Kalumpang ES and Gibanga ES	Aldwin V. Capistrano	1. Flora P Puchero 2. Raquel H Reyes 3. Ma. Aillen A Averilla 4. Glenda A Capistrano 5. Sigrid F Tibordo 6. Lyka Rose L Cabrera
<b>Mathematics</b>				
<b>March 2025 (Every Monday &amp; Tuesday)</b>	<b>Teofila A. Ocumin</b>	All CLCs		
<b>Support Staff</b>	Generosa F. Zubieta Edna E. Eclavea			



	Adrian Aguirre
<b>Online Data Monitoring and Posting</b>	Ermelo A. Escobiñas  ICT Team  Mark Brayn Valencia
<b>(Whole Duration)</b>  <b>Photo Documenter</b>	ICT Team  Mark Brayn Valencia
<b>Documentation and Data Presentation</b>	L.C Richelle F. Quintero  Christian J. Bables  Jerome A. Chavez
<b>Chief Supervisor</b>	Edwin R. Rodriguez, EdD.

*Enclosure 2*

**Revised Guidelines on the Administration of the Division Unified Numeracy Test (DUNT)**

**Rationale**

A learned society is a numerate society. To fully participate in nation building and development, learners should be able to acquire sound mathematical knowledge, skills, and understanding which is essential in making informed decisions and solving problems in various contexts significant to their daily lives and experiences (DepEd, 2023).

One of the main goals of the mathematics curriculum is to develop learners who are mathematically proficient and critical problem solvers (DepEd, 2023). This needs to be emphasized in the development of curriculum, deployment of teaching and learning, and shaping of assessment in the mathematics classroom.

Being mathematically proficient is being numerate. To be numerate, learners need to acquire essential skills which serve as the foundation towards mathematical excellence. To participate in various activities, being numerate is key. Numeracy should be appreciated as fundamental skills embedded in the daily endeavors of the learners. According to Steen (1990), numeracy is so vital that it should be a habit of mind (Steen, 1990). In the Division of Tayabas City, numeracy is defined as the appreciation and application of numbers.

DepEd (2013) claims that being a significant ancillary to problem solving, numeracy relates to a high proportion of the mathematics content in the basic curriculum. Specifically, learners become increasingly numerate as they develop the confidence and ability to choose and use mathematics effectively in its application to situations that arise in their lives; and to be able to communicate their mathematical thinking.

As foundational skills, numeracy should be given emphasis and great attention in the classroom. Recent years have seen a decline in the numeracy skills of the learners (SEA-PLM, 2018). To address this concern, school leaders and teachers should be able to appropriately assess learners. As an initiative of the City Schools Division of Tayabas City, through the Curriculum Implementation Division, the Division Unified Numeracy Test shall be administered to all learners to determine the numeracy levels of the learners.

**Description of the Division Unified Numeracy Test**

The Division Unified Numeracy Test (DUNT), a test to determine the numeracy levels of the learners, is a 40-item test consisting of four subtests. Each subtest consists of 10 questions focusing on each of the four fundamental operations. For grade 1 learners, only subtests 1 and 2 shall be given.



### Time Duration

The test shall be administered to all learners with different time duration for each key stage as follows.

Table 1. Time duration for administration.

Key Stage	Time Duration
1	G1 – 20 minutes G2 and G3 - 30 minutes
2	20 minutes
3	10 minutes
4	10 minutes

### Interpretation of Results

To interpret the results of the DUNT, the following should be done.

- Check the answers of the learners.
- Indicate the score of each subtest.
- Record each subtest score.
- Interpret the proficiency level (PL) for each subtest.
- Use the sheet shown in Enclosure A Class Proficiency and Numeracy Levels Report. See illustrative example 1.
- **A learner is classified as N if they do not receive an L in any of the first three skills, regardless of their Division result. However, if a learner scores an L in any of the first three skills, they are classified as NN. See Table 2.**
- If a learner achieved all H in all subtests, then the action is E for enhancement.
- If a learner achieved at least one M and no L, then the action is C for consolidation.
- If a learner achieved at least one L, then the action is I for intervention.
- For the Numeracy Level shall be reported by the schools. See Enclosure B School Numeracy Report and Enclosure C School Report on Recommended Action.
- The proficiency levels of the learners in each subtest shall be addressed during the NMP.

Illustrative Example 1. Sample Class Numeracy Level

No.	Learners	Addition		Subtraction		Multiplication		Division		Numeracy Level	Action
		Score	PL	Score	PL	Score	PL	Score	PL		
1	AAAAA	10	H	9	H	9	H	9	H	N	E
2	BBBBB	9	H	8	M	7	M	6	M	N	C
3	CCCCC	10	H	8	M	5	M	4	L	N	I
4	DDDDD	10	H	6	M	4	L	4	L	NN	I

Table 2. Interpretation of the DUNT.

Score Range	Proficiency Level	Action
9 – 10	Highly Numerate (H)	Enhancement
5 – 8	Moderately Numerate (M)	Consolidation
0 – 4	Low Numerate (L)	Intervention

Table 3. Identifying numeracy level.

Addition	Subtraction	Multiplication	Division	Numeracy Level	Action
H	H	H	H	N	E
H	H	H	M	N	C
H	H	H	L	N	I
M	M	M	M	N	C
M	M	M	L	N	I
M	M	L	L	NN	I
M	L	L	L	NN	I
L	L	L	L	NN	I

### Schedule

The administration of the Division Unified Numeracy Test shall be administered starting school year 2024-2025 to all learners in all grade levels from key stages 1 to 4.

The pretest shall be conducted within the first two weeks of the school year. The posttest shall be conducted at least two weeks before the school year ends.

### Administration of the Test

- Administer the Division Unified Numeracy Test to all learners.
- Be mindful of the time duration for each grade level.
- For grade 1, the test must be teacher-assisted. Only the first two subtests shall be given to the learners. If the learners cannot respond to the first three items, then the test ends.
- Learners are not allowed to use calculators, cellphones, or any other gadgets to assist them during the test.
- Request the learners to prepare their writing materials (pen/pencil) and working/scratch papers.

### Terms of Reference

Personnel	Roles
Chief Education Supervisor	<ul style="list-style-type: none"> <li>• Reviews guidelines on the administration of the Division Unified Numeracy Test.</li> <li>• Monitors the conduct of the administration of the test.</li> </ul>
EPS, Mathematics	<ul style="list-style-type: none"> <li>• Conducts orientation to all concerned on the administration of the DUNT.</li> <li>• Leads in the administration of the numeracy test.</li> </ul>



<p>EPS/ Cluster In-Charge</p>	<ul style="list-style-type: none"> <li>• Consolidates the results as reported by school heads.</li> <li>• Lead in the administration of the DUNT.</li> <li>• Conduct an orientation to school heads and teachers in their respective cluster.</li> <li>• Ensure and safeguard the confidentiality of the test.</li> <li>• Observe guidelines in the administration of the test.</li> <li>• Use the Script on the Administration of the Test to ensure consistency and uniformity of administration.</li> <li>• Retrieve all test materials.</li> <li>• Secure the School Numeracy Level report from the School Head on the same day of administration.</li> </ul>
<p>EPS, LRMS and Team</p>	<ul style="list-style-type: none"> <li>• Lead in the layout and design of the test.</li> <li>• Lead in the reproduction and sorting of the test.</li> <li>• Assist the EPS in the conduct of the administration of the test.</li> </ul>
<p>School Head/ Head Teacher</p>	<ul style="list-style-type: none"> <li>• Assists the EPS/Cluster In-Charge in the administration of the test.</li> <li>• Prepares the venue.</li> <li>• Determines the schedule of the test.</li> <li>• Oversees the checking of the test and the recording of the results.</li> <li>• Prepares the School Numeracy Report. See Enclosure B.</li> <li>• Submits Enclosure B to the EPS in-charge.</li> <li>• Ensures that the action indicated in the report is addressed during the NMP.</li> </ul>
<p>Proctors</p>	<ul style="list-style-type: none"> <li>• Assist the EPS/Cluster In-Charge/School Heads in the administration of the test.</li> <li>• Since the test is teacher-assisted for Grade 1, ensure that the test is safe and secure.</li> <li>• Inform the learners to bring their writing pen/pencil and working/scratch papers.</li> <li>• If there is a common venue for the test, ensure that the learners are in line and accompany them.</li> <li>• Assist the EPS/Cluster In-Charge/School Heads in checking and marking the papers.</li> <li>• Record the results of the test.</li> <li>• Submit reports to the school head.</li> <li>• Ensure that the action is taken during the NMP.</li> </ul>

Enclosure 3

## Class Proficiency and Numeracy Levels Report

N o.	Learne rs	Additio n		Subtracti on		Multiplicat ion		Divisio n		Numera cy Level	Recommen ded Action
		Sco re	P L	Scor e	PL	Score	PL	Sco re	P L		
Male											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
Female											
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Summary Table for the Proficiency Level of the Class

Addition			Subtraction			Multiplication			Division		
H	M	L	H	M	L	H	M	L	H	M	L

Summary for Numeracy Level of the Class

Numerate			Non-Numerate		
Male	Female	Total	Male	Female	Total

Summary for Action of the Class

Enhancement (Highly Numerate)			Consolidation (Moderately Numerate)			Intervention (Poorly Numerate)		
Male	Female	Total	Male	Female	Total	Male	Female	Total



Enclosure 4

School Numeracy Report

Grade level	Enrolment			Numeratorate			Non-Numeratorate		
	M	F	Total	M	F	Total	M	F	Total
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

Enclosure 5

School Report on Recommended Actions

Grade Level	Enrolment		Enhancement (Highly Numerate)			Consolidation (Moderately Numerate)			Intervention (Poorly Numerate)		
	Male	Female	Male	Female	Total	Male	Female	Total	Male	Female	Total
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											

**Reminder:**

**Completed Enclosures 3, 4, and 5 must be submitted to the Division Office immediately after administering the DUNT.**



Enclosure 6

Script on the Administration of the DUNT

- To start say:  
**Hi good morning/good afternoon. I am Mr./Mrs./Ms. \_\_\_\_\_ (please state your name). I am here to administer the Division Unified Numeracy Test. This is a test to determine your numeracy levels.**

**Your score in this test will not, in any way, affect your grades in mathematics. We would just like to know how you are doing with numeracy so we can improve our program.**

**I hope everyone is seated comfortably. Do you have your pens or pencils with you? Do you also bring your working or scratch papers in case you need them?**

**Since you are in grade \_\_\_\_, you are going to take the test in \_\_\_\_ minutes. I will inform you when to begin and end the test. We will do it altogether.**

(Please refer to the table for time duration),  
Time duration for administration.

Key Stage	Time Duration
1	G1 – 20 minutes G2 and G3 - 30 minutes
2	20 minutes
3	10 minutes
4	10 minutes

- Distribute the test materials. Ensure that both sides of the paper are used for the test. If not, replace the paper. Ask the learners,

**Please see if both sides of your test sheet are printed. If not, raise your hand so I can replace your paper.**

- See if any hands are raised. Proceed as follows.

**Please write your name, the date today, the name of your mathematics teacher, and your grade and section on the space provided.**

- Give them time to do this. After this, ask the learners:

**Do you have any questions? If none, then you may start now. You have \_\_\_\_ minutes.**

- After \_\_\_\_\_ minutes, you may say:  
**Time is up. You may stop writing now. Pass your paper forward.**
- Collect the sheets of paper from each learner in front. After counting all papers, say:  
**Thank you for your cooperation. You may go back to your classes now.**
- Forward all the papers to the checkers. Ensure that the teachers correctly record the scores of the learners.
- Retrieve all papers for further analysis.