



Republic of the Philippines
Department of Education

REGION IV- A CALABARZON
CITY SCHOOLS DIVISION OF CITY OF TAYABAS

09 August 2024

DIVISION MEMORANDUM

No. 538 s. 2024

**GUIDELINES ON THE ADMINISTRATION OF THE DIVISION UNIFIED
NUMERACY TEST**

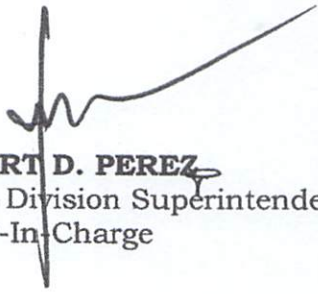
To: Assistant Schools Division Superintendent
Chief Education Supervisors
Heads, Public Elementary and Secondary Schools
Heads, Unit/Section
All Others Concerned

1. This Office, through the Curriculum Implementation Division, shall administer the **Division Unified Numeracy Test (DUNT)** from 14 to 15 August 2024.
2. The results of the numeracy test across grade levels shall be the basis of appropriate remediation as provided by the National Mathematics Program (NMP).
3. Details and instructions on how to utilize the tool are provided in this issuance.
4. Attached hereto are the guidelines in the conduct of the Division Unified Numeracy Test.
5. Immediate dissemination of and strict compliance with this Memorandum is desired.

For:

CELEDONIO B. BALDERAS JR.
Schools Division Superintendent

By:


HERBERT D. PEREZ
Assistant Schools Division Superintendent
Officer-In-Charge

Encl.: As stated

Reference: None

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

LEARNERS
NATIONAL MATHEMATICS PROGRAM
NUMERACY

CID/ guidelines on the administration of the division unified numeracy test
CIDGMPAK-000925/August 08, 2024

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	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 Numeracy Level. See illustrative example 1.
- If a learner achieved H or M in the proficiency level for each subtest, then the numeracy level (NL) of the learner is N which means numerate. See Table 2.
- If a learner achieved at least one L in the proficiency level in any subtests, then the numeracy level of the learner is NN (non-numerate). 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.
- Only the Numeracy Level shall be reported by the schools. See Enclosure B.
- 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	P L	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	NN	C
3	CCCCC	10	H	8	M	5	M	4	L	NN	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	M	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.

For administration schedule and personnel, see Enclosure C.

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, 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"> • Reviews guidelines on the administration of the Division Unified Numeracy Test. • Monitors the conduct of the administration of the test.
EPS, Mathematics	<ul style="list-style-type: none"> • Conducts orientation to all concerned on the administration of the DUNT. • Leads in the administration of the numeracy test. • Consolidates the results as reported by school heads.
EPS/ Cluster In-Charge	<ul style="list-style-type: none"> • Lead in the administration of the DUNT. • Conduct an orientation to school heads and teachers in their respective cluster. • Ensure and safeguard the confidentiality of the test. • Observe guidelines in the administration of the test. • Use the Script on the Administration of the Test to ensure consistency and uniformity of administration. • Retrieve all test materials. • Secure the School Numeracy Level report from the School Head on the same day of administration.
EPS, LRMS and	<ul style="list-style-type: none"> • Lead in the layout and design of the test.

Team	<ul style="list-style-type: none"> • Lead in the reproduction and sorting of the test. • Assist the EPS in the conduct of the administration of the test.
School Head/ Head Teacher	<ul style="list-style-type: none"> • Assists the EPS/Cluster In-Charge in the administration of the test. • Prepares the venue. • Determines the schedule of the test. • Oversees the checking of the test and the recording of the results. • Prepares the School Numeracy Report. See Enclosure B. • Submits Enclosure B to the EPS in-charge. • Ensures that the action indicated in the report is addressed during the NMP.
Mathematics Teachers	<ul style="list-style-type: none"> • Assist the EPS/Cluster In-Charge/School Heads in the administration of the test. • Ensure that the test is safe and secure. • Inform the learners to bring their writing pen/pencil and working/scratch papers. • If there is a common venue for the test, ensure that the learners are in line and accompany them. • Assist the EPS/Cluster In-Charge/School Heads in checking and marking the papers. • Record the results of the test. • Submit reports to the school head. • Ensure that the action is taken during the NMP.

Enclosure A.
Class Numeracy Level

No. .	Learners	Addition		Subtraction		Multiplication		Division		Numeracy Level	Remarks
		Score	PL	Score	PL	Score	PL	Score	PL		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

Enclosure B.
School Numeracy Report

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

Enclosure C.

Schedule and Personnel

Personnel	Time	August 14, 2024	August 15, 2024	August 16, 2024
Louie L. Fulleo	8:00 PM 1:00 PM		Eugenio Francia IS (AM) Mayuwi IS (PM)	Luis Palad Integrated High School
Michael Leonard D. Lubiano	8:00 AM	Ilasan IS (AM)		
Frenalyne B. Tabernilla	8:00 AM	Mate IS (AM)		
Jerome A. Chavez	8:00 AM	Talolong IS / Katigan-Alupay ES (AM)	West Palale NHS (AM)	
Mark Bryan F. Valencia	8:00 AM 10:00 AM	Lakawan ES (AM) Tayabas City NHS (AM)		
Michael Leonard D. Lubiano Edwin R. Rodriguez Jessica S. Fortuny Joselito Anareta (On Call) Justine R. Ranillo – 2 nd Day	8:00 AM 1:00 PM 10:00 AM		Buenaventura Alandy NHS (AM) Rosario Quesada INHS (PM) Busal IS* (AM)	
La Trisha R. Dalit Earl Bryan P. Sabio Olive G. Divinagracia April Jean V. Songcaya	8:00 AM 1:00 PM	Dapdap IS - Elem (AM) Grade 7-9 PM		
Mikael Sandino T. Andrey	8:00 AM 1:00 PM		Valencia ES (AM) Masin ES (PM)	
Adrian R. Aguirre	8:00 AM	Alsam IS (AM)		
Teofila A. Ocumin	8:00 AM	Pandakaki IS (AM)		
Mildred Z. Galleno	8:00 AM	TWCS II (AM)		
Mariles F. Contreras	8:00 AM	Domoit ES (AM)		
Louie L. Fulleo	1:00 PM	North Palale ES (PM)		
Claribel C. Rada Maria Elizabeth S. Pastrana	8:00 AM	West Palale ES (AM)		
Rosemarie E. Morales Kaydeen O. Rosales	8:00 AM	South Palale ES (AM)		
Jedi Diah O. Catchuela Mildred Z. Galleno	1:00 PM	TWCS IV (PM)		
Christian J. Bables Ma. Theresa P. Eslacin Mila Rosa B. Pabularcon Arjoy C. Demandante Nizza A. Merto	8:00 AM 1:00 PM	Tayabas East CS (AM) East Palale ES (PM)		
Dale M. Salazar Juanito Domirez	8:00 AM	Lawigue ES (AM)		
Jennelyn M. Mirandilla	8:00 AM	Malaoa-Calantas ES (AM)		
Jerome A. Javin Giovann S. Guaño	8:00 AM	Wakas ES (AM)		

Sherwin C. Quesea Loveday Alyssa Oabel Francheska Wynori Jane Q. Zagala	8:00 AM 1:00 PM	Tayabas West CS I (AM) Lalo ES (PM)		
Lailani T. Omlas	8:00 AM	Ipilan-Alitao ES (AM)		
Nathaniel G. Balbarosa	8:00 AM	Potol ES (AM)		
Joseph Jay U. Aureada Joy Liwayway O. Aguila	8:00 AM 8:00 AM	Froilan E. Lopes ES (AM) Kalumpang ES (AM)		
Angelique Joy H. Estole Jerome A. Chavez	1:00PM	Tayabas West CS III (AM)		
Jobelle L. Maningas	8:00AM	Gibanga ES (AM)		

**Online Administration of the Division Unified Numeracy Test*

Enclosure D.

Script on the Administration of the DUNT

- Please read those in bold letters exactly as it is.
- 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	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.