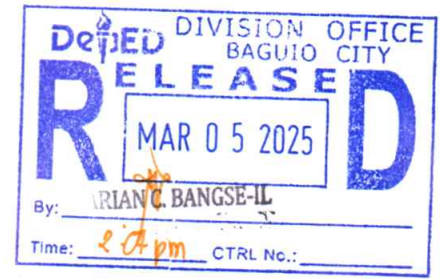**Republic of the Philippines**

Department of Education

Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY

5 March 2025

DIVISION MEMORANDUM
No. 158-2025

DIVISION ORIENTATION ON THE ADMINISTRATION OF THE 2025 REGIONAL ACHIEVEMENT TEST

To   :   Public Schools District Supervisors
Education Program Supervisors
Public-School Heads
All Others Concerned

1.   Pursuant to RM 146, s. 2025, Enhanced Regional Achievement Test, the Schools Division of Baguio City, through the Curriculum Implementation Division (CID), shall administer the Regional Achievement Test (RAT) for Grade 6 and Grade 10 learners, as well as ALS elementary and junior high school completers for SY 2024-2025.

2.   The following activities shall be conducted in the administration of the 2025 Regional Achievement Test (RAT):

Activities	Platform	Date/s
School Heads, School Testing Coordinators, School IT Officers, Guidance Counselors and AO II	Online via Zoom Meeting Meeting ID: 871 3102 7389 Passcode: T5RyBE	March 7, 2025 @ 8:30 AM
Administration of 2025 RAT	Online (Grade 10 learners and ALS Junior)	March 17-21, 2025
	Online (Grade 6 learners and ALS Elementary)	March 24-28, 2025

3.   Attached are the guidelines in the administration of the 2025 RAT and forms to be accomplished.

4.   For inquiries or concerns, please contact Ms. Juliet C. Sannad at the SDO Baguio Curriculum Implementation Division (CID) landline: (074) 619-3491.

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

SORAYA T. FACULO PhD, CESO VI
Schools Division Superintendent

Enclosures:

GUIDELINES ON THE ADMINISTRATION OF THE 2025 REGIONAL ACHIEVEMENT TEST (RAT)

I – INTRODUCTION:

The Regional Achievement Test 2025 (RAT 2025) is an online regional competency-based test that assesses 21st-century skills in the fields of Science and Technology, Mathematics, English, Filipino, and Araling Panlipunan. It is administered to Grade 6, and Grade 10 Cordillera learners, and Alternative Learning System learners in the elementary and secondary in public schools in the Cordillera Administrative Region.

II – OBJECTIVES:

The Regional Achievement Test 2025 aims to:

1. determine if learners are meeting the learning standards
2. evaluate effectiveness and efficiency of education service delivery using learning outcome as indicator
3. help provide information to improve instructional policies
4. formulate evidence-based policies, plans and intervention programs that impact learning outcomes
5. identify professional development needs of teachers.

III – SCOPE

The said online examination will be conducted on the following testing windows:

GRADE LEVEL	TESTING WINDOW
Grade 6	March 24-28, 2025
Grade 10	March 17-21, 2025

The learning areas covered are the five core learning disciplines like English, Science, Mathematics, Filipino and Araling Panlipunan with the Integration of 21st Century Skills – Sub Skills and Progression Indicators, and HOTS-SOLO aligned questions.

IV – ACRONYM:

CLMD - Curriculum and Learning Management Division
DITO - Division Information Technology Officer
DTC   - Division Test Coordinator
EDQ   - Examinee Descriptive Questionnaire
LMS   - Learning Management System
RAT   - Regional Achievement Test
RE   -Room Examiner
RITO - Regional Information Technology Officer
SH   - School Head
STC   -School Testing Coordinator

V- GUIDELINES AND PROCEDURES:

A. SUBMISSION OF LIST OF EXAMINEES AND CREATION OF LOG-IN ACCOUNTS

ACTIVITY	OFFICE CONCERNED	DATE
Submission of List of examinees (Form 1) to DO	School Heads and STCs	March 3-17, 2025
Submission of forms of the schools to RO	SDSs and DTCs	April 4, 2025
Updating of Demographic Information of learners in the LMS	School Heads and STCs	February 24-March 7, 2025
Creation of log-in accounts	RO/RITO and RTC	March 10-14, 2025
Issuance of log-in accounts to School Heads	RO/RITO and RTC	March 10-14, 2025
Preparation of list examinees per batch	School Head/STC	February 24 - March 4, 2025
Preparation of computer laboratories/Setting of Testing Centers	School Head/STC	March 13-14, 2025

V. 2 PRE-TEST

A. BOARD WORK for RAT 6 and 10

PARTS OF TEST	ITEM NUMBERS	TIME LIMIT (in minutes)	TIME ALLOCATION	TIME STARTED	TIME ENDED
Part I - EDQ	15	15	8:00-8:15		
Part II -AM					
Math	40	60	8:16-9:15		
English	50	60	9:16-10:15		
Break (snack)		10	10:16-10:25		
Science	50	60	10:26-11:26		
Lunchbreak		60	11:27-12:27		
Filipino	50	60	12:30-1:30		
Aral Pan	50	60	1:31-2:31		
Total No. of Items	255 items				
Total Time Allotment		5 hours & 15 minutes			

B. ENTRANCE AND SEATING ARRANGEMENT:
1. Instruct the examinees to line up outside the room in alphabetical order of their surnames regardless of sex.
2. The number of examinees inside the testing room depends on the number of functional computer units. In NO CASE shall examinees crowd in the testing room. In case testing rooms have enough functional units a maximum of 30 examinees shall be allowed.
3. Personal belongings such as computing devices like calculators and cell phones are NOT allowed inside the testing room. Only pencils, sharpeners,

clean sheets of paper, and issued log-in information/account are allowed in the testing room.

B. ORIENTATION OF EXAMINEES:
1. You will answer all five subjects.
2. If possible, you are not allowed to leave the room once test has started.
3. Do not start the test until told to do so.
4. If you have any problems with your computer unit, raise your hand so that you will be assisted.
5. Select your answers from the given choices.
6. You may review and change your answer before clicking the submit button.
7. You must click the submit button after finishing each subject.
8. Work quietly and mind your own work.
9. Refrain from cheating. If you are caught cheating and have been warned twice, but persist on cheating, you will not be allowed to take the test further.
10. The total time for the test will be 5 hours and 15 minutes.
11. Work fast enough so you will finish the test within the given time.

V.3 TEST PROPER
1. There shall be two Testing Personnel per batch in a testing room. (1 room Examiner and 1 ICT Technical Staff)
2. Log-in on the LMS using the information given to you. Make sure that it is your account you are using.
3. Click on the **Examinee Descriptive Questionnaire (EDQ)** and answer accordingly. You cannot proceed to other subjects unless you complete and submit the EDQ part.
4. Click **Back to Course** to view the main menu and to proceed to the next subject (or click next/subject after clicking **Submit**).
5. After the last subtest, the learner will log out from the LMS and submit the scratch paper to the RE. The learner will go out quietly.

V.4 POST TEST

1. The Room Examiner shall ensure the accomplishment of Form 2 or the Seat Plan per batch with the corresponding information requirements
2. The Chief Examiner, Room Examiners, and IT Technical Staff shall complete the online evaluation link after all batches of examinees are done and
3. The Chief Examiner shall accomplish Form 3 or the number of Registrants and Actual Test Takers per batch per school.

VI. ROLES AND RESPONSIBILITIES OF TESTING STAFF
The following are the testing personnel involved in the administration of the Regional Achievement Test (RAT). The Curriculum and Learning Management Division (CLMD) shall be in-charge in the administration of the Regional Achievement Test (RAT). The assignment of testing staff in the Schools Divisions shall be done by the SDS.

a. The Regional Testing Coordinator (RTC)
   i. Ensures all schools in each division shall participate in the online Regional Achievement Test (RAT);

ii. Orients the DTCs on the guidelines relative to the conduct of the online Regional Achievement Test (RAT) prior to its actual administration;

iii. Provides technical assistance to DTCs during the administration of the online Regional Achievement Test (RAT).

b. The Regional IT Officer (RITO)

i. Assists the RTC in all the testing activities; and

ii. Provides technical assistance to DITO during the administration of the online Regional Achievement Test (RAT).

iii. Creates LMS/MS accounts of examinees and forwards the same to the DTCs/ITOs who shall transmit to all schools

c. The Schools Division Superintendent (SDS)

i. Oversees the smooth conduct of the online Regional Achievement Test (RAT) in the division;

ii. Assigns one of the division supervisors as DTC; and

iii. Designates REs from the teaching staff who are responsible, competent, and experienced in the conduct of the online Regional Achievement Test (RAT).

d. The Division Testing Coordinator (DTC)

i. Prepares accurately the data on enrolment and available online testing units of each selected school/testing center;

ii. Chooses REs who are credible, trustworthy and with testing experience on behalf of the SDS

iii. Orients the SHs and STCs prior to online test administration;

iv. Maintains the security and confidentiality of the test;

v. Provides technical assistance to CEs and STCs during the administration of the online Regional Achievement Test (RAT); and

vi. Notifies RTC of problems relative to the conduct of the online test administration.

e. The Division IT Officer (DITO)

i. Assists the DTC in all the testing activities

ii. Provides technical assistance to SITC during the administration of the online Regional Achievement Test (RAT) and

iii. Enrolls all examinees in the LMS-RAT Course

f. The Chief Examiner (CE)

The school head is the Chief Examiner of his/her respective school.

i. Maintains the security and confidentiality of the test;

ii. Ensures that the online testing room is ready.

iii. Monitors the REs' proper accomplishment of the different forms after the test administration;

iv. Has full awareness of the guidelines/mechanics on the conduct of the online RAT.

v. Provides technical assistance to REs during the administration of the online Regional Achievement Test (RAT); and

vi. Orients every teacher in his/her respective school on the guidelines/mechanics relative to the test administration.

g. The School Testing Coordinator (STC)
  i. Double checks the enrolment data of the school prior to submission to the DTC;
  ii. Attends the orientation at the division level in the absence (or on behalf) of the SH;
  iii. Assists the CE in all the testing activities;
  iv. Conducts a mock test among the examinees to orient them of the processes of the online Regional Achievement Test (RAT; and
  v. Provides technical assistance to REs during the administration of the online Regional Achievement Test (RAT).

h. The Room Examiner (RE)
  i. Checks if the examinees have pencils to use and a sheet of blank paper for computation purposes;
  ii. Facilitates the distribution of online testing links to the examinees; and
  iii. Follows the guidelines in the administration of the online RAT.

I. The School Test Coordinator
  i. Assists the Room Examiner in the administration of   the online Regional Achievement Test (RAT).

j. The Monitor
  i. Is assigned to any division or any district.
  ii. Monitors and evaluates the processes before, during, and after the conduct of the online Regional Achievement Test (RAT) using a monitoring tool.

VII. RAT 2025 FORMS:

  a. Form 1. This form shall contain the list of examinees per school per batch. It will be submitted to the DTC before the testing date and will be posted at the door of the testing room. Refer to Enclosure 1 of the guidelines.
  b. Form 2. This form shall be the examinees' attendance sheet. The room examiner shall assign the examinees' seat number.
     Please refer to enclosure 2 of the guidelines
  c. Form 3. This form shall indicate the number of registrants and actual examinees per room. This shall be accomplished by the Chief Examiner and shall also be submitted to the DTC.
     Please refer to enclosure 3 of the guidelines.
  d. Log-In Accounts/LMS/Testing Links -

Enclosure 1 of RAT 2025 Guidelines:

Type of Test (RAT 6 or RAT 10): _____

FORM 1-LIST OF EXAMINEES PER BATCH

Batch No. _____

Name of School:_____   Testing Date: _____

Name of School Head: _____   Name of STC_____

NAME OF EXAMINEES	MSOffice Account	School ID

Prepared by:

_____

School Head

Enclosure 2 of RAT 2025 Guidelines:

Type of Test (RAT 6 or RAT 10): _____

FORM 2 – NUMBER OF EXAMINEES IN THE SCHOOL

Name of SDO:_____   Testing Date: _____

Name of DTC: _____   No of Schools: _____

Participated_____

Name of School	Total Enrolment	Actual Takers	Percent

Prepared by:

_____

DTC