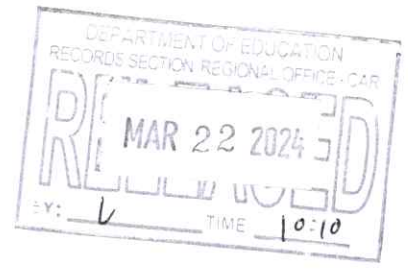




Republic of the Philippines  
**Department of Education**  
Cordillera Administrative Region



21 Mar 2024

REGIONAL MEMORANDUM

No. **176.2024**

**PREPARATION AND ADMINISTRATION OF SOUTHEAST ASIA  
PRIMARY LEARNING METRICS (SEA-PLM)**

To: Assistant Regional Director  
Schools Division Superintendents  
All Others Concerned

1. The Department of Education, through the Bureau of Education Assessment, shall conduct the Southeast Asia – Primary Learning Metrics (SEA-PLM) Main Survey in April 2024. The SEA – PLM is a regional large-scale assessment that aims to evaluate the learning outcomes of Grade 5 students in reading, writing, mathematics and global citizenship.
2. In this regard, the Regional Office through the Curriculum and Learning Management Division (CLMD) issues the Terms of Reference including the roles and responsibilities for the preparation and administration of Southeast Asia Primary Learning Metrics (SEA-PLM) in the following schools:

School	School ID	SDO
Kinabiti Elementary School	135716	Abra
Tuba Central School	135155	Benguet

3. All governance levels shall ensure that the conduct of the SEA-PLM in the sample schools is delivered smoothly and successfully.
4. A team composed of CLMD Chief and all other Chiefs of the Regional Functional Divisions and the Regional Education Program Supervisors shall provide assistance in the implementation of Catch-Up Fridays as part of the school's preparation for the SEA-PLM. The composition of the team is found in Enclosure 2.
5. For inquiries or concerns, please contact CES Jennifer P. Ande at the Curriculum and Learning Management Division (CLMD) through landline number (074) 422-7096 or email address: car.clmd@deped.gov.ph
6. Immediate dissemination of and strict compliance with this Memorandum is desired.

**ESTELA P. LEON-CARIÑO EdD, CESO III**  
Director IV / Regional Director

Enclosures: As stated

CLMD/JPA/nkm/Terms of Reference  
March 21, 2024



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DepEd Tayo Cordillera



<https://depedcar.ph>

**TERMS OF REFERENCE***SOUTHEAST ASIA PRIMARY LEARNING METRICS (SEA-PLM)*

<b>Governance Level</b>	<b>Role</b>	<b>Description</b>
<b>Regional Office</b>	Acts as the overall lead for the SEA-PLM 2023 field trial in the sample schools in the region.	Supervises and provides technical assistance in the division and/or sample schools in the assessment process (before, during and after) of the SEA PLM 2023.
	<b>ACTIVITIES</b>	
	Orientation/Training Workshops	Organizes and facilitates regional orientation/training workshops for Division Office staff and key personnel from sampled school on the objectives, administration and scoring of SEA-PLM assessments.
	Coordination Meeting	Holds regular coordination meetings with Division Offices to track progress, address challenges and ensure that preparations are on schedule.
	Resource Distribution	Provides necessary assessment materials and guidelines to Division Offices, ensuring they have the resources needed for training/orientation and distribution to sampled schools.
	Monitoring and Support	Monitors the preparation and implementation phases within the region. Provides support and resources to and sampled schools as needed.
	Quality Assurance	Ensures that the guidelines and standards of SEA-PLM are adhered to. Assists in the resolution of any issues that arise during the assessment process.
<b>Division Office</b>	<ul style="list-style-type: none"> <li>• Supervises the preparation of the SEA-PLM in all aspect to ensure the preparedness of the schools within the Division.</li> <li>• Supervises the administration of the test in the sample schools within the Division.</li> <li>• Serves as Overall School Coordinator (OSC) in the duration of the DEA-PLM Assessment.</li> <li>• Serves a liaison between the DepEd BEA and the Sample schools with the Division.</li> </ul>	
	Orientation Sessions	Conduct Orientation sessions for principals and teachers of sampled schools to explain the purpose, process and importance of SEA-PLM.
	Data Collection Training	Trains school coordinators and teachers on how to collect, handle and submit assessment data and questionnaires accurately.
	Logistical Planning	Arranges for the distribution of assessment materials, ensuring secure and timely delivery to sampled schools. Plans the logistics of assessment day, including scheduling, room arrangement and assigning of test administration.

<b>School</b>	<ul style="list-style-type: none"> <li>• Provides necessary information about his/her school's sample Grade 5 students, parents and teachers.</li> <li>• Coordinates and assists the OSD-TC/ASC PSS, QMS and Tas in carrying out the SEA-PLM Field Trial.</li> <li>• Ensures preparedness of the school in carrying out the SEA-PM Field Trial.</li> <li>• Communicates issues and concerns regarding the assessment to the concerned Division and Regional Office personnel.</li> </ul>	
	Informational Briefings	Holds briefings for students and parents to inform them about SEA-PLM, its objectives and what participation entails, addressing any questions or concerns.
	Mock Assessments	Conducts mock assessments to familiarize students with the format and reduce anxiety, ensuring a more accurate reflection of student abilities.
	Feedback Sessions	After the assessment, hold sessions to discuss the experience, gather feedback and potentially address immediate observable needs or adjustments in teaching strategies.
<b>Across All Levels</b> <i>(Regional Office, Division Office, School)</i>	Inter-level Communication	Facilitates open lines of communication between the Regional Office, Division Office and sampled schools for smooth coordination and prompt resolution of issues.
	Monitoring and Support Visits	Conducts monitoring visits to sampled schools during the assessment to provide on-the-spot support and ensure adherence to guidelines.
	Data Review and Analysis Workshops	After the assessment, organize workshops for reviewing preliminary findings, discussing implications for policy and practice and planning for improvement based on results.
	Recognition and Feedback	Collect and compile feedback from all levels to improve future conduct of SEA – PLM in the Cordillera Administrative Region.



**Composition of CLMD Personnel for Technical Assistance on the  
Implementation of Catch-Up Fridays on April 12, 19, and 26, 2024**

To help in the schools in the implementation of the Catch-Up Fridays, the personnel from the Curriculum and Learning Management Division (CLMD) shall be assigned to provide technical assistance to the schools such as reading sessions with the learners, counting, lectures on health and peace education and other similar remediation and intervention activities.

<b>Dater</b>	<b>School to be Visited</b>	<b>RO Personnel</b>
April 12, 2024	Tuba Central School	Estela P. Leon – Carino, Wilfred C. Bagsao, Edgar C. Vicente, Jonalyn C. Ambrona, QAD Chief/EPS, HRDD Chief/EPS, FTAD Chief/EPS, CAO Chief
	Kinabiti Elementary School	Ronald B. Castillo, Nover Keithley S. Mente, Jennifer P. Ande, Judica Dasco, Rosemarie A. Yangkin, Denia O. Tarnate, ESSD Chief/EPS, PPRD Chief/EPS
April 19, 2024	Tuba Central School	Ronald B. Castillo, Nover Keithley S. Mente, Jennifer P. Ande, Judica Dasco, Rosemarie A. Yangkin, ESSD Chief/EPS, PPRD Chief/EPS, CAO Chief
	Kinabiti Elementary School	Estela P. Leon – Carino, Wilfred C. Bagsao, Edgar C. Vicente, Jonalyn C. Ambrona, Denia O. Tarnate, QAD Chief/EPS, HRDD Chief/EPS, FTAD Chief/EPS
April 26, 2024	Tuba Central School	Estela P. Leon – Carino, Wilfred C. Bagsao, Edgar C. Vicente, Jonalyn C. Ambrona, Denia O. Tarnate, QAD Chief/EPS, HRDD Chief/EPS, FTAD Chief/EPS,
	Kinabiti Elementary School	Ronald B. Castillo, Nover Keithley S. Mente, Jennifer P. Ande, Judica Dasco, Rosemarie A. Yangkin, ESSD Chief/EPS, PPRD Chief/EPS, CAO Chief