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September 2, 2019

DIVISION MEMORANDUM

No. 176 s. 2019

GUIDELINES ON THE UTILIZATION OF THE NUMERACY LEVEL FOR ELEMENTARY AND SECONDARY LEVEL

To: Assistant Schools Division Superintendent
Chief, Curriculum Implementation Division
Chief, Schools Governance and Operations Division
Education Program Supervisors
Public School District Supervisors
Public Elementary and Secondary Schools Heads
Concerned Teachers

1. With the goal of providing a standard numeracy tool for assessing the numeracy level of our learners in our Division, the Curriculum Implementation Division (CID) led the development of the Division Numeracy Tool for Elementary and Secondary Level.
2. This Office through the School heads shall ensure that all Mathematics teachers are provided a copy of the Numeracy Tool whether in printed or digital copies. The following guidelines are set in the utilization of the Numeracy Tool.
 - a. The intended users of the numeracy tool are the Mathematics Teachers in the Division of Sorsogon. These shall be distributed to them for free.
 - b. The numeracy tool shall be utilized starting School Year 2019-2020 to assess the numeracy level of the learners.
 - c. The numeracy tool is a 20 items open-ended questions designed using the competencies in specific grade level of the learners.
 - d. Scores in the assessment of the learners using the numeracy tool are categorized into four categories using the following descriptions.

SCORES	NUMERACY LEVEL	REMARKS
0-4	Non-Numerate	Needs Remediation
5-10	Beginning Numerate	
11-14	Developing Numerate	
15 - 20	Proficient/ Numerate	To be given enrichment

- e. For the purpose of reporting non-numerates, the indicator in Monitoring Evaluation and Adjustment (MEA) shall be used as the basis. Learners found to be Non-numerates in the higher grade level but qualifies as numerates based from the indicator in the (MEA), shall not be reported and included in the report of MEA as non-numerates, this will only serve as their basis of providing remediation for their learners found to be non-numerates.
 - f. The numeracy tool will be used twice every school year as pre-test and post-test to determine the numeracy level of the learners. The schedule of pre-test is June while the post-test is February. However, for this school year the numeracy tool will be used anytime this September for the pre-test while post-test will also be on February.
 - g. No part of the Numeracy Tool shall be shared publicly to any form of social media, i.e. Facebook, Google +, WhatsApp, and the like.
 - h. Numeracy Tool users are encouraged to give comments and feedback on the utilization for possible revisions and improvements.
3. For information, immediate dissemination and compliance of all concerned.

LOIDA N. NIDEA, Ed. D., CESO V
Schools Division Superintendent