Office of the Schools Division Superintendent

August 15, 2024
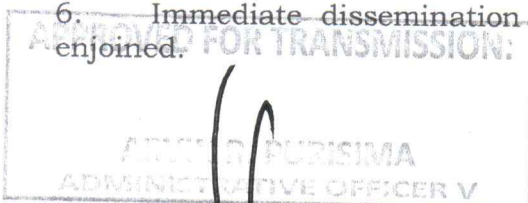
DIVISION MEMORANDUM
No. _____408_____, s. 2024

ADMINISTRATION OF THE PROJECT NUMERO UNIFIED NUMERACY TEST

To: Public Schools District Supervisors/District In-charge
        Secondary and Elementary School Heads
        All Others Concerned

1.   This office, through the Curriculum Implementation Division (CID), hereby informs the field on the administration of the Project **NUMERO** (**N**umeracy Skills **U**pliftment Through **M**anipulations of **E**ngaging Activities **R**eassuring Quality Learning **O**utcomes) Unified Numeracy Test for Grades 1-10 learners.

2.   For the School Year 2024-2025, Numeracy Pre-test and Quarterly Post-tests will be administered to Grades 1-10 learners.

3.   Schedule of Numeracy Assessment for the SY 2024-2025 to be administered during Math subjects class hours:
- Pre-test – August 29-30, 2024
- 1st Quarter Post-test – October 10-11, 2024
- 2nd Quarter Post-test – December 12-13, 2024
- 3rd Quarter Post-test – February 20-21, 2025
- 4th Quarter Post-test – March 27-28, 2025

3.   The Project NUMERO unified numeracy test aims to determine the numeracy levels of the learners in the four mathematical fundamental operations. It also aims to address the learning gaps in numeracy by providing appropriate learning intervention activities to improve the numeracy status of the learners.

4.   Project NUMERO will also serve as a learning recovery strategy in the numeracy learning gaps of SDO Pangasinan II.

5.   To provide guidance on the administration, reporting, monitoring, and evaluation of the numeracy test, enclosed are the enhanced guidelines for the Project NUMERO Unified Numeracy Test.

6.   Immediate dissemination of and compliance with this Memorandum are enjoined.

APPROVED FOR TRANSMISSION:

ARNEL D. PURISIMA
ADMINISTRATIVE OFFICER V

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Republic of the Philippines

Department of Education
REGION I
SCHOOLS DIVISION OFFICE OF PANGASINAN II
Canarvacanan, Binalonan, Pangasinan

GUIDELINES ON THE ADMINISTRATION OF THE PROJECT NUMERO UNIFIED NUMERACY TEST

I. RATIONALE

The Department of Education aims to develop learners who are numerates and who can apply numeracy skills for various purposes. To achieve this, critical thinking and problem-solving need to be emphasized in the teaching of mathematics as well as in the design of assessment tools.

Project NUMERO (**N**umeracy Skills **U**pliftment Through **M**anipulations of Engaging Activities **R**eassuring Quality Learning **O**utcomes), aims to address the learning gaps in numeracy by providing appropriate learning intervention activities to improve the numeracy status of the learners. Project NUMERO will also serve as a learning recovery strategy in the numeracy learning gaps of SDO Pangasinan II.

Since numeracy skills are the foundation for learning all mathematical competencies across grade levels, the need to assess how much of it is already in the learners is of great importance.

Project NUMERO aims to:
1. Provide a measure to determine the numeracy level of learners from Grades 1-10;
2. Identify the strengths and weaknesses in learners' mathematical understanding;
3. Develop intervention activities to improve and further enhance learners' level of numeracy; and
4. Improve the numeracy status of our learners.

II. DESCRIPTION

The Project NUMERO Unified Numeracy Test is intended for Grades 1-10. It is designed to measure the learners' competencies in the four fundamental operations in Mathematics (Addition, Subtraction, Multiplication, and Division). In this test, Grade 1 learners are required to answer a 10-item numeracy test (Addition and Subtraction) in 10 minutes. Grades 2 to 6 learners are given 15 minutes to answer a 16-item numeracy test, 4 items in each of the four mathematical fundamental operations (Addition, Subtraction, Multiplication, and Division). Grades 7-10 learners are given 12 minutes to answer a 16-item numeracy test, 4 items in each of the four mathematical fundamental operations (Addition, Subtraction, Multiplication, and Division).

The unified numeracy test is not intended as a diagnostic test, a formative test, or a summative test but is designed to determine the mastery level of the learners on the four fundamental operations in Mathematics.

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III. NUMERACY TEST SCHEDULE

- **Pre-test: Last week of the month after the OPENING of Classes**
- **Post-test: After quarterly examination for those who are identified as Non-numerates**

IV. ADMINISTRATION OF THE PROJECT NUMERO UNIFIED NUMERACY TEST - Roles of the person responsible or involved in the numeracy test.

1. The School Head or Mathematics Head Teacher/Coordinator, and District Math Coordinator must conduct an orientation or LAC session before the actual administration of the numeracy test.

2. The Mathematics Teacher shall administer the numeracy test using the contextualized numeracy test materials. The test materials will be accessed or downloaded from a cloud storage (Google Drive or Microsoft OneDrive). The link will be provided by the Education Program Supervisor (EPS) in charge of Mathematics.

3. The teacher administering the test shall strictly follow the time allotment and shall observe the confidentiality of the test materials. After the administration of the numeracy test, the teacher shall immediately check, record, and interpret the result of the numeracy test as indicated in the templates.

4. Test papers shall be kept by the teacher for the validation of the EPS in charge of Mathematics.

5. Mathematics Head Teachers/School Mathematics Coordinators shall keep custody of the numeracy test materials/tools.

6. The templates for recording and interpretation of the test results will be provided by the EPS in charge of Mathematics.

7. All templates will be uploaded to a cloud storage (Google Drive or Microsoft OneDrive) and the link will be shared with the school heads or Mathematics Head Teachers/Coordinators, and District Math Coordinators.

8. The elementary school consolidated numeracy test results will be submitted to the District Mathematics Coordinator via soft copy using the specified Excel templates for district consolidation.

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9. The secondary school consolidated numeracy test results and the district consolidated numeracy test results will be submitted via soft copy to a Google Form link to be provided by the EPS in charge of Mathematics.

10. The results shall be reflected in the quarterly school data gathering tool which shall provide inputs for the School-Based Management (SBM) level of practice of the school. The results shall further be used as a basis for validation and interventions (e.g., SLAC, DLAC, Action Research, Innovative Projects, Strategic Intervention Materials, Instructional Materials, Modules, and School Banner Project).

11. Learners or test takers are not allowed to use cellphones, calculators, or any gadgets while taking the test.

12. For the next school year and thereafter, the following shall be observed in the administration of the numeracy test:
    a. All Grades 1 and 2 will take the Numeracy Pre-test.
    b. For Grades 3-10, only the identified non-numerates during the previous school year will take the numeracy test.

13. A Quarterly Post-test will be administered for those identified as non-numerates in item no. 12.

14. Transferees, repeaters, and "balik-aral" learners and those without numeracy records shall also take the pre-test before giving them the post-test.

15. Appropriate interventions must be given to the identified non-numerate learners every quarter before administering the quarterly post-test.

16. Quarterly Narrative/Accomplishment Reports on the administration of the numeracy test and the interventions given to the targeted learners will be submitted via soft copy using the specified format which will be provided by the EPS in charge of Mathematics.

17. At the end of every quarter, the Math Head Teacher/School Math Coordinator shall report the results of the quarterly numeracy test to the School Head.

18. At the end of the school year, the EPS in charge of Mathematics will submit the Division Consolidated Numeracy Test Results for secondary and elementary to the Chief Education Supervisor of the Curriculum Implementation Division.

V.   INTERPRETATION OF THE NUMERACY TEST RESULTS

Description	Interpretation		Remarks	Classification
PERFECT SCORE	IF THE LEARNER GOT ALL THE CORRECT ANSWERS IN THE 4 SUB-TESTS (Addition, Subtraction, Multiplication, and Division) for Grades 2-10 and 2 SUB-TESTS (Addition and Subtraction) for Grade 1	HIGHLY NUMERATE (HN)	No need for intervention	Numerate
NOT PERFECT SCORE	IF THE LEARNER GOT ONE (1) OR MORE MISTAKES IN ANY OF THE 4 OR 2 SUB-TESTS	MODERATELY NUMERATE (MN)	Provide enrichment in the area of the sub-tests which incurred mistake(s)	Numerate
ZERO SCORE	IF THE LEARNER GOT A SCORE OF ZERO (0) IN ANY OF THE SUB-TESTS	NON-NUMERATE (NN)	Provide INTERVENTION	Non-Numerate

VI.   MONITORING AND EVALUATION

The CID Chief, Division Mathematics Supervisor, Public Schools District Supervisors, and other concerned personnel on M and E, shall be responsible for the monitoring and evaluation of the conduct of the Project NUMERO Unified Numeracy Test. To ensure consistency, accuracy, and efficiency in the submission of consolidated numeracy test results, developed Excel templates will be used by the teacher (Form 1-A), School Head/HT/Math Coordinator (Form 2), District Supervisors/District Consolidators (Form 3), and EPS (Form 4).

Consolidation templates will be uploaded to cloud storage and the Google Drive/OneDrive link will be shared with the schools via messenger group chats for downloading the templates.