



Republic of the Philippines
Department of Education
Region VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF BOHOL

Office of the Schools Division Superintendent

February 12, 2026

DIVISION MEMORANDUM
NO. 114, s. 2026

**CONDUCT OF THE KINDERGARTEN - DIGITAL SYNERGETIC
ASSESSMENT OF LEARNING (K-DSALe)**

To: *Assistant Schools Division Superintendent*
Division Chief Supervisors
Education Program Supervisors/Coordinators
Acting/ Public Schools District Supervisors
Elementary and Secondary Schools Heads
School ICT Coordinators of 4S Schools
School 4S Coordinators
All Others Concerned

1. In line with the continuing efforts to enhance the efficiency and effectiveness of learning assessments, the Curriculum Implementation Division (CID) announces the conduct of the Kindergarten - Digital Synergetic Assessment of Learning (K-DSALe) Pre-Test on February 18, 2026, from 9 in the morning until 12 noon.
2. The K-DSALe assessment shall be held at the Central School. The accompanying teachers and the learners' meal and travel allowance shall be charged against school MOOE, subject to the usual accounting and auditing rules and regulations.
3. The assessment shall be participated in by identified Kindergarten learners. The list of takers shall be sent to the District ICT Coordinators' chat group to maintain the data privacy of learners.
4. The conduct of the K-DSALe shall be under the supervision of the Public Schools District Supervisors (PSDS). The Education Program Supervisors (EPS) for Kindergarten and SNED shall monitor the implementation to ensure fidelity and adherence to the testing protocols.
5. Moreover, the District Kindergarten Coordinator shall serve as the designated proctor for the assessment, with technical support from the District ICT Coordinator to facilitate the administration of the digital test.
6. Please refer to **Annex A** and **Annex B** for the detailed guidelines and procedures in the conduct of the assessment and the proctor's script, respectively.
7. Post-Completion Report (**Annex C**) shall be completed by the PSDS and submitted to the SDO-CID Office on February 20, 2026.
8. Immediate and wide dissemination of this memorandum is directed for the information, guidance, and compliance of all concerned.


FAY C. LUAREZ EdD, PhD-TM, CESO VI
Schools Division Superintendent

GUIDELINES FOR THE CONDUCT OF THE K-DSALe

The Kindergarten - Digital Synergetic Assessment of Learning (K-DSALe) is a Division of Bohol initiative designed to gather competency-based data from Kindergarten learners across identified schools. The results shall inform instructional improvement, strengthen early learning interventions, and support evidence-based decision-making at the school and division levels.

I. Roles and Responsibilities of Key Stakeholders

1. Kindergarten and SNED Supervisor (EPS)

- Provide overall technical supervision for the implementation of the K-DSALe.
- Ensure compliance with established testing standards and protocols.
- Deliver instructional and technical guidance to districts and schools.
- Coordinate with PSDS to resolve implementation issues and ensure fidelity of administration.

2. Public Schools District Supervisors (PSDS)

- Ensure that designated Central Schools strictly comply with K-DSALe guidelines and procedures.
- Lead district-level coordination before and during the assessment.
- Collaborate with District Kindergarten and District ICT Coordinators to guarantee operational readiness.
- Provide oversight and elevate significant concerns to the EPS for appropriate action.

3. District ICT Coordinators

- Ensure activation of SDO-issued learner accounts and confirm enrollment in the official K-DSALe platform prior to testing.
- Conduct system validation, connectivity checks, and device readiness inspection.
- Provide real-time technical assistance during the administration of the digital assessment.
- Document and report technical incidents encountered during implementation.

4. District Kindergarten Coordinators

- Serve as official proctors of the K-DSALe.
- Ensure strict adherence to testing protocols and child-friendly assessment practices.
- Coordinate with the District ICT Coordinator to confirm technical preparedness.
- Submit required reports following the conduct of the assessment.

5. School Heads

- Ensure that identified Kindergarten learners are properly prepared and oriented prior to testing.
- Supervise the implementation of technical and operational procedures at the school level.
- Provide administrative and logistical support to ensure smooth conduct.
- Ensure proper documentation and timely submission of required reports.

II. General Guidelines for Schools with Identified Kindergarten Learners

Schools with identified Kindergarten learners shall comply with the following:

1. Learner Preparation

- Orient learners, using age-appropriate language, on the purpose, schedule, and process of the K-DSALe.
- Conduct guided practice sessions to familiarize learners with the testing platform and basic navigation skills (e.g., selecting answers, scrolling, and submitting responses).
- Simulate actual testing conditions during practice sessions to build learner confidence and minimize anxiety.
- Reinforce that the assessment measures learning progress and is not intended to create pressure or stress.

III. Operational Guidelines for Central Schools (Testing Venue)

Central Schools designated as testing venues shall ensure the following:

1. Learner Accommodation and Assistance

- Ensure that learners have access to functional devices and stable internet connectivity during the entire testing period.
- Assign one (1) Teacher Assistant for every three (3) Kindergarten learners.

- The Teacher Assistant shall preferably be an accompanying Kindergarten teacher who is not the regular teacher of the participating learner to maintain objectivity.
- Teacher Assistants shall provide guidance strictly limited to technical navigation and procedural clarification, without influencing or suggesting answers.

2. Technical Setup and Contingency Measures

- Ensure all testing devices are fully functional, charged, and connected to a reliable internet source.
- Conduct a comprehensive pre-assessment technical check, including account access and platform validation.
- Coordinate closely with the District ICT Coordinator for immediate troubleshooting during the assessment.
- Prepare contingency measures in case of technical failure, including backup devices, alternative connectivity options, relocation within the venue, or rescheduling subject to proper authorization.

3. Proctoring and Assessment Integrity

- The District Kindergarten Coordinators shall serve as official proctors.
- Proctors shall strictly enforce testing protocols and ensure the integrity of the assessment process.
- Brief all Teacher Assistants prior to testing on procedures, child protection standards, time allocation, and boundaries of assistance.
- Ensure that no form of coaching, prompting, or leading occurs during the assessment.

4. Schedule and Time Management

- Strictly adhere to the approved testing schedule.
- Ensure all learners complete the assessment on the designated date.
- Observe the prescribed total testing duration of three (3) hours.

5. On-Site Technical Support

- Ensure the continuous presence of technical personnel during the entire assessment period.
- The School ICT Coordinator shall remain on standby to provide immediate assistance to proctors and Teacher Assistants.

6. Post-Assessment Reporting

- Submit a comprehensive post-assessment report to the Division Office.
- The report shall include documented challenges, technical incidents, recommendations for improvement, and overall implementation feedback.

Annex B: Proctor's Script

Proctor's Script for the Kindergarten - Digital Synergetic Assessment of Learning (K-DSALe)

To ensure consistency and smooth facilitation of the **Kindergarten - Digital Synergetic Assessment of Learning (K-DSALe)**, all proctors are advised to follow this script during the testing period. This will ensure that learners understand the process and adhere to the guidelines for the assessment.

Before the Test Begins:

1. Greetings and Introduction:

- "Good day, children. I am [Proctor's Name], and I will guide you during today's activity. We are taking part in the Kindergarten - Digital Synergetic Assessment of Learning, or K-DSALe. This activity is prepared by the DepEd Bohol Division to help us understand what you have learned in different areas."
- "Please listen carefully to my instructions, follow them one at a time, and do your best."

2. Confirming Learner Accounts and Devices:

- "Before we begin, please make sure you are logged in to the K-DSALe Google Classroom using the account given to you by the SDO (SANHS)."
- "If you are not yet logged in, please open the LMS site at classroom.google.com and enter your assigned username and password."
- "Once you are logged in, click on the class named K-DSALe 2025."
- "If you are having trouble logging in or cannot see the class, please raise your hand quietly so we can help you."

3. Test Materials and Instructions:

- "Good morning, children. Today, we will answer a special activity called the Kindergarten Digital Synergetic Assessment of Learning or K-DSALe. This activity will help us see the things you have already learned in school. This is not something to be afraid of. Just listen carefully and do your best. There are twenty (20) questions in this activity."
- "We will answer them one by one together. I will read each question and the choices aloud. After I finish reading, you will choose your answer on your device. If you are done answering, wait quietly for your classmates."
- "When everyone is finished, we will move to the next question. If you have trouble with your device, raise your hand quietly and a teacher will help you. They will only help you with the device, not with the answer."
- "Are we ready?"

4. Testing Environment:

- "Before we begin, please check your table. It should be clean and clear. There must be no books, papers, or any other materials on your desk. Only your device should be in front of you."
- "Please make sure your internet connection is stable. If your screen freezes, your device stops working, or you encounter any technical problem, raise your hand quietly and I will assist you."

5. Reminders on Honesty:

- "This is an individual activity. You will answer the questions by yourself. Please do not talk to your classmates or look at their screens. Let us make sure your answers show what you know and can do."

During the Test:

A. Starting the Assessment

- "We will now begin the K-DSALe assessment. Please open Google Classroom and click on '**K-DSALe Assessment 2025**.' Make sure the assessment page is open on your screen."
(Pause and confirm that all learners are ready.)
- "Remember, I will read each question aloud. Listen carefully before choosing your answer. After everyone has answered, we will move to the next question."
- "Are you ready? Let us begin."

B. During the Assessment

1. Monitoring Reminder:

- "If your screen freezes, you get logged out, or your device stops working, raise your hand quietly and I will assist you."
- "Stay focused on your own screen and do your best."

2. Item Transition (To be repeated per item)

- "Please listen carefully. Question number ____."
(Read the question clearly and slowly.)
(Read the answer choices clearly.)
- "You may now choose your answer."
(Pause. Wait until all learners are done.)
- "Very good. Let us go to the next question."

Important Note: There is **no fixed time per item**. The proctor proceeds only after all learners have completed the current question. The total testing window remains within the approved schedule.

C. Ending the Assessment

1. Final Submission

- "We have reached the last question. Please check your answers carefully."
- "If you are ready, click the '**Submit**' button."
(Wait until all learners have submitted.)
- "Thank you for completing the K-DSALe. The assessment is now finished."
- "If you experienced any problems during the test, please inform me before you leave."

2. Closing Remarks

- "You did a great job today. This assessment helps us understand your strengths and how we can support your learning better."
- "You may now log out of the LMS. Have a wonderful day."

EMERGENCY PROCEDURES SCRIPT

- **For Technical Issues:** "If you are experiencing technical difficulties, stay calm and raise your hand. I will assist you or coordinate with the ICT Coordinator if needed."
- **For Internet Disconnection:** "If the internet connection is interrupted, do not worry. We will pause and wait until the connection is restored before continuing."

FINAL REMINDERS FOR PROCTORS

- Maintain a calm and organized testing environment.
- Provide technical assistance only.
- Do not explain, interpret, or suggest answers.
- Ensure all learners are supported equitably.
- Document any incidents immediately after the session.



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K-DSALe POST-TEST COMPLETION REPORT
 District Level

I. General Information

District Name : _____
PSDS/APSDS : _____
ICT Coordinator : _____

II. Summary of Test Details Per Day

Day	Date	# of Test Takers	Significant Observations
1			

III. Gadgets Used for the Post-Test

Gadget Type	Quantity	Remarks (if any)
Desktop Computers		
Laptops		
Tablets		
Mobile Phones		
Others (specify):		

IV. Summary of Post-Test Execution

Summarize key findings, performance trends, and insights.

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V. Challenges Encountered

#	Description	Impact on Testing	Mitigation Strategy	Solved (Yes/No/Partially)
1				
2				
3				
4				
5				
6				
7				
8				

(add rows if necessary...)

VI. Actions Taken and Resolution Details

For solved issues: (Describe what was done to resolve challenges successfully.)

For partially solved issues: (What improvements were made, and what issues remain?)

For unresolved issues: (Reasons for non-resolution and proposed next steps.)

VII. Recommendations and Next Steps

Provide suggestions for improving future implementations, addressing unresolved issues, and optimizing assessment platform usage.

VIII. Signatures and Approvals

Prepared by

Approved by

Testing Coordinator

Date: _____

PSDS/APSDS
Date: _____

IX. District Office Receipt Details

Received by:

FELIX C. GALACIO, PhD

Chief Supervisor-OIC, CID

Date: _____