



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

*Office of the Schools Division Superintendent*

May 28, 2026

**DIVISION MEMORANDUM**

NO. 349, s. 2026

**CONDUCT OF THE DIGITAL SYNERGETIC ASSESSMENT OF LEARNING (DSALe)  
PRE-TEST FOR GRADES 1 TO 11**

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

1. The Schools Division Office of Bohol, through the Curriculum Implementation Division, shall conduct the Digital Synergetic Assessment of Learning (DSALe) Pre-Test for Grades 1 to 11 on June 10, 2026. The assessment shall be administered during the Opening Block of Term 1 and shall serve as baseline data for monitoring learners' competencies and informing instructional support at the school, district, and division levels.
2. For this school year, the DSALe Pre-Test shall be administered through Google Forms. All concerned schools shall ensure that learners are properly oriented and assisted before the assessment, especially in accessing the official Google Forms links and in using their personal Gmail accounts.
3. All Grade 1 to Grade 11 learners shall use their personal Gmail accounts in answering the assessment. Advisers shall guide learners in creating and accessing their Gmail accounts before the assessment date. Schools shall provide appropriate assistance to learners who do not have existing Gmail accounts, subject to applicable school protocols on learner safety, data privacy, and the responsible use of digital tools.
4. A virtual orientation shall be conducted on June 5, 2026, at 9:00 a.m. for all Public Schools District Supervisors/Acting Public Schools District Supervisors, District ICT Coordinators, School Heads, and School ICT Coordinators. The meeting link shall be sent to the District ICT Coordinators through their official chat group, who shall disseminate the same to the concerned participants in their respective districts. All participants are expected to join as a district in a single designated location, to allow for immediate coordination and post-orientation planning.
5. School Heads shall ensure the readiness of learners, advisers/proctors, devices, internet connectivity, and testing areas. They shall also coordinate closely with School ICT Coordinators and District ICT Coordinators for technical concerns before, during, and after the conduct of the assessment.
6. School ICT Coordinators shall assist in the technical preparation, including checking device availability, internet connectivity, browser access, and learner access to Gmail

and Google Forms. They shall also provide technical support during the actual assessment.

7. Class advisers shall serve as proctors unless otherwise designated by the School Head. They shall guide learners in accessing the correct Google Forms links, ensure orderly conduct of the assessment, and monitor compliance with testing protocols. For Grade 1 learners, advisers/proctors shall read the questions aloud and provide navigation assistance without giving clues or answers.
8. Public Schools District Supervisors/Acting Public Schools District Supervisors and District ICT Coordinators shall provide district-level monitoring and technical coordination. They shall consolidate concerns and reports from schools and submit the required feedback to the Schools Division Office through the prescribed channel.
9. The enclosed guidelines shall provide the detailed procedures on learner preparation, Gmail account readiness, Google Forms access, proctoring, technical support, assessment administration, and post-assessment reporting.
10. Immediate dissemination of and strict compliance with this Memorandum are directed.

  
**FAY C. LUAREZ EdD, PhD-TM, CESO V**  
Schools Division Superintendent  
Office of Schools Division Superintendent

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## **GUIDELINES FOR THE CONDUCT OF THE DIGITAL SYNERGETIC ASSESSMENT OF LEARNING (DSALe) PRE-TEST USING GOOGLE FORMS**

### **Grades 1 to 11 | Opening Block of Term 1 | Third Day**

The Digital Synergetic Assessment of Learning (DSALe) is a DepEd Bohol Division initiative that gathers competency-based baseline data from learners across schools. For the current school year, the DSALe Pre-Test shall be administered during the Opening Block of Term 1 through Google Forms. The assessment shall cover Grades 1 to 11 and shall be conducted on the third day of the Opening Block, unless otherwise modified through a separate division issuance.

#### **I. Purpose and Coverage**

1. Establish a common procedure for the conduct of the DSALe Pre-Test using Google Forms.
2. Guide schools in preparing learners, advisers, proctors, ICT coordinators, and testing coordinators before and during the assessment.
3. Ensure that each learner uses a valid personal Gmail account for accessing and submitting the Google Form assessment.
4. Provide clear procedures for account preparation, form access, proctoring, troubleshooting, submission verification, and reporting.
5. Cover all participating learners from Grades 1 to 11 during the Opening Block of Term 1.

#### **II. Key Implementation Updates for the Current Year**

Area	Previous Procedure	Updated Procedure
Testing platform	DepEd LMS using DepEd Microsoft accounts	Google Forms using learners' personal Gmail accounts
Assessment schedule	Separate assessment window or schedule	Third day of the Opening Block of Term 1 for Grades 1 to 11
Account preparation	Verification/activation of DepEd Microsoft accounts	Creation or verification of personal Gmail accounts, guided by class advisers and supported by ICT Coordinators
Learner access	Course site or LMS activity per grade level	Google Form link or QR code provided by the Division/School Testing Coordinator
Reporting emphasis	Post-test completion report	Pre-test implementation/completion report, including account readiness, actual test takers, technical issues, and submission concerns

#### **III. Roles and Responsibilities of Key Stakeholders**

##### **Education Program Supervisors (EPS)**

- Monitor the overall implementation of the DSALe Pre-Test and provide technical and instructional guidance to schools and districts.
- Coordinate with PSDS/APSOS, School Heads, and the Division DSALe technical team for implementation concerns.
- Use the assessment results as one input for curriculum support, learning recovery, and instructional planning.

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**Public Schools District Supervisors / Assistant Public Schools District Supervisors (PSDS/APSDS)**

- Ensure that schools under the district comply with the updated DSALe Pre-Test guidelines.
- Coordinate with School Heads, Testing Coordinators, and ICT Coordinators on account readiness, testing schedule, and submission monitoring.
- Consolidate school-level concerns and submit district-level implementation reports to the Curriculum Implementation Division.

**School Heads**

- Lead the school-level implementation of the DSALe Pre-Test during the Opening Block of Term 1.
- Designate or confirm the School Testing Coordinator and School ICT Coordinator for the activity.
- Ensure that advisers guide learners in preparing personal Gmail accounts before the third day of the Opening Block.
- Provide available devices, rooms, connectivity arrangements, and other support needed for smooth assessment administration.
- Validate and approve the school-level DSALe Pre-Test completion report.

**School Testing Coordinators**

- Coordinate the assessment schedule, class assignments, proctoring arrangements, and distribution of Google Form links/QR codes.
- Brief advisers and proctors on the assessment flow, testing rules, and submission verification procedures.
- Monitor the number of learners who accessed and submitted the Google Forms during the assessment day.
- Prepare the school-level DSALe Pre-Test completion report in coordination with the ICT Coordinator.

**School ICT Coordinators**

- Assist advisers and learners in the creation, verification, and use of personal Gmail accounts before the assessment.
- Ensure that devices, internet connection, browsers, and QR/link access procedures are ready before the assessment schedule.
- Provide technical support during the actual Google Forms administration.
- Document technical issues, access concerns, and solutions provided during the assessment.

**Class Advisers / Proctors**

- Guide learners, especially those without existing personal Gmail accounts, in creating or accessing their accounts before the assessment day.
- Ensure that learners use their own Gmail accounts and do not share passwords with classmates.
- Administer the assessment using the official Google Form link or QR code.
- Supervise learners during the test and ensure honest, independent answering.
- Check that learners submit the form properly before leaving the testing area.

**Learners**

- Prepare and use a personal Gmail account for the DSALe Pre-Test.
- Follow the instructions of the adviser/proctor during account preparation and assessment administration.
- Answer the assessment honestly and independently.

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- Submit the Google Form only after reviewing all responses.

#### IV. Recommended Opening Block Implementation Flow

Day/Period	School Activity	Responsible Persons	Output
Opening Block Day 1	Orientation on DSALe purpose, schedule, and learner participation. Initial checking of learners with/without Gmail accounts.	School Head, Testing Coordinator, Advisers	List of learners needing Gmail account creation or account recovery assistance
Opening Block Day 2	Guided Gmail account creation/recovery; checking of device and internet access; short practice in opening a sample Google Form.	Advisers, ICT Coordinator, Testing Coordinator	Account readiness checklist and device/connectivity readiness notes
Opening Block Day 3	Actual DSALe Pre-Test administration for Grades 1 to 11 using official Google Forms.	Advisers/Proctors, Testing Coordinator, ICT Coordinator, School Head	Completed learner submissions and initial issue log
Immediately after testing	Submission verification, documentation of absent learners, access issues, and other concerns.	Testing Coordinator, ICT Coordinator, Advisers	School-level DSALe Pre-Test completion report
After school consolidation	Review, approval, and district submission of the completion report.	School Head, PSDS/APSOS	District-consolidated report and recommendations

#### V. General Guidelines for Schools

##### A. Learner Account Preparation

- All learners shall use their personal Gmail accounts in accessing the DSALe Pre-Test Google Forms.
- Learners who do not yet have Gmail accounts shall be guided by their advisers in creating one before the assessment day, preferably on Day 1 or Day 2 of the Opening Block.
- For young learners, advisers may coordinate with parents/guardians when account creation or account recovery requires verification support.
- Learners must be reminded to remember their Gmail address and password and to keep their account credentials private.
- Schools shall prepare an account readiness checklist indicating learners with active Gmail accounts, learners needing assistance, and learners with unresolved account concerns.

##### B. Google Forms Access and Administration

- The official Google Form links or QR codes shall be distributed only through authorized school channels by the Testing Coordinator or designated personnel.
- Advisers/proctors shall ensure that learners open the correct form for their grade level and/or learning area, if separate forms are provided.
- Learners shall be instructed to enter required identifying information accurately, such as school, grade level, section, learner name, and other fields required by the form.
- Learners shall submit the form only once unless the Division or School Testing Coordinator authorizes a correction due to a documented technical issue.
- If the form requires sign-in, learners must sign in using their own Gmail accounts before answering.

##### C. Device, Internet, and Room Preparation

- Schools shall identify available devices, such as desktops, laptops, tablets, or mobile phones, that can access Google Forms.

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- Internet connectivity shall be checked before the assessment. Schools may use computer laboratories, classrooms with connectivity, or other available testing areas.
- Learners who can use personal devices may be allowed to do so, subject to school supervision and proctoring rules.
- A backup arrangement shall be prepared for learners who experience device failure, connectivity interruption, account access issues, or browser problems.
- Browsers should be updated when possible, and devices should be tested for access to Google Forms before the actual schedule.

**D. Proctoring and Assessment Integrity**

- Class advisers shall serve as proctors unless the School Head assigns other qualified personnel.
- Proctors shall maintain an orderly testing environment and ensure that learners answer independently.
- Learners shall not open notes, books, messaging applications, search engines, or other unauthorized materials while answering the assessment.
- Proctors may assist learners with technical navigation but shall not explain test items, translate content, hint at answers, or provide content-related assistance.
- For Grade 1, proctors shall read questions aloud and provide navigation support. No unnecessary pressure on speed shall be imposed on Grade 1 learners.

**E. Attendance, Absences, and Special Cases**

- Only learners who are present during the scheduled DSALe Pre-Test shall answer the assessment, unless the Division issues a makeup schedule.
- Absent learners, learners with unresolved account concerns, and learners unable to submit due to technical failure shall be documented in the completion report.
- Schools shall not replace learners or allow one learner to answer on behalf of another learner.
- Learners requiring reasonable support shall be assisted consistent with existing inclusive education and child protection policies.

**F. Data Privacy and Responsible Account Use**

- Only necessary learner information shall be collected in the Google Forms.
- Schools shall remind learners not to share passwords or allow other learners to use their Gmail accounts.
- Assessment links, response sheets, and learner data shall be handled only by authorized personnel.
- School personnel shall avoid posting screenshots or lists containing learner personal information in public channels.

**VI. Pre-Assessment Readiness Checklist**

Readiness Item	Yes/No	Remarks/Action Needed
Official DSALe Google Form links/QR codes received by the school		
Advisers/proctors oriented on Google Forms administration		
Learners oriented on DSALe purpose and assessment rules		
Learners with active personal Gmail accounts identified		
Learners needing Gmail account creation/recovery assisted		
Testing rooms/venues identified		
Devices checked and assigned, if applicable		
Internet connectivity tested		

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Backup plan prepared for device, internet, or account issues		
School-level monitoring sheet prepared		

## **VII. Proctor's Script for DSALe Pre-Test Using Google Forms**

### **Before the Test Begins**

#### **1. Greetings and Introduction**

- "Good day, everyone. I am [Proctor's Name], and I will supervise today's DSALe Pre-Test. This assessment will help DepEd Bohol gather baseline information on your learning needs. Please listen carefully to the instructions."

#### **2. Gmail Account and Device Check**

- "Please make sure that you are signed in using your own Gmail account. Do not use the Gmail account of your classmate, parent, or another person unless your adviser has specifically guided you for a valid reason."
- "Raise your hand if you cannot open your Gmail, forgot your password, or need help with your device."

#### **3. Opening the Google Form**

- "I will now give you the official DSALe Google Form link/QR code for your grade level. Please open only the link given for your class."
- "Check the title of the form. Make sure it shows the correct grade level and assessment."

#### **4. Learner Information Fields**

- "Before answering the questions, please fill in the required information carefully. Write your name, school, grade level, section, and other details exactly as instructed."
- "If you are not sure what to write in a field, raise your hand and ask for help before proceeding."

#### **5. Reminders on Honesty and Focus**

- "This is an individual assessment. Please answer by yourself. Do not copy, ask for answers, send messages, search online, or talk to your classmates while answering."
- "You may ask for help only when you have a technical problem or you do not understand the instruction on how to use the form."

### **Starting the Test**

- "You may now begin answering the DSALe Pre-Test. Read each question carefully and choose the best answer."
- "Manage your time well. Make sure you answer all required items before submitting the form."

### **During the Test**

- "If your form stops loading, your internet disconnects, or your device has a problem, raise your hand immediately."
- "Please stay on the assessment form and avoid opening other applications or websites."
- [Halfway reminder, if applicable]: "Please continue answering. Check that you are moving through the form carefully."
- [Final reminder, if applicable]: "Please review your answers and make sure all required questions have been answered before submitting."

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**Ending the Test**

- “Before you click Submit, review your answers and check that all required fields are complete.”
- “When you are ready, click Submit. After submitting, please wait for the confirmation message on your screen.”
- “Raise your hand once your submission confirmation appears. Do not close the page until I have checked your submission.”
- “Thank you for your participation. Your honest answers will help the school and the Division plan better support for learning.”

**Special Instructions for Grade 1**

- Proctors shall read the questions aloud and help learners navigate the form.
- Proctors shall avoid explaining the correct answer or giving hints.
- Grade 1 learners shall be guided calmly and patiently, with attention to comfort, pacing, and basic device navigation.

**VIII. Technical Issues and Emergency Procedures**

Issue	Immediate Action	Documentation Required
Learner cannot sign in to Gmail	Assist with account recovery or allow guided account creation if still possible; refer unresolved cases to the ICT Coordinator.	Name of learner, section, issue, action taken, status
Google Form does not open	Check internet, browser, link/QR code accuracy, and device compatibility.	Device used, link/form affected, action taken
Internet disconnection	Allow learner to reconnect. If responses remain saved in the form/session, continue; otherwise document the incident.	Time of interruption, affected learner/s, resolution
Device failure	Transfer learner to an available backup device when possible.	Device type, learner affected, action taken
Accidental form submission	Report immediately to the Testing Coordinator. Do not allow retake unless authorized.	Learner name, grade/section, reason, approval/action
Wrong form opened	Stop the learner immediately, close the wrong form, and direct the learner to the correct form.	Learner name, wrong form accessed, action taken

**IX. Post-Administration Reporting**

- The School Testing Coordinator, with the assistance of the ICT Coordinator and advisers, shall prepare the DSALe Pre-Test completion report immediately after administration.
- The report shall include the number of expected test takers, actual test takers, absent learners, learners with account concerns, device/connectivity issues, and other significant observations.
- The School Head shall review and approve the school-level report before submission to the district.
- The PSDS/APSOS shall consolidate school reports and submit the district-level report to the Curriculum Implementation Division through the prescribed channel.
- See Completion Report Templates for schools and districts.

**X. Final Reminders**

- Use only the official Google Form links or QR codes issued for the DSALe Pre-Test.
- Ensure that learners use their own Gmail accounts and submit their own responses.
- Protect learner information and handle all response data responsibly.
- Assist learners with technical issues, but do not help them answer the test items.
- Document all concerns honestly so that future DSALe implementation can be improved.

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**DSALe Pre-Test Completion Report - School Level**

**A. General Information**

Field	Details
School ID	
School Name	
District	
School Head	
Testing Coordinator	
ICT Coordinator	
Date of DSALe Pre-Test	
Grade Levels Covered	Grades 1 to 11

**B. Summary of Test Participation**

Grade Level	Expected Test Takers	Actual Test Takers	Absent	With Gmail/Access Concerns	Remarks
Grade 1					
Grade 2					
Grade 3					
Grade 4					
Grade 5					
Grade 6					
Grade 7					
Grade 8					
Grade 9					
Grade 10					
Grade 11					

**C. Devices Used**

Device Type	Quantity Used	Remarks
Desktop Computers		
Laptops		
Tablets		
Mobile Phones		
Others: _____		

**D. Implementation Notes**

Summary of implementation:

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Significant observations:

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**Challenges encountered:**

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**Actions taken:**

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**Recommendations and next steps:**

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**E. Signatures**

Prepared by	Reviewed by	Approved by
Testing Coordinator Date:	ICT Coordinator Date:	School Head Date:

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**DSALe Pre-Test Completion Report - District Level**

**A. General Information**

Field	Details
District Name	
PSDS/APSDS	
District ICT Coordinator	
Date/s of DSALe Pre-Test	
Number of Schools Covered	

**B. District Consolidated Summary**

Grade Level	Expected Test Takers	Actual Test Takers	Absent	Major Concerns/Remarks
Grade 1				
Grade 2				
Grade 3				
Grade 4				
Grade 5				
Grade 6				
Grade 7				
Grade 8				
Grade 9				
Grade 10				
Grade 11				

**C. District Implementation Notes**

**Summary of district implementation:**

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**Common challenges across schools:**

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**Actions taken/resolutions:**

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Recommendations for division-level support:

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**D. Signatures**

Prepared by	Reviewed/Consolidated by	Approved by
District ICT Coordinator / Testing Coordinator Date:	PSDS/APSDS Date:	Chief Supervisor, CID / Authorized Division Official Date: