



Republic of the Philippines
Department of Education
CARAGA REGION



REGIONAL MEMORANDUM
No. **1313**, s. 2024

To: Schools Division Superintendents
All Others Concerned

**EXTENSION OF THE ADMINISTRATION OF TEST OF FUNCTIONAL
ACADEMIC SKILLS (TOFAS) FOR LEARNERS**

1. The Department of Education Caraga announces the extension of the administration of the Test of Functional Academic Skills (TOFAS) for learners until **December 6, 2024**.
2. This extension aims to:
 - a. accommodate schools that encountered scheduling conflicts during the initial testing period;
 - b. ensure comprehensive assessment of all eligible learners; and
 - c. provide adequate time for proper test administration and data collection.
3. The SDOs, through the Division Math Supervisor, must immediately disseminate this information to all concerned schools within their jurisdiction. They shall coordinate with school heads to establish and communicate the revised testing schedule, considering the Mid-Year Break period from November 25-29, 2024. Furthermore, SDOs must ensure the proper implementation of all testing protocols and guidelines throughout the process. Finally, they shall submit consolidated reports in accordance with existing reporting mechanisms.
4. School heads must identify and create a comprehensive list of learners who have not yet taken the online TOFAS. They shall ensure the availability and functionality of necessary gadgets and stable internet connectivity for the online test administration. School heads shall maintain and enforce strict adherence to all online testing guidelines and protocols throughout the administration period.
5. The extended testing period is from **December 2-6, 2024**. All testing must be completed within this prescribed period, with no further extensions to be granted.
6. During the Mid-Year Break, SDOs shall finalize and submit the **Consolidated TOFAS Form 1: TOFAS Buffer Account Issuance Reports** from all schools and the Final **TOFAS Form 2: Weekly TOFAS Administration Monitoring Report**. These reports must be submitted to the Regional Office through the Division TOFAS Coordinator no later than **November 29, 2024, 5:00 p.m.**



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7. All other provisions in previous issuances regarding TOFAS administration remain in effect.

8. For clarifications and technical assistance, concerned personnel may contact the Curriculum and Learning Management Division (CLMD) through the Regional Math Education Program Supervisor, Ms. Rhea J. Yparraguirre, at rhea.yparraguirre@deped.gov.ph.

9. Immediate and wide dissemination of this Memorandum is directed.

MARIA INES C. ASUNCION
Director III
Officer-in-Charge
Office of the Regional Director

Encl.: None

Reference: None

To be indicated in the Perpetual Index
under the following subjects:

ASSESSMENT

MONITORING

REPORTS

TESTING

CLMD/rjy
11/25/2024