

April 10, 2018

DIVISION MEMORANDUM
No. D-28, s. 2018

ORIENTATION ON THE ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST (NAT) OF GRADE 12 STUDENTS FOR SY 2017 – 2018

TO : OIC – Assistant Schools Division Superintendent
Chiefs-School Governance Operations Division & Curriculum Implementation Division
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads Concerned
All Other Concerned

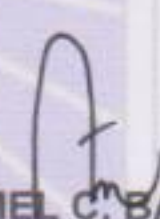
1. The Administration of the National Achievement Test (NAT) Grade 12 for School Year (SY) 2017-2018 will be scheduled on April 19-20, 2018 (Thursday & Friday). There will be an orientation of the Secondary School Heads and School Testing Coordinators of the sampled private and public schools, Testing Staff, and assigned Room Supervisors at LRMD Section, 2nd Floor Schools Division Office (OLD Bldg) on **April 13, 2018 at 9:00 o'clock in the morning.**
3. The following shall be discussed in the said orientation:
 - a. proper conduct/administration of the test;
 - b. standard procedure in test administration;
 - c. schools assignment, assigned room supervisors/room examiners;
 - d. security of test paraphernalia; and
 - e. distribution and retrieval scheme.
4. Attendees to this orientation are the School Heads (SH) and School Testing Coordinators (STC). **Attendance is a must.**

Public Schools	Private Schools
a. Antipolo City Senior High School	a. AMA Computer College East Rizal
b. San Isidro NHS	b. Our Lady of Fatima University
c. Mayamot NHS	c. Our Lady of Peace School
	d. Skill Power Institute

5. All testing paraphernalia will be distributed and retrieved at the Division Office as scheduled. Authorized to receive and return the said paraphernalia is the Chief Examiner (CE) or School Testing Coordinator (STC).

Activity	Date & Time	Location
Distribution of Materials	April 19, 2018/ 6:AM	Division Office (Old Building)
Retrieval of Materials	April 20, 2018 / 1:00PM	

6. All teachers who will serve as Testing Staff, Room Supervisors, and Room Examiners will be given service credit for the administration of the test.
7. Enclosed are the members of the committee (Enclosure No. 1) and the schedule for the distribution and retrieval of the testing paraphernalia and the monitoring form to be utilized during the activity.
8. To ensure the proper implementation of the set guidelines in the administration of the NAT 12, monitoring officials from the region and division office will cover public and private schools to provide technical assistance in the conduct of the said test using the attached monitoring tool (Enclosure No. 2)
9. A registration fee of One Hundred Pesos (P150.00) shall be charged to each participant to defray for expenses for one (1) snack, lunch and other incidental expenses chargeable against school funds subject to usual accounting and auditing rules and procedures. Payment for the said registration shall be reimbursed once the appropriation for the said activity will be available.
10. Full support and cooperation in the administration of the said national test is enjoined. For inquiries, please contact **Mrs. Priscilla V. Salo, EPS I-LRMDS/ Division Testing Coordinator**, and **Dr. Isabel M. Gonzales, SEPS- M&E/ Asst. DTC for Private School** thru Tel. No. 6965561 and email at antipolo.city@deped.gov.ph
11. Immediate and wide dissemination of this Memorandum is desired.



DR. ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

Enclosure No. 1 to the Division Memorandum No. 26, s. 2018

Executive Committee

Dr. Rommel C. Bautista	-	Chairperson
Dr. Gloria C. Roque	-	Co-Chairperson
Lito A. Palomar	-	Member
Anselmo C. Celeste Jr.	-	Member
Priscilla V. Salo	-	Member
Isabel Gonzales	-	Member
All EPSs, PSDSs	-	Members

Committee on Registration/Program & Certificates

Melchor Naval	-	CID Clerk
Armand Eric Caasi	-	CID Clerk

Committee on Technical & Physical Arrangement

Rosanito Paras	-	PDO II
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Committee on Distribution and Retrieval

Division Testing Staff			
Priscilla Salo	Public Schools	Dr. Isabel Gonzales	Private Schools
Gina Catapang		Jonathan Canales	
Armand Caasi		Cecilia Balallo	
Melchor Naval		Raymond Villaraza	
Gemma Delos Santos	Utility	Ramon Sunga	Utility

ROOM SUPERVISORS

1	Messiah Gee Mani	9	Franklin Galdones
2	Joyce Dela Costa	10	Shenn Ann Arirola
3	Luisito Brizuela	11	Anderlynne Remoroza
4	Beverly Abuan	12	Hobert Orque
5	Blessie Maranan	13	Ande Balmaceda
6	Jean Ibanez	14	San Isidro NHS Master Teachers
7	Jefferson Adia	15	
8	Rose Oquendo	16	
		17	

NATIONAL ACHIEVEMENT TEST (NAT G12) FOR THE SCHOOL YEAR 2017-2018
TESTING CENTERS & SCHOOL ASSIGNMENTS
 April 19-20, 2018

No.	TESTING CENTER	NUMBER OF EXAMINEES (GRADE 12)	No. of Room Supervisor	Assigned Room Supervisor (RS) FROM PUBLIC SCHOOLS	No. of Room Examiner/s	Assigned Room Examiner (RE) FROM PRIVATE SCHOOLS/PUBLIC SCHOOLS
1	Antipolo City SHS	816	2	Jean Ibanez/ Franklin Galdones	28	(10) AMA Computer College, (18) Our Lady of Fatima University
2	San Isidro NHS	261	1	Jefferson Adia	9	(9) Our Lady of Peace School
3	Mayamot NHS	619	2	Rose Oquendo/ Blessie Maranan	21	(21) San Isidro NHS
4	AMA Computer College East Rizal	970	3	Messisah Gee Mani/ Ande Balmaceda/ Anderlynne Remoroza	33	(33) Mayamot NHS
5	Our Lady of Fatima University	1985	6	Luisito Brizuela/ Shenn Ann Arriola/ (4) San Isidro NHS	67	(40) San Jose NHS, (27) San Isidro NHS
6	Our Lady of Peace School	279	1	Blessie Maranan	10	(10) Mayamot NHS
7	Skill Power Institute	543	2	Beverly Obuan/ Joyce Dela Costa	19	(19) Antipolo City Senior High School
TOTAL		5,473	17		187	

Prepared by:

(SGD) MRS. PRISCILLA V. SALO
 Education Program Supervisor I - LRMDS/ DTC