June 1, 2018

DIVISION MEMORANDUM
No. 44, s. 2018

ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST (NAT) FOR GRADE 12 FOR SCHOOL YEAR 2017 – 2018 TO NON-SAMPLED SCHOOLS

TO: OIC-Office of the ASDS
    Chiefs- Cid & SGOD
    Education Program Supervisors
    Public Schools District Supervisors
    Public and Private Senior High School Heads
    School Testing Coordinators
    All Other Concerned

1. Pursuant to DepEd Memorandum No. 68, s. 2018 entitled Administration of the National Achievement Test for Grade 12 for School Year (SY) 2017-2018, and relative to the DepEd Advisory Announcing the Dates of Administration of NAT Grade 12 to Non-Sampled Schools, this Office will administer the said activity on June 7-8, 2018 to all Senior High Schools who was not included in the 1st batch of NAT Administration.

2. In line with this, we will conduct an orientation to all Senior High School Testing Coordinators both Private and Public Schools at Shakeys Antipolo on Monday, June 4, 2018 at 9:00 o’clock in the morning onwards. Orientation for the Testing Staff and Monitoring Official will be on June 6, 2018 at 1:30 in the afternoon at LRMD Section.

3. Only private secondary schools with permit to operate or government recognition from the Department shall be included in the conduct of the test.

4. 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.

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).
6. Enclosed are the members of the committee (Enclosure No. 1) and the schedule for the distribution and retrieval of the testing paraphernalia.

7. To ensure the proper implementation of the set guidelines in the administration of the NAT, 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).

8. A registration fee of Four Hundred Pesos (P400.00) 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 and transportation allowance of one (1) participant per school shall be reimbursed once the appropriation for the said activity will be available.

9. 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. and email at antipolo.city@deped.gov.ph

10. 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. 37, s. 2018

Executive Committee

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

Asst. Chairperson  DR. GLORIA C. ROQUE  
OIC-Office of the ASDS

Members
LITO A. PALOMAR  OIC-Chief, CID
ANSELMO C. CELESTE JR.  OIC-Chief SGOD
PRISCILLA V. SALO  EPS-LRMD/ DTC
ISABEL GONZALEZ SEPS  Asst. ME/ADTC

All Education Program Supervisors
Public Schools District Supervisors

Committee on Registration/Program & Certificates

Melchor Naval  -  Admin Asst. - Testing
Armand Eric Caasi  -  CID Clerk

Committee on Technical & Physical Arrangement

Rosanito Paras  -  PDO II - LRMDS
Raymond Villaraza  -  SGOD Clerk

Committee on Distribution and Retrieval

Division Testing Staff

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<thead>
<tr>
<th>Priscilla Salo</th>
<th>Jonathan Canales</th>
<th>Hobert Orque</th>
<th>Gina Catapang</th>
<th>Cecilia Balalio</th>
<th>Armand Caasi</th>
<th>Gemma Delos Santos</th>
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<td>Public Schools</td>
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Private Schools

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<tr>
<th>Dr. Isabel Gonzales</th>
<th>Jochim Dagsa</th>
<th>Leo Suyom</th>
<th>Analyn Quinones</th>
<th>Jakelin Iringan</th>
<th>Raymond Villaraza</th>
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Utility

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**SCHEDULE OF DISTRIBUTION AND RETRIEVAL**

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<th>LEVEL</th>
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<th>Retrieval</th>
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<tr>
<td>NAT Grade 12</td>
<td>June 7, 2018 6:00AM</td>
<td>June 8, 2018 2:00 PM</td>
<td>Division Office (Old Bldg)</td>
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@TestingUnit2018