



June 1, 2018

**DIVISION MEMORANDUM**  
No. 34, 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

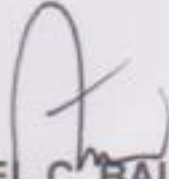
1. Pursuant to DepEd Memorandum No. 68, s. 2018 entitled *Administration of the National Achievement Test for Grade 12 for School Year (SY) 2017-2018*, and relative to the DepEd Advisory Announcing the Dates of Administration of NAT Grade 12 to Non-Sampled Schools, this Office will administer the said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



Republic of the Philippines  
Department of Education  
Region IV-A CALABARZON  
**CITY SCHOOLS DIVISION OF ANTIPOLO**



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](mailto: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. 34, 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-LRMDS/ DTC  
ISABEL GONZALES 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			
Priscilla Salo	Public Schools	Dr. Isabel Gonzales	Private Schools
Jonathan Canales		Jochim Dagsa	
Hobert Orque		Leo Suyom	
Gina Catapang		Analyn Quinones	
Cecilia Balallo		Jakilin Iringan	
Armand Caasi		Raymond Villaraza	
Gemma Delos Santos	Utility	Ramon Sunga	Utility

**SCHEDULE OF DISTRIBUTION AND RETRIEVAL**

LEVEL	Distribution	Retrieval	Location
NAT Grade 12	June 7, 2018 6:00AM	June 8, 2018 2:00 PM	Division Office (Old Bldg)