



September 19, 2018

DIVISION MEMORANDUM
No. 72, s. 2018

**ORIENTATION ON THE ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST (NAT)
OF GRADE 6 AND 10 STUDENTS FOR SY 2017 – 2018**

TO : OIC – Assistant Schools Division Superintendent
Chiefs-CID and SGOD
Education Program Supervisors
Public Schools District Supervisors
SEPS – Monitoring and Evaluation
Planning Officer II
Public and Private Secondary School Heads Concerned
All Other Concerned

1. The Administration of the National Achievement Test (NAT) Grade 6 and Grade 10 for School Year (SY) 2017-2018 will be administered to select Grade 7 and Grade 11 students for this school year on September 25-27, 2018 (Tuesday & Thursday). In line with the schedule of NAT administration, there will be an orientation of the Secondary School Heads and School Testing Coordinators of the sampled private and public schools at Function Room at Shakeys Circumferential Road, Antipolo City on **September 21, 2018 at 9:00 o'clock in the morning**. Sampled Schools only
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.**



SAMPLED SCHOOLS

Testing Program	Public Schools	Private Schools
NAT Grade 6 (Grade 7 Students)	a. Antipolo National High School b. Antipolo NSTHS c. Dela Paz NHS d. Maximo Gatlabayan MNHS e. Old BosoBoso NHS f. San Juan NHS	a. Assumption Antipolo b. College of San Benildo Rizal c. Don Antonio De Zuzureggi Sr. Memorial Academy d. Rich Golden Shower Montessori e. Rockfort Christian Academy f. Saint Pascual Baylon Academy g. Sumulong Memorial High School
NAT Grade 10 (Grade 11 Students)	a. Antipolo City SHS b. Dalig NHS c. Mayamot NHS	a. AMA Computer College Rizal b. Our Lady of Fatima University

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
NAT Grade 10 Distribution of Materials Retrieval of Materials	September 25, 2018/ 6 AM September 25, 2018/4 PM	Division Office (Old Building)
NAT Grade 7 Distribution of Materials Retrieval of Materials	September 27, 2018/ 6 AM September 27, 2018/4 PM	

7. Enclosed are the members of the committee (Enclosure No. 1) and the schedule for the distribution and retrieval of the testing paraphernalia.
8. To ensure the proper implementation of the set guidelines in the administration of the NAT G10 and G&, 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.
9. A registration fee of Four Hundred Pesos (P400.00) shall be charged to each participant to defray for expenses for the meal 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, Mrs. Myra Villareal, Planning Officer II and Dr. Isabel M. Gonzales, SEPS-M&E** thru Tel. No. 6965561 or email at antipolo.city@deped.gov.ph

11. Immediate and wide dissemination of this Memorandum is earnestly desired.


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

@TestingUnit.2018



Enclosure No. 1 to the Division Memorandum No. 7-2, s. 2018

Executive Committee

Dr. Rommel C. Bautista - Chairperson
 Dr. Gloria C. Roque - Co-Chairperson

Members

Lito A. Palomar
 Dr. Jonathan Domingo
 Priscilla V. Salo
 Isabel Gonzales
 Myra Villareal
 All EPSs, PSDSs

Committee on Registration/Program & Certificates

Melchor Naval - Testing Clerk
 Armand Eric Caasi - CID Clerk

Committee on Technical & Physical Arrangement

Raymond Villaraza - SGOD Clerk

Committee on Distribution and Retrieval

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