

Attn. Mr. Seagan



Republic of the Philippines  
Department of Education

13 DEC 2013

DepEd MEMORANDUM  
No. 222, s. 2013

**ADMINISTRATION OF SCHOOL YEAR (SY) 2013-2014 NATIONAL ACHIEVEMENT TEST (NAT), TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT) AND PROCESS SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS**

To: Bureau Directors  
Regional Directors  
Schools Division Superintendents  
Heads, Public and Private Elementary and Secondary Schools  
All Others Concerned

1. The Department of Education (DepEd), through the National Education Testing and Research Center (NETRC), shall administer the National Achievement Test (NAT) nationwide as contained in the enclosure of DepEd Order No. 10, s. 2013 entitled *School Calendar for School Year (SY) 2013-2014* on the following dates:

Date	Grade/Year Level of Examinee
March 5, 2014	Fourth Year high school students of public and private schools (census)
March 11, 2014	Grade 3 pupils of public and Madrasah schools
March 13, 2014	Grade 6 pupils of public and private schools (census)

2. Only private elementary and secondary schools with permit to operate from this Department shall be included in the conduct of the test. However, the following are exempted from taking the NAT:

- Classes of behavioral programs and home study programs;
- Private schools using the American Standard Curriculum;
- Foreign students who are newly-enrolled;
- Students with Intellectual Disability and Visual Impairment;
- Irregular students with back subjects; and
- Students in night classes.

3. Each examinee in NAT (Grade 6) shall be issued with a Certificate of Rating (COR) containing the actual rating per subject area. The COR will reflect the examinee's readiness for high school.

4. The NETRC's authorized forwarder/courier shall deliver the test materials at least two weeks before the test administration, except for the National Capital Region (NCR) divisions, which shall be delivered five days before the test administration.

5. The same forwarder/courier shall retrieve all the test materials one week after the test administration. Hence, all division testing coordinators (DTCs) and private school supervisors (PSSs) are instructed to ensure that the test materials are ready for pick up/retrieval of the authorized forwarder/courier.

6. The Test of English Proficiency for Teachers (TEPT) and Process Skills Test (PST) in Science and Mathematics shall be administered by cluster starting February 1-2, 2014 until May 2014, all Saturdays (post-test) and Sundays (pre-test). The NETRC shall provide the dates, venues and clustering of regions through a DepEd Advisory.

- 7. The TEPT-PST shall be administered to Grades 1 and 2 public school teachers (post-test) and Grades 5 and 6 public school teachers (pre-test) in 2014.
- 8. In the conduct of the TEPT and PST, the DTC will serve as Chief Examiner, while the education supervisors and elementary school principals as Room Examineers. On the other hand, teachers who took the test shall be given one day service credit as per DepEd Order No. 53, s. 2003 entitled *Updated Guidelines on Grant of Vacation Service Credits to Teachers*.
- 9. In relation to this, the NETRC shall conduct the National Conference on the Utilization of the NAT, TEPT and PST Results and Standardized Administration for the purposes of updating information and resolving issues and concerns on testing.
- 10. The following shall be discussed in the said conference:
  - a. Proper conduct/administration of the test;
  - b. Standard procedure in test administration;
  - c. Security of test materials, delivery, and retrieval scheme;
  - d. Allocation of test materials;
  - e. Information derived from the individual Certificate of Rating (COR);
  - f. Utilization/Dissemination of findings/implications of test results; and
  - g. Financial matters relative to test administration.
- 11. In addition, the DTCs are required to bring the actual number of permanent public school teachers in Grades 5 and 6 for the allocation of test materials.
- 12. Moreover, a report on the TEPT-PST result-based trainings conducted to Grades 3 and 4 teachers who took the pre-test in 2013 must also be submitted by the DTCs during the conference. Similarly, interventions at the regional level must also be reported to NETRC by the RTCs.
- 13. Authorized to attend the activity (in designated venues and dates) are one regional testing coordinator (RTC) from each region, one division testing coordinator (DTC) from each division, and one private school supervisor (PSS) from each division that has at least ten private schools.
- 14. Only Grades 1 and 2 teachers who took the pre-test in 2011 shall be included in the post-test; hence, an updated number of examinees must be submitted to NETRC during the conference.
- 15. All participants must attend only on the date and venue where their region is clustered. Conference proper will start at 8:00 a.m. and will end at 5:00 p.m. The participants can be accommodated in the afternoon on a day before the scheduled conference.
- 16. Traveling expenses and allowable expenses shall be charged to NETRC Funds subject to the usual accounting and auditing rules and regulations.
- 17. Immediate dissemination of this Memorandum is desired.

  
**BR. ARMIN A. LUISTRO FSC**  
 Secretary

References:

- DepEd Order: (Nos. 10, s. 2013 and 53, s. 2003)
- DepEd Memorandum: No. 228, s. 2012

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

OFFICIALS	STUDENTS	TESTS
PUPILS	TEACHERS	

Received: Joseph  
1/31/14  
4618



Republika ng Pilipinas  
Kagawaran ng Edukasyon, Kultura at Isports  
Pambansang Sentro ng Pagsusulit at Pananaliksik  
*(National Educational Testing and Research Center)*  
*(2<sup>nd</sup> Floor, Mabini Bldg., DECS Complex, Pasig City)*

## NETRC ADVISORY

As per DepED Memorandum No. 222, s. 2013, "Administration of the National Achievement Test (NAT) and Test of English Proficiency for Teachers and Process Skills Test (TEPT-PST)" and DepED Memorandum No. 214, s. 2013, Paragraph No. 5, "Administration of the Qualifying Examination in Arabic Language and Islamic Studies (QEALIS)," the NETRC shall conduct a National Conference on the Standardized Administration of the 2014 NAT, TEPT-PST and QEALIS. The schedule is as follows:

Date	Region	Venue
February 12, 2014	IV-A & NCR	OASIS of Cavite, Tanza

**NOTES:**

1. Authorized to attend the conference are one (1) Regional Testing Coordinator (RTC) from each region, one (1) Division Testing Coordinator (DTC) from each division, and one (1) Private Schools Supervisor (PSS) from each division that has at least ten (10) private schools.
2. Traveling expenses of the participants in going to the venue shall be reimbursed during the conference. On the other hand, traveling expenses that will be incurred in going back to their respective stations shall be reimbursed by NETRC upon submission of complete travel documents and to be sent directly to your respective bank account. (Please provide the Acctg. Staff your Bank Acct. No.)

3. The participants are instructed to bring the following TEPT-PST reports:

3.1. For DTCs:

3.1.1 Actual number of Grades 5 and 6 public school teachers with permanent positions (for pre-test)

3.1.2 Updated number of Grades 1 and 2 teachers who took the pre-test in 2012 (for post-test)

3.1.3 TEPT-PST trainings conducted to Grades 3 and 4 teachers based on the 2013 test results

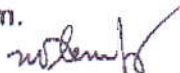
3.2. For RTCs:

3.2.1 Interventions at the regional level based on the TEPT-PST results

4. Remittances / Payments of Registration Fees and Unused Registration Forms in the 2013 PEPT will be accepted by the Accounting Staff during the conference.

5. All participants must attend only on the date and venue where their region is clustered. Conference proper will start at 8:00 a.m. and will end at 5:00 p.m. The participants can be accommodated in the afternoon a day before the scheduled conference.

6. For inquiries please contact Mrs. Dely R. Servo, OIC, Test Administration Division (TAD), at Tel. No. 631-2571 or send email to tad.netrc@yahoo.com.



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Note: Please send this page to NETRC through fax (02-6316921) or email (tad.netrc@yahoo.com) for confirmation of attendance. Thank you.

CONFIRMATION SLIP

REGION / DIVISION: \_\_\_\_\_

CONFORME: \_\_\_\_\_  
(Signature over Printed Name)

DESIGNATION: \_\_\_\_\_ DATE: \_\_\_\_\_