



Republic of the Philippines  
**Department of Education**  
REGION IV-A CALABARZON



18 March 2024

**Regional Memorandum**  
No.197 s.2024

**REGIONAL ONSITE MONITORING OF THE ADMINISTRATION  
OF THE NATIONAL ACHIEVEMENT TEST (NAT) FOR  
GRADE 12, SY 2023-2024**

To **Schools Division Superintendents**  
**Regional Functional Division Chiefs**

1. Pursuant to DepEd Memorandum No. 016, s. 2024 on the Administration of the ELLNA, NAT for Grades 6 & Grade 12 for SY 2023-2024, this Office will conduct a Regional Onsite Monitoring of the Administration of the National Achievement Test for 12 in both public and private schools on **March 18-22, 2024** for **NAT Grade 12**. The NAT will be administered through paper-based modality.
2. The objectives of this activity are the following:
  - a. To ensure a standardized test administration by performing the activities at various stages of the test as stipulated in the Room Examiners handbook; and,
  - b. Ensure the integrity of the test materials in the whole process of test administration.
3. The Regional Monitoring Team performing monitoring to all private schools relative to regulatory functions pursuant to D.O. 88, s. 2010 shall monitor the said activity in their assigned SDOs. Please refer to enclosure 1 on the Schedule of NAT administration per SDO.
4. Regional Monitoring Officials and schools are expected to comply with **R.A. 6713**, the **Code of Conduct and Ethical Standards for Public Officials and Employees**, especially Section 7d. *“Public Officials and employees shall not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from any person in the course of their official duties or in connection with any operation being regulated by, or any transaction which may be affected by the functions of their office.”*
5. Travel and other related expenses of the Regional Office personnel relative to the conduct of this activity will be charged against Regional funds while that of the Schools Division Office will be charged against their local funds subject to the usual accounting and auditing rules and regulations.





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6. For clarifications, please contact Buenalyn M. Manuel, Regional Testing Coordinator, through the QAD landline (02) 8862-5773 loc.450.
7. Immediate and widest dissemination of this Memorandum is enjoined.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**  
*Atty* Regional Director 

05/ROQ3/ROQ1



Enclosure 2. Schedule of NAT Administration per SDO

**SDO Schedule of National Achievement Test (NAT) 12 Administration**

March 18-22, 2024

<b>No.</b>	<b>Schools Division Office</b>	<b>Date of Conduct</b>
1	Antipolo City	March 21-22,2024
2	Bacoor City	March 20-21, 2024
3	Batangas City	March 18-19, 2024
4	Batangas Province	March 18-19, 2024
5	Binan City	March 20-21, 2024
6	Cavite City	March 20-21, 2024
7	Cavite Province	March 19-20, 2024
8	Cabuyao City	March 18-19, 2024
9	Calamba City	March 20-21, 2024
10	Dasmaringas City	March 20-21, 2024
11	Gen. Trias City	March 20-21, 2024
12	Imus City	March 20-21, 2024
13	Laguna Province	March 19-20, 2024
14	Lipa City	March 18-19, 2024
15	Lucena City	March 21-22, 2024
16	Quezon Province	March 21-22, 2024
17	Rizal Province	March 19-22, 2024
18	San Pablo City	March 20-21, 2024
19	San Pedro City	March 21-22, 2024
20	Sta.Rosa City	March 18-19, 2024
21	Sto. Tomas City	March 21-22, 2024
22	Tanauan City	March 18-19, 2024
23	Tayabas City	March 18-19, 2024

**LIST OF REGIONAL MONITORING OFFICIALS NATIONAL ACHIEVEMENT TEST  
(NAT) GRADE 12**

**March 18-22, 2024**

<b>SCHOOLS DIVISION OFFICE</b>	<b>CLUSTER/TEAM MEMBERS</b>
Antipolo City Rizal Province	<b>Cluster 1</b> Team Leader: Atty. Jocelyn Buclig-Guzman Co-Team Leader: Jisela Ulpina Dianne Catherine Antonio Elena Lopez Ariel Azuelo
Bacoor City Imus City Dasmaringas City	<b>Cluster 2</b> TL: Atty. Marianne Dilag CTL: Virgilio Guevarra Buenalyn Manuel Nadina Gatton Jona Malonzo
General Trias City Cavite City Cavite Province	<b>Cluster 3</b> TL: Atty. Crispin Balag-oy CTL: Emelia Aytona Lowesito Erni Donna Lago Normita Datangaling
Batangas Province Batangas City Lipa City	<b>Cluster 4</b> TL: Elino Garcia CTL: Babeth Cruz Paul Genes Ocampo Loida Tomelden Glenda Dela Torre
Santo Tomas City Tanauan City San Pablo City Calamba City Lucena City Tayabas City	<b>Cluster 5</b> TL: Luz Osmena CTL: Margaret Musa Joan Paula Dino Mark Anthony Malonzo Andrea Maybel Abrencillo
Cabuyao City Binan City San Pedro City Santa Rosa City	<b>Cluster 6</b> TL: Eduarda Zapanta CTL: Wilbert Ulpindo Elaine Balaogan Maricris Tadioan Rey Valenzuela
Laguna Province	<b>Cluster 7</b> TL: Viernalyn Nama CTL: Eugene Adrao Nancy Dizon Jamaica Rolloque Jonalyn Patallitan

Quezon Province	<b>Cluster 8</b> TL: Atty Melford Lapnawan CTL: Michael Girard Alba Eugene Ray Santos Ramil Ginete Bryan Pobe
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05/ROQ3/ROQ1



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version 03-15-2024

**NATIONAL ACHIEVEMENT TEST FOR GRADE 12 (NATG12)**  
**Monitoring Report**

Name of Test Monitor: \_\_\_\_\_ Designation: \_\_\_\_\_

School: \_\_\_\_\_ Region: \_\_\_\_\_ Division: \_\_\_\_\_

Date/s of Monitoring the Test Administration: \_\_\_\_\_

**1. TESTING PERSONNEL**

Were the following testing personnel present in your assigned school?

Testing Personnel	Day 1		Day 2		Remark
	Yes ✓	No ✓	Yes ✓	No ✓	
Regional Testing Coordinator (RTC)					
Division Testing Coordinator (DTC)					
Private School Supervisor (PSS)					
Chief Examiner (CE)					
Supervising Examiner (SE)					
Room Examiner (RE)					
Division/School Health Personnel (DHP/SHP)					

**2. TEST ADMINISTRATION SCHEDULE**

a. What test administration scheme was implemented by the SDS/DTC in the SDO?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Were morning and afternoon testing sessions conducted in the school?  
Please check [✓].

[ ] YES      [ ] NO

If YES, was the test administered to the same set of learners? [ ] YES    [ ] NO





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**3. GRADE 12 EXAMINEES**

Number of Examinees	Day 1			Day 2		
	Male	Female	Total	Male	Female	Total
Expected						
Actual						
Total						

	Number of Testing Rooms	Remarks
Day 1	AM =	
	PM* =	
Day 2	AM =	
	PM* =	

*\*Leave blank if not applicable.*

**4. TEST MATERIALS**

a. Quantity as reflected in the Delivery Receipts (DR)

Test Materials	Serial Numbers	Quantity	Timeliness of the Delivery	
			YES	NO
Test Booklet/s				
Answer Sheet/s				

b. Sufficiency of the Test Materials

Test Materials	Sufficient ✓	Insufficient ✓	Number of Needed Additional Copies
Test Booklets			



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Test Materials	Sufficient ✓	Insufficient ✓	Number of Needed Additional Copies
Scannable Answer Sheets			
BEA Forms 1 to 7			
Replica of Name Grid			
ETREs			
CETREs			
Examiner's Handbook			

If the TBs were insufficient, which test administration scheme was applied by the school?

	Check [✓]	Remark
Batching of learners		
Borrowing from other schools		

**Note: No photocopying of Test Booklets**

If the ASs were insufficient, which test administration scheme was applied by the school?

	Check [✓]	Remark
Pool the ASs from schools with decreased enrollment		
Use the ASs from schools that are temporarily/permanently closed		
<b>Others (please specify)</b>		

**Note: No photocopying of Answer Sheets**





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c. Condition of the Test Materials

Condition	Test Booklets			Answer Sheets		
	Quantity of TBs	Serial Number/s	Affected Room Number/s	Quantity of TBs	Serial Number/s	Affected Room Number/s
In good condition						
Not in good condition						
➤ missing page/s						
➤ blurred serial number						
➤ without serial number						
Others (specify)						

**5. STUDENT PREPARATION**

a. Did the school use the **primer** in preparing the learners for the test? Please check [✓].  
 YES       NO  
 If YES, how was it used by the school in preparing the learners for the test? \_\_\_\_\_

b. Did the school use the **answer sheet** in preparing the learners for the test? Please check [✓].  
 YES       NO  
 If YES, how was it used by the school in preparing the learners for the test? \_\_\_\_\_

**6. TESTING CENTER**

Put a checkmark (✓) if the following activities were evident in the testing center and testing room.

Statements	Evident	Not Evident	Remarks
<b>Conduciveness of the Testing Center</b>			
1. The testing center posted labels to guide the examinees in the school vicinity.			
2. The testing center is safe from any danger.			
<b>Conduciveness of the Testing Room</b>			
1. The physical arrangement of the testing room stated in the Examiner's Handbook was observed.			



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2. The testing room provided a conducive testing environment for the examinees.			
3. The list of examinees is posted outside of the testing room.			
4. The LWDs examinees have separate testing room/s by difficulty.			
5. The testing room was accessible to restrooms and fire exits.			
6. Facilities such as the Examiner's table, wall clock, chalkboard, and learner's armchairs were present inside the testing room.			

**7. TEST ADMINISTRATION**

*Put a checkmark (✓) if the following activities were evident during the pre-test, test proper, and post-test.*

**a. Pre-Test**

Statements	Evident	Not Evident	Remark
<b>Delivery of Test Materials</b>			
1. There was a distribution area/room where the Room Examiners were met by the Chief Examiner for the distribution of test materials.			
2. The test materials were intact in boxes before the test administration.			
3. The Room Examiners were required by the CE to count their test materials before proceeding to their testing rooms.			
4. The Room Examiners signed <b>BEA Form 3</b> (Test Materials Accounting Form) inside the distribution room.			
<b>Entrance and Seating Arrangement</b>			
1. The testing personnel arrived on time in the testing center.			
2. The testing personnel inspected the seating arrangement before the entrance of examinees in the assigned testing room.			
3. The Room Examiner checked the identity of the examinees using their IDs.			
4. The personal belongings of the examinees were placed in front, under			





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the board upon the entrance of the testing room. All digital devices were turned off and placed inside the bag.			
5. Latecomers were still admitted to the assigned testing rooms.			
<b>Orientation and General Directions</b>			
1. The Room Examiner provided the orientation guidelines and general directions to the examinees.			
<b>Distribution of Test Materials</b>			
1. There was an equal distribution of test materials to the number of examinees in the testing room.			
2. The TBs and AS of absentees and latecomers were placed inside the original plastic bag.			
<b>Checking of the Test Materials</b>			
1. The examinees checked the pages one by one.			
2. The Room Examiner refrained from reading the test questions as per Section 13 of DepEd Order No. 55, s. 2016.			
<b>Accomplishing the Seat Plan</b>			
1. Actual examinees were able to accomplish the seat plan.			
2. The seats for examinees who were absent during the test administration were left blank.			
<b>Filling in of Information in the Answer Sheet</b>			
1. All information in the Answer Sheet was filled in by the examinees.			
2. The examinees shaded the correct circles about the name grid.			
3. The examinees found difficulty when filling in information in the Answer Sheet.			
<b>Answering of Examinee's Descriptive Questionnaire (EDQ)</b>			
1. The examinees were given time to read silently the general directions.			
2. The Room Examiner went around to check if the examinees were shading their answers properly on the Answer Sheet.			





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**b. Test Proper**

Statements	Evident	Not Evident	Remark
1. The Room Examiner closely supervised the examinees in all test-related activities.			
2. The examinees were <b>not allowed</b> to use <b>digital devices</b> such as smartphones and smartwatches. Personal belongings remained in front, under the board upon entrance.			
3. Examinees used pencils, sharpeners, and clean sheets of paper during the test.			
4. The Room Examiner followed the time allotment in the handbook.			
5. The Room Examiner goes around to check if the examinees can follow the instructions.			
6. The unused Test Booklets were kept by the Room Examiners inside the plastic bags while the test was in progress.			
7. The Room Examiner collects the TMs after dismissing the examinees.			

**c. Post Test**

Statements	Evident	Not Evident	Remark
1. The ETREs were sealed and signed by the Room Examiners inside the testing room.			
2. All unused Answer Sheets were submitted to the Chief Examiner.			
3. All Test Booklets were retrieved.			
4. The Chief Examiner was able to account for the Test Booklets before placing them in their original plastic bags and boxes.			
5. The contents of each ETRE were complete. (used AS, list of examinees posted at the door, Forms 1, 2, and 7)			
6. The contents of the CETRE were complete. (unused ASs, and Forms 3 & 4)			
7. The Room Examiner dismissed the examinees			



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**d. Retrieval/Accounting of Test Materials**

<b>RETRIEVAL/ACCOUNTING OF TEST MATERIALS</b>	<b>Quantity</b>
Test Booklets	
Scannable Answer Sheets	
• Used	
• Unused	
Chief Examiner's Transmittal Report Envelope (CETRE)	
Room Examiner's Transmittal Report Envelope (ETRE)	
<b>Total Number of Envelopes (CETRE + ETRE)</b>	

**8. EDQ, SCHOOL HEADER, AND ANSWER SHEET VARIABLES**

a. Were there any concerns/issues raised by the examinees about the EDQ items? Please check.

YES       NO

If YES, please specify the item number and the concern/issue.

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b. Were there any concerns/ issues raised by the principal about the School Header? Please check .

YES       NO

If YES, please specify.

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c. Were there any concerns/ issues raised by the examinees about the variables in the Answer Sheet?

YES       NO

If YES, please specify.

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**9. What problems/concerns/issues were encountered by the school/SDO during the 2-day test administration and how were these addressed?**





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10. Cite the best practices of the school/SDO that the BEA-EAD can adopt in improving its test administration guidelines.

11. **Overall Rating.** Rate the general performance of the testing personnel in the school. Please check [✓].

[ ] Very Satisfactory    [ ] Satisfactory    [ ] Unsatisfactory

Explanation: \_\_\_\_\_

12. What are your recommendations in improving the next cycle of the NATG12 implementation?

13. What are the concerns/issues raised by the school/SDO concerning other assessment programs managed by BEA?

<b>Regional Testing Coordinator</b> (name and signature)	Date
<b>Division Testing Coordinator (or Chief Examiner)</b> (name and signature)	Date



