

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



19 March 2025

**Regional Memorandum**  
No. 226 s. 2025

**REGIONAL ONSITE MONITORING OF THE ADMINISTRATION  
OF THE NATIONAL ACHIEVEMENT TEST FOR GRADE 6  
FOR SY 2024-2025**

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

1. Pursuant to DepEd Order 55, s. 2016, titled "Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program", the Bureau of Education Assessment-Education Division (BEA\_EAD) will conduct the Administration of the National Achievement Test for Grade 6 for SY 2024-2025 in both public and private schools on **March 31 to April 11, 2025**. In line with this the Regional Monitoring Team will conduct the monitoring based on the scheduled dates submitted by each Schools Division Office.
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. To Ensure the integrity of the test materials in the whole process of test administration.
3. The Regional Monitoring Team is composed of the Functional Division Chiefs, Education Program Supervisors, Unit Heads and Senior/Education Program Specialist.
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. It is highly encouraged that the Regional Monitoring Officials exhaust all means possible to cover both public and private schools especially those located in the far-flung area of the assigned division.

05/ROQ3




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6. 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.
7. Attached are the list of monitoring officials and the assigned division for NATG6, and the monitoring tool to be utilized during the activity.
8. For clarifications, please contact Dr. Luz E. Osmena, Chief Quality Assurance Division and Ms. Buenalyn M. Manuel, Regional Testing Coordinator through the QAD landline (02) 8862-5773 Local 450.
9. Immediate and widest dissemination of this Memorandum is desired.

  
**ATTY. ALBERTO T. ESCOBARTE, CESO II**

 Regional Director 

05/ROQ3



**List of Monitoring Officials for National Achievement Test (NAT) G6**  
**March 31 – April 11, 2025**

<b>Schools Division Offices</b>	<b>Date of Monitoring</b>	<b>Monitoring Officials</b>
Antipolo City	April 3, 2025	Ma. Lourdes O. Manimtim
Bacoor City	April 2, 2025	Mark Anthony R. Malonzo
Batangas City	April 2, 2025	Rey Valenzuela
Batangas Province	April 2, 2025	Reymund M. Ferry
Biñan City	April 2, 2025	Randie Atienza
Cabuyao City	April 2, 2025	Gilbert Cruz
Calamba City	April 2, 2025	Emelia M. Aytona
Cavite City	April 4, 2025	
Cavite Province	April 3, 2025	Lowiesito Erni
Dasmariñas City	April 3, 2025	Loida N. Nidea
General Trias City	April 2, 2025	Eduarda Zapanta
Imus City	April 3, 2025	Loida N. Nidea
Laguna Province	April 4, 2025	Jeffrie Ditablan
Lipa City	April 2, 2025	
Lucena City	April 2, 2025	Eugene Santos
Quezon Province	April 3, 2025	
Rizal Province	April 2, 2025	Luz E. Osmeña Loida G. Tomelden
San Pablo City	April 2, 2025	Emelia Cresini
Sta. Rosa City	April 4, 2025	Elino S. Garcia
Sto. Tomas City	April 2, 2025	
San Pedro City	April 3, 2025	Philips Monterola
Tanauan City	April 2, 2025	
Tayabas City	April 2, 2025	



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**MONITORING TOOL NATIONAL ACHIEVEMENT TEST  
GRADE 6 (NATG6)SY 2024 - 2025**

Testing Program: NAT (Grade 6)

School: \_\_\_\_\_

Division: \_\_\_\_\_ Public / \_\_\_\_\_ Private

1. Number of Testing Room/s: \_\_\_\_\_
2. Total Enrolment of Grade 6: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
3. Total Number of examinees: Male : \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
4. Total Number of absences: Male : \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
5. Time when the test materials were distributed to Room Examiners  
From \_\_\_\_\_ to \_\_\_\_\_

**A. Pre-test Activities on Examination Day**

Describe the pre-test activities in terms of the following:	Sufficient	Insufficient	No. of Needed copies	Remarks
1. Sufficiency of Test Materials				
1.1 Test Booklet				
1.2 Scannable Answer Sheet				
1.3 Seat Plan				
1.4 Room Examiners Handbook				

	Evident	Not Evident
2. Posting of Board Work of the test coverage with Time Started/Time to End		
3. Testing Rooms are ready:		
3.1 There should be 6 rows by 5 lines of armchairs, spaced far enough from each other to discourage unnecessary talking among examinees	_____	_____
3.2 List of Examinees are posted at the door of each testing room alphabetically arranged regardless of gender with LRN	_____	_____



Remarks:

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**B. Test Proper**

Rate the Room Examiners based on the following aspects:	Evident	Not Evident
1. Testing discipline is imposed strictly. 1.1 No unnecessary noise while the exam is in progress 1.2 Cheating in any form is strictly prohibited (e.g. talking to co-testees, use of dictionary, cell phone, calculator, and the like)	<hr/> <hr/>	<hr/> <hr/>
2. Refraining from the following are strictly followed: 2.1 Reading/copying test items in the test booklet 2.2 Explaining/translating to the examinee's certain words/used in the item	<hr/> <hr/>	<hr/> <hr/>
3. All belongings of examinees are placed in front/beneath the blackboard except pencils, sharpeners and a computation paper.	<hr/> <hr/>	<hr/> <hr/>

Remarks:

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Other Significant Findings/Observations:

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\_\_\_\_\_  
 (Signature over Printed Name)  
 Monitoring Official

Conforme :

\_\_\_\_\_  
 (Signature over Printed Name)  
 School Head