



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



04 March 2026

**Regional Memorandum**  
No. 166, s. 2026

**REGIONAL ONSITE MONITORING ON THE ADMINISTRATION  
OF COMPUTER-BASED NATIONAL ACHIEVEMENT  
TEST FOR GRADE 12 (CB-NATG12) FOR  
SCHOOL YEAR 2025-2026**

To **Schools Division Superintendents**  
**Regional Functional Division Chiefs**  
**Other concerned personnel**

1. Relative to DepEd Memorandum 014, s. 2026, **“Administration of the Computer-Based National Achievement Test for Grade 12 for School Year 2025-2026”** and pursuant to DepEd Order (DO) No. 55, s. 2016 titled **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program**, this Office through the Quality Assurance Division (QAD) will conduct a Regional Onsite Monitoring on the Administration of Computer- Based National Achievement Test for Grade 12 (CB\_NATG12), SY 2025-2026 on **March 9-18, 2026** during regular period hours. Examinees are all currently enrolled **Grade 12 learners in sampled public schools and private schools with government permit**. The schools shall follow their assigned **testing dates provided by the Schools Division Superintendent** within the testing window and must strictly coordinate with their respective Schools Division Offices (SDOs) for assessment concerns.
2. The objectives of this activity are the following:
  - a. Ensure 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.
4. Please see the herein attached Enclosures for the **List of Sampled public and private schools included in the administration of the test** and copy of the Advisory No. 007, s. 2026, titled **“Implementing Guidelines on the Administration of the Computer-Based National Achievement Test for Grade 12 (CB-NATG12) for School Year 2025-2026”**, for your information and reference.




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Certificate No. PHP QMS  
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5. The Regional Monitoring Team is composed of the Functional Division Chiefs and Quality Assurance Division Education Program Supervisors. Attached is the list of the monitoring officials and monitoring tool.
6. 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.”*
7. The consolidated report shall be submitted on or before **March 20, 2026** and uploaded through the Microsoft OneDrive link.: <https://tinyurl.com/RO4ACB-NATG12SY20252026>.
8. 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.
9. For clarifications, please contact **Luz E. Osmena**, Chief, Quality Assurance Division and **Buenalyn M. Manuel**, Regional Testing Coordinator, through the QAD landline (02) 8862-5773 loc.450.
10. Immediate and widest dissemination of this Memorandum is enjoined.

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

Enclousre 1

**LIST OF REGIONAL ONSITE MONITORING OFFICIALS ON THE  
ADMINISTRATION OF COMPUTER-BASED NATIONAL ACHIEVEMENT  
TEST FOR GRADE 12 FOR THE SCHOOL YEAR 2025 – 2026  
March 9-18, 2026**

<b>SDOs</b>	<b>RO Monitoring Official</b>
Antipolo City	Luz E. Osmena Chief, QAD
Rizal Province	Jisela N. Ulpina Chief, HRDD
Cavite Province	Buenalyn M. Manuel EPS, QAD
Lucena City	
Carmona City	
Binan City	Jeffrie F. Ditanblan EPS, QAD Arturo P. Rosaroso, Jr. RO-QAD
Tayabas City	
Quezon Province	
Imus City	Reymund M. Ferry EPS, QAD
Gen. Trias City	
Bacoor City	
Sto. Tomas City	Lourdes T. Bermudez Schools Division Superintendent
Calaca City	
Sta.Rosa City	
Cavite City	Ma. Lourdes O. Manimtim EPS, QAD
Batangas Province	
Cabuyao City	Viernalyn M. Nama Chief, CLMD
Tanauan City	
San Pablo City	
Laguna Province	Loida G. Tomelden EPS, QAD
Batangas City	
Lipa City	Almer D. Mayo EPS, QAD
Calamba City	
Dasmaringas City	Eric D. Balancio RO-QAD
San Pedro City	



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Enclosure 2

**REGIONAL ONSITE MONITORING TOOL ON THE ADMINISTRATION  
 OF COMPUTER-BASED NATIONAL ACHIEVEMENT TEST  
 FOR GRADE 12, SCHOOL YEAR 2025 – 2026**

**School:** \_\_\_\_\_  
**School Address:** \_\_\_\_\_ **Division:** \_\_\_\_\_  
**School Head:** \_\_\_\_\_ **School ID No.:** \_\_\_\_\_  
**Division:** \_\_\_\_\_  
**Testing Center:** \_\_\_\_\_  
**Date of Assessment Administration:** \_\_\_\_\_

1. No. of Testing Rooms:  
 Morning Session \_\_\_\_\_ Afternoon Session: \_\_\_\_\_ Total: \_\_\_\_\_
2. Total Enrolment/Registrants: \_\_\_\_\_  
 Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
3. Total No. Examinees:  
 AM Session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_  
 PM session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
4. Total No. of Absences:  
 AM Session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_  
 PM session: Male: \_\_\_\_\_ Female: \_\_\_\_\_ Total: \_\_\_\_\_
5. Time when the assessment administration started and ended  
 AM Session: From \_\_\_\_\_ to \_\_\_\_\_  
 PM Session: From \_\_\_\_\_ to \_\_\_\_\_

**Directions:** Put a check (/) mark to the corresponding box below if the indicators are evidently observed and (X) mark if not evidently observed. The responses may be generated through interviews and direct observations.

**A. Before the Examination**

Indicators	Evident	Not Evident
1. Arranged properly the learners' seats , with space between learner's computer units to prevent any attempt on their part to communicate with each other.		

2. Accounts of each learners have already activated and accessed their DepEd Microsoft Accounts.		
3. Login credentials such as username and password are known by the learners.		
4. Correct date and time in computers and desktops.		
5. Availability of functional keyboard and mouse.		
6. Availability of installed Safe Exam Browser (SEB) from BEA.		
7. Learning Management System (LMS) assigned is all running using the Safe Exam Browser before the students go to their respective seats.		
8. Provision of internet connection (at least 50mbps bandwidth allocation); antivirus program, and Windows auto-update are disabled).		
9. Put the Learner's bags and other belongings in the holding area or in front of the testing room.		

### **B. During the Examination**

<b>Indicators</b>	<b>Evident</b>	<b>Not Evident</b>
1. Ensure the testing room is prepared according to the guidelines.		
2. Check learner's attendance based on official list provided by the School Head.		
3. Verify student attendance and provide clear instructions to students.		
4. Distribute log in credentials such as username and password and provide clear instructions to learner's		
5. Roam around the testing room to ensure that electronic devices will not be used inside the testing room before, during, or after the test.		
6. Ensure that every learner has their own ball pen or pencil and is provided with a piece of clean paper for computation purposes only.		
7. Ensure that no cellphones, calculators, smart watches, and other forms of electronic devices are not allowed during the assessment.		
8. Monitor students during the assessment to prevent any form of cheating or		

irregularities and to maintain order and discipline within the testing room.		
9. Report and address any major issues or concerns that may arise.		

### B.1 Testing Rooms

Indicators	Evident	Not Evident
1. Accommodate <b>30</b> learners per testing room.		
2. Availability of <b>30</b> functional desktops/ laptops, preferably with additional <b>five (5)</b> computer units that will serve as buffer.		
3. Availability of standby power generator (in case of power outage/emergency).		
4. Availability of <b>one (1)</b> room which shall serve as a holding area for the learners to prepare them before entering the testing rooms.		
5. Availability of the List of Examinees arranged alphabetically and posted outside the testing rooms.		
6. Availability of Test Administration Schedule with total time allotment posted on the board.		
7. Locate testing rooms in a quiet and unpopulated area within the school. and is conducive for the testing activity (e.g. spacious, well-lighted and ventilated) and with a nearby restroom for student use.		

### C. After the Examination

Indicators	Evident	Not Evident
1. Prohibited students from leaving the room until everyone is done answering the assessment.		
2. Collected paper used for computation purposes were collected after the testing session for shredding and disposal.		
3. Checked the learner's log out of the testing platform properly.		
4. Reported any issues or concerns to the Chief Examiner.		

**Overall Significant Findings/Observations:**

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Signature over Printed Name  
RO Monitoring Official)

**Conforme :**

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Signature Over Printed Name  
Name  
School Testing Coordinator (STC)

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Signature Over Printed  
School ICT Coordinator

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Signature Over Printed Name  
School Head