



Republic of the Philippines
Department of Education
Caraga Region XIII
J.P. Rosales Avenue, Butuan City



April 3, 2018

REGIONAL MEMORANDUM

No. 193, s. 2018

2018-04-4076

**ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST (NAT) AS EXIT ASSESSMENT FOR GRADE 12,
SY: 2017-2018**

To: Schools Division Superintendent
Division Testing Coordinators
This Region

1. Beginning SY: 2017-2018, the DepEd through the Basic Education Assessment (BEA) shall conduct an exit assessment for Grade 12 of **National Achievement Test (NAT)** to sampled schools in the 12 SDOs on **April 12 -13, 2018**.

2. The exit assessment results shall be utilized to:

- Determine if learners are meeting the learning standards;
- Help provide information to improve instructional practices;
- Assess/evaluate effectiveness and efficiency of education service delivery using learning outcomes as indicators;
- Provide empirical information as bases for curriculum, learning delivery, assessment and policy reviews, and policy formulation.

3. In preparation of the conduct of the National Achievement Test (NAT) for Grade 12 on April 12-13, 2018. This office has formulated Monitoring Tools to be utilized and accomplished by the Division Testing Coordinator during the administration of the test.

4. Pursuant to DepEd Order No. 55, s. 2016, Section 15 on Monitoring and Evaluation of Test Administration that the national test administration shall be monitored and evaluated by the Regional Office particularly by QAD, CLMD and other RO FDs. Along this line, this office is organizing a Regional Monitoring and Evaluation Team to monitor and evaluate the processes done before, during, and after the conduct of the test using a standard monitoring tool. The tool is provided to Regional Test Monitors to ensure that the standard procedures in the conduct of the test are followed.

5. Below are the Regional Monitoring and Evaluation Team who will conduct monitoring on National Achievement Test (NAT) on April 12-13, 2018 to select SDOs:

Regional Monitors	Assigned SDOs
Elizabeth Bautista Ph.D. Roy S. Rele	Agusan del Sur
Sheryl R. Puyo Edmund D. Mendoza, Ph.D.	Agusan del Norte
Zenylou Frias Christine Odtojan	Butuan City
Angelita Kuizon, Ph.D. Reylan C. Alas	Bayugan City Cabadbaran City
Marygold C. Silao, Ph.D.	Dinagat Islands

Violeta C. Nunez, Ph.D.	Siargao Islands
Jesus D. Nono, Ph.D.	Surigao City
Diosdado R. Orillaneda, Ph.D.	Surigao del Norte

6. The Schools Division Offices (SDOs) must submit the consolidated monitoring report for National Achievement Test (NAT) to RO QAD in Microsoft Excel type of document. Data in other formats (Word, PDF, JPEG File) will be returned to the Division Testing Coordinator.

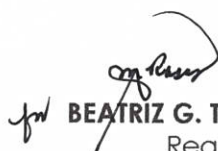
7. The list in soft copy shall be submitted with the filename (nat2018_division) to qadcaraga@gmail.com or edmund.mendoza@deped.gov.ph and hard copies to the RO QAD on or before April 20, 2018.

8. Attached are the list of sampled schools who will take part in the nationwide administration of National Achievement Test (NAT) for Grade 12.

9. Travel expenses is charged against Regional Funds subject to the usual accounting rules and regulations.

10. This memorandum will serve as **Travel Authority** for the persons involved.

11. Immediate and widest dissemination of this Memorandum is highly desired.


BEATRIZ G. TORNO, Ph.D., CESO III
Regional Director 

Incl.: As stated

To be indicated in the Perpetual Index under the following subjects:
EXAMINATION SCHOOLS STUDENTS

TEACHERS

TEST

QAD6/edm
03 April, 2018

Sampled Schools for National Achievement Test (NAT) for Grade 12

Divisions	Sampled Schools
Butuan City	Agusan National High School
	Butuan City School of Arts and Trades
	Libertad Integrated Senior High School
	San Vicente National High School
	AMA Computer Learning Center
	Father Urios Institute of Technology
	Saint Joseph Institute of Technology
Agusan del Norte	Agay National High School
	Jagupit NHS
	Magallanes National High School
	Nasipit National Vocational School
	SHS in Carmen, Agusan del Norte
	St. James High School
	St. Michael College of Caraga
Agusan del Sur	Patin-ay NHS Tech Voc School
	Datu Lipus MNHS
	Agusan del Sur NHS
	San Luis NHS
	Sta. Josefa NHS
	Sibagat NHS of Home Industries Tech Voc
	Del Monte NHS
	Talacogon NHS
	Trento NHS
	Fr. Saturnino Urios College of Trento, Inc.
	Saint Francis Xavier College
	Asian Skills Academy
Bayugan City	Bayugan NCHS
	BNCHS
	Bayugan City SHS
	Agusan del Sur College, Inc.
	Father Saturnino Urios College of Bayugan, Inc.
Bislig City	Bislig City National High School
	Tabon M. Estrella National High School
	Andres Soriano College
	De La Salle John Bosco College
	Saint Vincent de Paul Diocesan College
Cabadbaran City	Cabadbaran City NHS
	Candelaria Institute of Technology Cabadbaran, Inc.
	Northern Mindanao Colleges
Dinagat Islands	Valencia NHS
	DREESMNHS
Siargao Islands	Dapa NHS
	Socorro NHS
Surigao City	Surigao City NHS
	Saint Paul University

	STI Colleges
Surigao del Norte	Alegria Stand Alone
	Bacuag National Agriculture Industry School
	Claver NHS
	Gigaquit NHS of Home Industries
	Mainit NHS
	Placer NHS
	San Francisco NHS
	Surigao del Norte NHS
	Tagana-an NHS
Surigao del Sur	Barobo NHS
	Unidad NHS
	Cantilan NHS
	Carrascal NHS
	Hinatuan NCHS
	Madrid NHS
	Tagbina NHS
	Gamut NHS
	Saint Michael College
	Saint Theresa College
Tandag City	Surigao del Sur State University (Main-Campus, Tandag City)

Enclosure No. _____ of Regional Memorandum No. 193, s. 2018

Monitoring Report on the Administration of the
NATIONAL ACHIEVEMENT TEST FOR GRADE 12
(To be accomplished by the Division Testing Coordinator)

Table 1.

No.	Name of School	Classification Private/Public	Number of Registrants			Number of Actual Takers			% of Takers			Remarks
			Male	Female	Total	Male	Female	Total	Male	Female	Total	
1												
2												
3												
4												
5												
6												
7												
8												
9												
TOTAL												

Findings/Observations:

Action Taken:

Remarks:

Submitted by:

Signature Over Printed Name

NOTED:

Schools Division Superintendent

Date: _____



Republic of the Philippines
Department of Education
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Monitoring and Evaluation Tool of National Achievement Test for Grade 12

Testing Center: _____ School ID: _____
 School Head: _____ CP Number: _____
 School Address: _____ District: _____ Division: _____
 Type of School: ☐ Big ☐ Medium ☐ Small

Number of Registrants			Number of Actual Takers			% of Takers		
Male	Female	Total	Male	Female	Total	Male	Female	Total

AREAS	CRITERIA	OBSERVED (PLS. CHECK THE WORD)		COMMENTS/OBSERVATIONS
TESTING CENTER REQUIREMENTS	1. There is a distribution room for the test to materials to ensure the security and confidentiality of the test.	YES	NO	
	2. The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	YES	NO	
	3. There are testing rooms and .to accommodate the examinees	YES	NO	
	4. The testing rooms are well-ventilated and well-lighted, and free from any kind of noise that may distract the examinees while taking the test.	YES	NO	
	5. The List of Actual Examinees are arranged in alphabetical order, regardless of gender and grade level taught.	YES	NO	
	6. The first and last rows of seats should be close to the classroom walls to ensure enough spacing in between rows.	YES	NO	
	7. Seats of absentees should be left vacant.	YES	NO	
	8. There must be comfort room accessible to the examinees and testing personnel in the area.	YES	NO	
	10. The testing room should have the following materials:	YES	NO	
	a. Test materials enough for all examinees in the room-sealed boxes/packs.	YES	NO	
	b. Table and chair for the Room Examiner.	YES	NO	
	c. Enough seats for the examinees.	YES	NO	
	d. Name grid	YES	NO	
Test Administration	e. Board Work	YES	NO	
	f. Pencils	YES	NO	
	g. Extra sheet of paper for examination	YES	NO	
	11. There shall be a maximum of 30 examinees per testing room seated in alphabetical order regardless of gender.	YES	NO	
	12. The examinee bring pencils with lead no. 2, clean sheet of paper and a sharpener.	YES	NO	
	13. There are six (6) rows by five lines of armchairs.	YES	NO	
	14. The seats are spaced far enough from each other to discourage unnecessary taking among examinees.	YES	NO	
	15. To facilitate control of passing in and out of the room, only one door should be kept open.	YES	NO	
	16. The examinees have their own test booklet and answer sheet.	YES	NO	
	17. All belongings are placed in front beneath the blackboard.	YES	NO	

	18. Electronic devices – calculator and cellphones are not allowed in the testing room.	YES	NO	
	19. The room examiner conduct orientation in taking the test to the examinees.	YES	NO	
	20. Allow the examinees to go out to attend to personal needs, if necessary, before distributing the materials.	YES	NO	
	21. Presence of Division Testing Coordinator, Chief Examiner, Room Examiner, and Support Staff	YES	NO	
	22. There is a Room Supervisor in Divisions with 10 or more rooms in one testing center.	YES	NO	
	23. The following form is in the position of the room examiner:			
	a. 30 Test Booklets and Answer Sheets arranged consecutively by serial number (used and unused), place in the original plastic bag.	YES	NO	
	b. List of Examinees in the Testing Room prepared by the DTC.	YES	NO	
	c. Form 1 – List of Actual Examinees	YES	NO	
	d. Form 2 – Seat Plan	YES	NO	
	e. Information in the Room Examiner's Transmittal Report Envelope (ETRE) e.g. number of registrants and actual examinees.	YES	NO	
	f. Actual Time Record based on the Board Work.	YES	NO	
Chief Examiner Workflow	The Chief Examiner does during pre-test activities			
	1. Keeps the confidentiality of the test materials.	YES	NO	
	2. Requires every Room Examiner (RE) to count the TBs while plastic bags are still sealed.	YES	NO	
	3. Facilitates the signing of Form 3 by each Room Examiner.	YES	NO	
	The Chief Examiner does during test proper...			
	1. Accomplishes Forms 4, 5, and 6	YES	NO	
	2. Monitors the testing activities and confidentiality of the test materials.	YES	NO	
	The Chief Examiner does during post-test activities ...			
	1. Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisors.	YES	NO	
	2. Arranges and bundles the ETREs accordingly making sure that the number of ETREs tallies with the number of testing rooms. A report on the number of ETREs should accompany the bundle.	YES	NO	
	3. Returns to the original plastic bags all used and unused TBs with serial numbers arranged consecutively. The plastic bags must be resealed.	YES	NO	
	4. Places inside the CETRE the following test materials after the test: Unused Ass, Forms 3 and Scannable School Header.	YES	NO	
	5. Accomplishes BEA Forms 5 and 6 and places them at the top of the boxes of the TMs before resealing them.	YES	NO	
Room Examiner Workflow	The Room Examiner does during the pre-test (distribution room)...			
	1. Receives the TBs and Ass.	YES	NO	
	2. Counts the TBs from the sealed plastic bags and signs Form 3.	YES	NO	
	The Room Examiner does during the test-proper (examination room)...			
	1. Posts the replica of the Name Grid and the test coverage.	YES	NO	
	2. Gives the general directions of the tests.	YES	NO	
	3. Distributes the ASs then the TBs.	YES	NO	

	4. Administers the test using the Examiners Handbook.	YES	NO	
	5. Keeps custody of the excess TBs in original plastic bags while the test is in progress and does not read the test items (with sanctions as per DepEd Order No. 55, s. 2016)	YES	NO	
	6. Arranges the used Ass consecutively by Serial Number and the used and unused TBs consecutively by Examinee Number.	YES	NO	
	7. Seals the ETRE while still inside the examination room.	YES	NO	
	The room examiner does the post-test (distribution room)...			
	1.Submits the following to the Chief Examiner: Examiners Handbook, Unused Ass, Sealed ETRE and TBs.	YES	NO	

Abbreviations: TB – Test Booklet; AS – Answer Sheet; ETRE – Examiner's Transmittal Report Envelope; CETRE – Chief Examiner's Transmittal Report Envelope

General Findings/Observations/Problems Encountered:

Actions Taken:

Monitored and Evaluated by:

Certified by:

Division/Regional Monitor

Division Testing Coordinator

Date: _____