

11666



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



11666

September 21, 2018

REGIONAL MEMORANDUMNo. 521, s. 2018

**MONITORING and EVALUATION IN THE ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST FOR SCHOOL
 YEAR 2018-2019**

To: Schools Division Superintendent
 Assistant Schools Division Superintendent
 RO/SDO Education Program Supervisors
 Division Testing Coordinators
 School Heads
 This Region

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA) will administer the National Achievement Test (NAT) for Grades 3, 6, and 10 for School Year 2016-2017 nationwide on the following schedule, to wit:

Date	Grade Level of Test Takers
September 25, 2018 NAT GRADE 10	Grade 11 students of public and private schools (census)
September 27, 2018 NAT GRADE 6	Grade 7 students of public and private schools (census)
October 10, 2018 ELLNA	Grade 4 pupils of public and private schools (census)

2. 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.

3. Below are the Regional Monitoring and Evaluation Team who will conduct monitoring on National Achievement Test (NAT) on September 25, 27, and October 10, 2018 to select SDOs:

Regional Monitors	Assigned SDOs
Elizabeth Bautista Ph.D. Chonie Obseñares	Agusan del Sur
Leoniza T. Lavapiez	Agusan del Norte
Rhea R. Yparraguirre	Bislig City
Virginia Seña	Bayugan City
Bernabe L. Linog	Butuan City
Edmund D. Mendoza	
Elena N. Capangpangan	Cabadbaran City
Maripaz F. Magno	Surigao City
	Surigao del Norte
Jesus D. Nono	Surigao del Sur
Marygold C. Silao	Tandag City
Diosdado R. Orillaneda	

4. The Division Testing Coordinators in the 12 SDOs shall accomplished the monitoring tool crafted by RO QAD for compliance and to be submitted on or before October 15, 2018 in softcopy to qadcaraga18@gmail.com or edmund.mendoza@deped.gov.ph and hardcopy to RO QAD.
5. Attached is the monitoring tool to be accomplished by the Division Testing Coordinators.
6. Immediate and wide dissemination of this memorandum to all concerned is highly desired.


FRANCIS CESAR B. BRINGAS, CESO V
OIC – Regional Director

References: Deped Memorandum No. 146, s. 2017 and DepEd Order No. 55, s. 2016
To be indicated in the Perpetual Index under the following subjects:

ASSESSMENT

EXAMINATIONS

LEARNERS

TESTS

QAD6/edm
21 September, 2018

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

Monitoring Report on the Administration of the
2018 NATIONAL ACHIEVEMENT TEST FOR GRADE 3 (ELLNA)
(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: _____

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

Monitoring Report on the Administration of the
2018 NATIONAL ACHIEVEMENT TEST FOR GRADE 6
(To be accomplished by the Division Testing Coordinator)

Table 2.

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: _____

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

Monitoring Report on the Administration of the
2018 NATIONAL ACHIEVEMENT TEST FOR GRADE 11
(To be accomplished by the Division Testing Coordinator)

Table 2.

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: _____

AREAS	CRITERIA	OBSERVED	COMMENTS/OBSERVATIONS
Test Accommodations for Learners with Special Needs	walking/moving/climbing steps, and communicating) at the ground floor near clean and accessible restrooms.	☐ YES ☐ NO	
	Flexible rules such as allowing test takers to stand up once in a while or get out of the room for those who have difficulty concentrating.	☐ YES ☐ NO	
	Personal assistant to help those with difficulty walking/moving/climbing steps.	☐ YES ☐ NO	
	Qualified sign language interpreter who shall ensure that all spoken instructions during testing are adequately interpreted to those who have difficulty hearing.	☐ YES ☐ NO	
	Alternative test formats (Braille, large print, audio, and electronic).	☐ YES ☐ NO	
	Alternative response formats such as oral type wherein an examiner reads the test items to the examinees with difficulty seeing.	☐ YES ☐ NO	
	Appropriate test furniture (table, chair)	☐ YES ☐ NO	
Test Administration	The test was administered to all Grade 4 learners who are currently enrolled in public schools.	☐ YES ☐ NO	
	The test was administered to all Grade 4 learners who are currently enrolled in private schools with government permit or recognition.	☐ YES ☐ NO	
	There shall be a maximum of 30 examinees per testing room seated in alphabetical order.	☐ YES ☐ NO	
	The listed actual examinees should have a Learner Reference Number (LRN).	☐ YES ☐ NO	
	There are six rows by five lines of armchairs.	☐ YES ☐ NO	
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	☐ YES ☐ NO	
	To facilitate control of passing in and out of the room, only one door should be kept open.	☐ YES ☐ NO	
	The examinees have their own test booklet and answer sheet.	☐ YES ☐ NO	
	The examinees used pencils and blank sheets of paper for computation purposes.	☐ YES ☐ NO	
	All belongings are placed in front beneath the blackboard.	☐ YES ☐ NO	
	Electronic devices – calculator and cell phones are not allowed in the testing room.	☐ YES ☐ NO	
	The room examiner conduct orientation in taking the test to the examinees.	☐ YES ☐ NO	
	Allow the examinees to go out to attend to personal needs, if necessary, before distributing the materials.	☐ YES ☐ NO	
	The examinee receive two sheets of AS with the same serial number.	☐ YES ☐ NO	
	The following form is in the position of the room examiner:	☐ YES	
	a. Form 1 – List of Examinees	☐ NO	
	b. Form 2 – Seat Plan	☐ YES ☐ NO	
	c. Form 3 – Test Materials Accounting Form	☐ YES ☐ NO	
	d. Form 7 – Room Examiner's Test Administration Evaluation Report	☐ YES ☐ NO	
	e. Information in the Room Examiner's Transmittal Report Envelope (ETRE) e.g. number of registrants and actual examinees	☐ YES ☐ NO	
	f. Time Record (copy of the board work with the actual time record)	☐ YES ☐ NO	



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MONITORING AND EVALUATION TOOL IN NATIONAL ACHIEVEMENT TEST (NAT)

School Name: _____ School ID: _____
School Head: _____ CP Number: _____
School Address: _____ District: _____ Division: _____

Number of Examinees			Type of School ☐ Big ☐ Medium ☐ Small
Male	Female	Total	

AREAS	CRITERIA	OBSERVED	COMMENTS/OBSERVATIONS
Testing Center Requirements	There is a distribution room for the test materials to ensure the security and confidentiality of the test.	☐ YES ☐ NO	
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	☐ YES ☐ NO	
	There are testing rooms to accommodate the examinees.	☐ YES ☐ NO	
	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	
	The List of Actual Examinees are posted outside the door in each testing room the day before the exam.	☐ YES ☐ NO	
	The list of Actual Examinees are arranged in alphabetical order, regardless of gender.	☐ YES ☐ NO	
	The first and last rows of seats should be close to the classroom walls to ensure enough spacing in between rows.	☐ YES ☐ NO	
	Seats of absentees should be left vacant.	☐ YES ☐ NO	
	Comfort room accessible to the examinees and testing personnel in the area.	☐ YES ☐ NO	
	Instructional materials/aids posted on the classroom walls should be covered.	☐ YES ☐ NO	
	The testing room should have the following materials:		
	a. Test materials enough for all examinees in the room in 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	
	e. Board Work	☐ YES ☐ NO	
	f. Pencils	☐ YES ☐ NO	
	g. Extra sheet of paper for examination	☐ YES ☐ NO	
	Presence of PTA Officials, Barangay Officials, Barangay Tanod and PNP to provide assistance, support and security.	☐ YES ☐ NO	
	Accessible testing room for learners with special needs (hearing, seeing, remembering/concentrating,		

AREAS	CRITERIA	OBSERVED	COMMENTS/OBSERVATIONS
	g. Used ASs arranged consecutively by Examinee Number (placed inside the original plastic bags)	☐ YES ☐ NO	
	The Chief Examiner does the following:	☐ YES ☐ NO	
	a. Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.	☐ YES ☐ NO	
	b. Arranges and bundles the ETREs accordingly.	☐ YES ☐ NO	
	c. Accounts all TBs returned by the Room Examiners	☐ YES ☐ NO	
	d. Requires the Room Examiners to affix their signature in Form 3 after the test materials have been accounted for	☐ YES ☐ NO	
	e. Accomplishes Form 5 – TB Quantity and Completeness Verification Sheet and Form 6 – AS Quantity and Completeness Verification Sheet	☐ YES ☐ NO	

General Findings/Observations/Problems Encountered:

Actions Taken:

Monitored and Evaluated by:

Certified by:

Division/Regional Monitor

Division Testing Coordinator

Date: