



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN

March 15, 2024

DIVISION MEMORANDUM

No. **130**, s.2024

To: Assistant Schools Division Superintendent
 Division Chiefs
 Division Testing Coordinator
 Division Education Program Supervisors
 Public Schools District Supervisors
 Public and Private Elementary and Secondary School Heads
 Heads of Tertiary Schools with Senior High School
 All Others Concerned

**DISTRIBUTION AND RETRIEVAL OF TEST MATERIALS (TMs) FOR THE
 ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST (NAT)
 FOR GRADE 12 LEARNERS**

1. Aligned with the mandates of the DepEd Memorandum No.016, s.2024 dated March 8, 2024, this Office notifies all public and private schools that the distribution and retrieval of Test Materials (TMs) as well as the administration of the National Achievement Test (NAT) for Grade 12 Learners shall be scheduled on the following dates:

Activity	Date and Venue
Distribution of Test Materials (TMs)	March 19, 2024 (Tuesday) 9:00 a.m.-5:00 p.m. Dr. Felipe De Jesus NHS, Agnaya, Plaridel
Suggested Administration of NATG12 (Testing Window per DM No.016, s.2024)	March 20-21, 2024 (Wednesday-Thursday) School Testing Centers
Retrieval of Test Materials (TMs)	March 22, 2024 (Friday) 9:00 a.m.-5:00 p.m. Dr.Felipe De Jesus NHS, Agnaya, Plaridel

2. This is to reiterate that all guidelines, procedures, and activities before, during, and after the conduct of NATG12 must be **strictly** followed. The security and integrity of test materials shall be upheld in the whole process of test administration.
3. Public and public schools may implement different learning modalities in other grade levels to ensure smooth and effective NAT administration.
4. Transportation and snack allowance of the personnel involved in this activity shall be taken from the school MOOE/school local funds subject to the usual accounting and auditing rules and regulations.



Address: Provincial Capitol Compound, Brgy. Guinhawa,
 City of Malolos, Bulacan
 Website: <https://bulacandeped.com>
 Email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

5. Enclosure No.1 pertains to the Office Advisory released by the Bureau of Education Assessment (BEA) that contains the additional guidelines particularly on the administration of NATG12 while Enclosure No.2 contains to the list of testing personnel and support staff who will take essential tasks and responsibilities in the aforesaid nationwide assessment in public and private school testing centers of SDO Bulacan for reference perusals.
6. Clarifications, queries, assessment issues may be communicated directly to Dr. Jay Arr V. Sangoyo, the Division Testing Coordinator through his email: jayarr.sangoyo@deped.gov.ph.
7. Immediate and wide dissemination of this Memorandum is desired.


NORMA P. ESTEBAN, EdD, CESO V
Schools Division Superintendent

References:

DepEd Order Nos.55, s.2016; 27, s.2022; 29, s.2022;
22, s.2023; 003, s.2024; and DepEd Memo No.016, s.2024

To be indicated in the Perpetual Index under the following subjects:

ASSESSMENT
LEARNERS
PROGRAMS
RULES AND REGULATIONS

CID/Sangoyo-Division Memo – Division Orientation on NAT & ELLNA
0016/March 15, 2024



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

Enclosure No.1 to Division Memorandum No. 130, s.2024



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

March 13, 2024

ADVISORY

**Additional Guidelines on the Administration of the
National Achievement Test for Grade 12 (NATG12),
National Achievement Test for Grade 6 (NATG6), and
Early Language, Literacy, and Numeracy Assessment (ELLNA)
for SY 2023-2024**

In line with the DepEd Memorandum No. 016, s. 2024 titled *Administration of the Early Language, Literacy, and Numeracy Assessment, National Achievement Test for Grade 6, and National Achievement Test for Grade 12 for School Year 2023-2024*, here are the additional guidelines for the conduct of the tests:

Participating Learners

1. All currently enrolled Grade 12 learners in the formal school system in public and private schools shall take the National Achievement Test for Grade 12 (NATG12). The Grade 12 learners under the Alternative Learning System (ALS) Program shall not be required to take the NATG12 in SY 2023-2024.
2. Currently enrolled Grade 6 learners will be sampled in each public and private school to take the National Achievement Test for Grade 6 (NATG6). The sample size per school was determined by the Bureau of Education Assessment (BEA).
3. All currently enrolled Grade 3 learners in public schools shall take the Early Language, Literacy, and Numeracy Assessment (ELLNA).

Participating Schools

1. Only private schools operating with a government permit for SY 2023-2024 shall be included in the NATG6 and NATG12.
2. Newly established schools for Grades 3, 6, and 12 in SY 2023-2024 shall participate in the national tests if the test materials will suffice.
3. Schools that are not included in the test materials allocation list may opt to utilize the test materials of private schools within the Schools Division Office (SDO) that have ceased operation in SY 2023-2024.

Testing Centers

1. Participating schools shall serve as testing centers.



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Test Booklets (TBs)

1. The TBs are **reusable** and may be reallocated within the SDO should there be any insufficiency. This means that a school may borrow TBs from another school **within the SDO**. After the test, the borrowed TBs must be returned to the original school.
2. **Photocopying of the TBs is strictly NOT allowed.**
3. Maintain the integrity of the test before, during, and after the test administration.

Answer Sheets (ASs)

If ASs are insufficient, the following strategies may be applied **within the Region**:

1. **Pool** the ASs from schools with decreased enrollment from SY 2022-2023 to SY 2023-2024 and **distribute** these to schools with increased enrollment.
2. **Use** the ASs from schools that are temporarily/permanently closed.
3. Photocopying of ASs is **NOT** encouraged because it is not guaranteed that these will be processed and released in time. The ASs are scanned by scanning machines or optical mark readers. Photocopied ASs cannot be read by scanning machines.
4. **Grade 12 learners who will not be able to take the test because of the unavailability of ASs shall not be sanctioned for not taking the test.**

Schedule of Tests

1. The SDOs, in agreement with Regional Offices (ROs), have the prerogative to schedule the test administration within the allotted testing windows as indicated in DepEd Memorandum No. 016, s. 2024.
2. The NATG12 shall be administered in two (2) consecutive school days.



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN

Republic of the Philippines
Department of Education
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Suggested Distribution Scheme of Test Materials

1. The distribution scheme for the NATG12, NATG6, and ELLNA is as follows:

Assessment Program		Test Proper Time Allotment	Test Booklet (TB)	Answer Sheet (AS) Ratio
NATG12		Half-day only Day 1: 4 hours Day 2: 4 hours	Swapping Scheme (within the testing room) <ul style="list-style-type: none"> 1 pack of TBs <ul style="list-style-type: none"> TB1 – 15 pcs TB2 – 15 pcs 30 examinees per testing room 	1 AS:1 examinee
NATG6		Half-day only 2 hours 40 minutes	<ul style="list-style-type: none"> TBs are reusable for <ul style="list-style-type: none"> AM session PM session 1 pack of TBs = 30 pcs of TBs 30 examinees per testing room 	1 AS:1 examinee
ELLNA	For Learners whose LOI is not included among the 19 MT Languages assessed in ELLNA	1 hour and 35 minutes	<ul style="list-style-type: none"> Learners will answer TB1 composed of English and Filipino learning areas only. Learners in this category will not answer the Numeracy Tagalog learning area. 1 pack of TB1 = 20 pcs of TBs 	1 AS:1 examinee
	For Learners whose LOI is Tagalog MT Language	2 hours and 5 minutes	<ul style="list-style-type: none"> Learners will answer TB1 composed of English, Filipino, and Numeracy Tagalog learning areas. 1 pack of TB1 = 20 pcs of TBs 	1 AS: 1 examinee
	For Learners whose LOI is among the 18 MT Languages assessed in ELLNA	TB1 1 hour and 20 minutes TB2 1 hour and 10 minutes	<ul style="list-style-type: none"> Learners will answer TB1 composed of English and Filipino learning areas only. Mother Tongue learners will not answer Numeracy Tagalog in TB1. Mother Tongue learners will answer TB2 composed of Mother 	1 AS:1 examinee



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN



Republic of the Philippines
Department of Education
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Assessment Program	Test Proper Time Allotment	Test Booklet (TB)	Answer Sheet (AS) Ratio
		Tongue Grammar and Mother Tongue Numeracy • 1 pack of TB1 = 20 pcs of TBs • 1 pack of TB2 = 20 pcs of TBs	

- For the **NATG12**, each examinee shall use one (1) TB per day. The **swapping scheme** of TBs in the testing room shall be implemented.
 - **For Day 1**, the first 15 examinees shall use TB1, while the remaining 15 examinees shall use TB2.
 - **For Day 2**, the Room Examiner (RE) shall swap the TBs. The first 15 examinees who use the TB1 on the 1st day shall use TB2, while TB1 shall be used by the remaining 15 examinees.
- For the **NATG6**, each examinee shall use one (1) TB since the test proper is 2 hours and 40 minutes only, two testing sessions can be scheduled in one day to cover the required sample size of examinees. For the AM session, half of the target number of examinees shall use the allocated TBs, while the remaining half shall use the same TBs for the PM session. The table below shows the **sample distribution scheme** in an SDO:

Schools Division Office of XYZ

School	Allocation Provided by BEA (AS allocation)	Actual Test Booklets (TB allocation)	AM Session	PM Session
1	44	22	22	22
2	32	16	16	16
3	16	8	8	8
4	10	5	5	5
TOTAL	102	51		

Examinees per Testing Room

- All examinees in one (1) school shall be arranged alphabetically by last name, regardless of sex. Schools with Muslim learners may opt to assign the examinees per testing room by sex and then arrange their last names alphabetically.
- Once arranged alphabetically, learners shall be grouped into 30 per testing room in NATG6 and NATG12 and 20 per testing room in ELLNA.



Republic of the Philippines
Department of Education
 REGION III
 SCHOOLS DIVISION OF BULACAN



Republic of the Philippines
Department of Education
 BUREAU OF EDUCATION ASSESSMENT

Office of the Director

School Header

- Newly established schools in SY 2023-2024 without a school header may use a **photocopied school header**.
- The Division Testing Coordinators (DTCs) shall submit to the Regional Testing Coordinators (RTCs) a list of the newly established schools in SY 2023 - 2024 using the following format:

Name of SDO	School ID	Name of Newly Established School

- The RTCs shall submit a consolidated version of newly established schools to BEA (bea.ead@deped.gov.ph) after the testing window using the filename format below:
 < Name of Region_newly established schools_name of assessment program >
 e.g., **Region I_newly established schools_NATG12**

Official Forwarder of Test Materials

- For the delivery and retrieval of test materials, DTCs are advised to contact the numbers of the following service providers:

NATG12	NATG6 and ELLNA
Ximex Delivery Express (0917) 812 7122, (0917) 638 2329, (0917) 561 6503	Front Cargo Forwarders, Inc. (02) 8731 3696, (0915) 782 8396

- For the successful implementation of the NATG12, NATG6, and ELLNA, ROs and SDOs are requested to coordinate with the BEA-Education Assessment Division (BEA-EAD) through the following contact details: (02) 8631-2589 and bea.ead@deped.gov.ph.
- Immediate dissemination of this Advisory is desired.

NELIA V. BENITO, PhD, CESO IV
 Director IV



Address: Provincial Capitol Compound, Brgy. Guinhawa,
 City of Malolos, Bulacan
Website: <https://bulacandeped.com>
Email: bulacan@deped.gov.ph



Republic of the Philippines
Department of Education
REGION III
SCHOOLS DIVISION OF BULACAN

Enclosure No.2 to Division Memorandum No. 130, s.2024

LIST OF TESTING PERSONNEL AND SUPPORT STAFF IN THE CONDUCT OF THE NATIONAL ACHIEVEMENT TEST (NAT) FOR GRADE 12 LEARNERS

Name	Station/School
Norma P. Esteban, EdD, CESO V	SDO Bulacan
Maria Celina L. Vega, CESO VI	SDO Bulacan
Gregorio C. Quinto, Jr., EdD	SDO Bulacan
Cecilia S. Custodio, PhD	SDO Bulacan
Jay Arr V. Sangoyo, PhD	SDO Bulacan
Jay-Arr C. Tayao, DBA-ITSM	SDO Bulacan
Anastacia N. Victorino, EdD	SDO Bulacan
Virgilio L. Laggui, PhD	SDO Bulacan
Rainelda M. Blanco, PhD	SDO Bulacan
Joel I. Vasallo, PhD	SDO Bulacan
Agnes R. Bernardo, PhD	SDO Bulacan
Marinella P. Garcia Sy, PhD	SDO Bulacan
Ariston E. Manuel	SDO Bulacan
Francisco B. Macale	SDO Bulacan
Eleseo E. Godoy, PhD	SDO Bulacan
Perlita G. Pagdanganan	SDO Bulacan
Ma. Lourdes J. Patag	SDO Bulacan
Cecille E. Cruz	SDO Bulacan
Joan T. Buluran	Sta. Peregrina HS
Dulce G. Ignacio	Cambaog NHS
Ma. Regina M. Lopez	Dr.Felipe De Jesus NHS
Reinel L. Morelos	Dr.Felipe De Jesus NHS
Petronila Dela Torre	Dr.Felipe De Jesus NHS
Eugenio Cruz	Dr.Felipe De Jesus NHS
Enrico Paulino	Dr.Felipe De Jesus NHS
Joe Neil De Leon	Dr.Felipe De Jesus NHS
Funjo Buhat	Sta. Peregrina HS
Jerome Lopez	Sta. Peregrina HS
Francis Mandap	Sta. Peregrina HS
Vilma Adonis	Bajet Castillo HS
Arnold N. Batongbakal	Bajet Castillo HS