



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

March 22, 2024

DIVISION MEMORANDUM

No. 152, s.2024

**ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST (NAT)
 FOR GRADE 6 LEARNERS AND SCHEDULE OF DISTRIBUTION AND
 RETRIEVAL OF TEST MATERIALS (TMs) IN SDO BULACAN**

To: Assistant Schools Division Superintendent
 Division Chiefs
 Division Education Program Supervisors
 Public Schools District Supervisors
 Public and Private Elementary School Heads
 All Others Concerned

1. In compliance with the DepEd Memorandum No.016, s.2024 dated March 8, 2024, this Office informs all public and private schools that the schedule of administration, distribution and retrieval of Test Materials (TMs) of NAT Grade 6 in SDO Bulacan shall be conducted on the following dates:

Activity	Date and Venue	Assigned Personnel
Distribution of Test Materials (TMs) to the 33 Districts	April 1, 2024 (Monday) 9:00 a.m-5:00 p.m. Pulilan Central School, Pulilan	DTC, Division Testing Staff
Distribution of Test Materials (TMs) to all Public and Private Elementary Schools within the District	April 2, 2024 (Tuesday) 9:00 a.m-5:00 p.m. District Office	PSDS District Testing Staff Members
Administration of NATG6 (SDO Bulacan)	April 3, 2024 (Wednesday) School Testing Centers	All Public and Private Elementary Schools
Retrieval of Test Materials (TMs) from all Public and Private Elementary Schools within the District	April 4, 2024 (Thursday) 9:00 a.m-5:00 p.m. District Office	PSDS District Testing Staff Members
Retrieval of Test Materials (TMs) from the 33 Districts	April 5, 2024 (Friday) 9:00 a.m-5:00 p.m. Pulilan Central School, Pulilan	DTC, Division Testing Staff

2. The distribution and retrieval of test materials shall be done **by District**, hence, Public Schools District Supervisors (PSDS) together with their District Testing Team Members are the ones who will get and return the test materials to and from Pulilan Central School. They are also the ones who will distribute and retrieve the materials



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3. This is to reiterate that all pertinent guidelines, procedures, and activities before, during, and after the conduct of NATG6 must be **strictly** observed. The security as well as the integrity of test materials shall be upheld in the whole process of test administration.
4. Public and private elementary schools may implement different learning modalities to other grade levels to ensure smooth and effective NATG6 administration.
5. Knowing the fact that this activity is a national assessment, all Division Education Program Supervisors and Public Schools District Supervisors including the SGOD SEPS and EPS II are tasked monitor the conduct of NATG6 to all public and private school testing centers.
6. Transportation and snack allowance of the personnel involved in this activity shall be taken from the Division/school MOOE/LSB school local funds subject to the usual accounting and auditing rules and regulations.
7. Enclosure No.1 contains to the list of testing personnel/monitors and support staff who will take essential tasks and responsibilities in the aforesaid nationwide assessment in public and private school testing centers in SDO Bulacan while Enclosure No.2 pertains to the Office Advisory released by the Bureau of Education Assessment (BEA) that contains the additional guidelines particularly on the administration of NATG6 for reference perusals.
8. 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.
9. 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 Administration, Distribution, and Retrieval of NATG6
0017/March 22, 2024



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

**LIST OF TESTING PERSONNEL/MONITORS AND SUPPORT STAFF
 IN THE CONDUCT OF THE NATIONAL ACHIEVEMENT TEST (NAT)
 FOR GRADE 6 LEARNERS**

Name	Assigned Testing Center
Norma P. Esteban, EdD, CESO V	All schools
Maria Celina L. Vega, CESO VI	All schools
Gregorio C. Quinto, Jr., EdD	All schools
Cecilia S. Custodio, PhD	All schools
Jay Arr V. Sangoyo, PhD	All schools
Jay-Arr C. Tayao, DBA-ITSM	All schools

any school

Name	Assigned Testing Center: All private school testing centers in:
Anastacia N. Victorino, EdD Maribel S. Perez	Sta. Maria, Balagtas
Virgilio L. Laggui, PhD Ma. Bella Fajardo	Guiguinto, Norzagaray
Rainelda M. Blanco, PhD Inah Marifaye M. Blanco	San Ildefonso, Bocaue
Joel I. Vasallo, PhD Bryan Amiel F. De Jesus	Pandi, Marilao
Agnes R. Bernardo, PhD Marilene G. Ramos	Plaridel, Bulakan
Marinella T. Pengson, PhD Jay-Arr C. Tayao, DBA-ITSM	Pulilan, DRT
Jay Arr V. Sangoyo, PhD Ma. Jesusa V. Pampilon Engelbert S. Dela Cruz	San Miguel, Obando
Ariston E. Manuel Cecille E. Cruz	Bustos, Paombong
Francisco B. Macale Paulo Eduardo C. Cruz, Jr.	Hagonoy, Angat
Eleseo E. Godoy, PhD Christian Dela Cruz	San Rafael

Name	Assigned Testing Center
Public Schools District Supervisors	All Public Elementary Schools within their Districts



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Name	School	Assignment
Joan T. Buluran	Sta. Peregrina HS	Preparation, Sorting, Distribution, and Retrieval of Testing Materials at Pulilan Central School, Pulilan (Before, During, After the NATG6)
Dulce G. Ignacio	Cambaog NHS	
Dr.Revelyn Maniego	Pulilan CS	
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	



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



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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.



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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.



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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



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Assessment Program	Test Proper Time Allotment	Test Booklet (TB)	Answer Sheet (AS) Ratio
		Tongue Grammar and Mother Tongue Numeracy <ul style="list-style-type: none"> 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.



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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

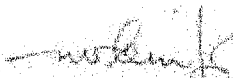
- The RTCs shall submit a consolidated version of newly established schools to BEA (bea.ead@deped.gov.ph) after the testing window using the filename format below:
 < Name of Region_newly established schools_name of assessment program >
 e.g., **Region I newly established schools NATG12**

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.


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 Director IV



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