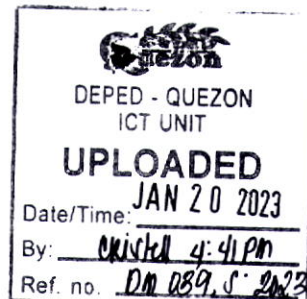




Republic of the Philippines
Department of Education
Region IV-A
SCHOOLS DIVISION OF QUEZON PROVINCE



19 January 2023

DIVISION MEMORANDUM

DM No. 039, s. 2023

**BRIEF GUIDELINES AND REMINDERS ON THE ADMINISTRATION OF THE
NATIONAL ACHIEVEMENT TEST FOR GRADE TWELVE (NAT-G12)**

To: Assistant Schools Division Superintendents
Division Chiefs
Secondary School Heads
Testing Coordinators
All Others Concerned

1. In compliance with **DepEd Order No. 55, s. 2016** titled : **Policy Guidelines on the National Assessment of Student Learning for the K-to-12 Basic Education Program**, and in reference to **Division Memorandum No. 011, s. 2023**, titled **Division Orientation on the Standardized Administration of the NATG12**, this office issues brief guidelines and reminders to all Chief Examiners and other testing personnel of both public and private secondary schools with Grade 12 learners on the administration of the aforesaid test.
 - a. Schools with insufficient test materials shall administer the test by **batch** and may utilize **January 30-February 2** as the testing dates, nevertheless, the concerned **Chief Examiner/School Head** shall submit an assessment plan to the Division Testing Coordinator (DTC) which will further be submitted to the Regional Testing Coordinator (RTC) for monitoring purposes;
 - b. Schools that will consider **pooling or borrowing of test materials from other schools**, shall secure a necessary written agreement copy furnished the SDO/DTC;
 - c. Newly established Senior High Schools with no test material allocation from BEA shall borrow materials from a nearby school and may utilize **February 1 and 2** as the testing dates. However, assessment plan shall also be submitted to the SDO/DTC. Moreover, the **Chief Examiner/School Head** shall perform the following:

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- i. Secure a written agreement relative to the borrowing of the testing materials, copy furnished the SDO/DTC, and ensure the security of the test materials while in his/her possession;
 - ii. Photocopy of the following for utilization in the administration of the test;
 1. School Header;
 2. Answer Sheets equivalent to the number of the examinees;
 3. EDQ Form equivalent to the number of examinees
 - iii. Improvize ETRE and CETRE.
2. To ensure smooth conduct of the test, monitoring of the activity will be performed by the SDO Personnel (EPSs & Specialists), PSDSs, Health Personnel in-charge. Specific assignment for monitoring will be released through a separate Memorandum.
 3. For the detailed guidelines, you may access the materials used in the orientation through this link **tinyurl.com/NATG12FILES**.
 4. For more queries, you may contact our DTC/Focal Person at **sdo.quezon.testingcenter@deped.gov.ph** or through numbers **042 784 0366** local **115**.
 5. Widest and immediate dissemination of this Memorandum is desired.

ELIAS A. ALICAYA, JR., EdD
Assistant Schools Division Superintendent
Officer-in-charge
Office of the Schools Division Superintendent

SGORRA01/19/2023

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