




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



**DEPED QUEZON
 ICT UNIT
 UPLOADED**

Date/Time: **MARCH 20, 2024**
 By: **NICKO 10:18 PM**
 Ref. No: **DM 247, S. 2024**

19 March 2024

DIVISION MEMORANDUM
DM No. 247, s. 2024

**MONITORING OF THE ADMINISTRATION OF VARIOUS NATIONAL
 ASSESSMENT PROGRAMS**

To: Assistant Schools Division Superintendents
 Division Chiefs
 Public Schools District Supervisors
 Secondary School Heads
 District and School Testing Coordinators
 All Others Concerned

1. In reference with the Division Memorandum No. 225, S. 2024, titled Administration of the Early Language Literacy and Numeracy (ELLNA), National Achievement Test for Grade 6 (NAT-G6), and National Achievement Test for Grade 12 (NAT-G12), and to ensure adherence to the standardized administration guidelines, the **Education Program Supervisors and Specialists, Public Schools District Supervisors, School Heads in-Charge of Testing and Assessment** or the **District Testing Coordinators** are directed to monitor the aforementioned assessment activities.

2. Testing schedule of the different assessment are as follows:

ASSESSMENT PROGRAM	TESTING SCHEDULE
National Achievement Test – G12	March 21-22, 2024
National Achievement Test – G6	April 1-5, 2024
ELLNA	April 15-19, 2024

3. Please see the attached monitoring tool and send your report in this link **tinyurl.com/NATG12-REPORTS**.

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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

4. Transportation and incidental expenses incurred in the activity shall be charged to school/Division MOOE or local funds subject to the usual accounting and auditing rules and regulations.
5. Should you have any queries, you may contact **EPS Raul R. Agaran**, Division Testing Coordinator through this email, **sdo.quezon.testingcenter@deped.gov.ph** or at numbers **0919 3842956**.
6. Immediate dissemination of this Memorandum is desired.

ROMMEL C. BAUTISTA, CESO V
Schools Division Superintendent

SGORRA/03/19/2024

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321



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

NATIONAL ACHIEVEMENT TEST MONITORING TOOL
School Year 2023-2024

Testing Program: **NAT-G12** Date: _____
 District: _____ School: _____

1. Number of Testing Room: Morning Session: _____ Afternoon Session: _____
2. Total Enrolment: Male _____ Female _____ Total _____
3. Actual Examinees: Male _____ Female _____ Total _____
4. Number of Absences: Male _____ Female _____ Total _____
5. Time of materials distribution to the Room Examiners
 Morning Session: From _____ To _____
 Afternoon Session: From _____ To _____

A. PRETEST ACTIVITIES ON EXAMINATION DAY

INDICATORS	Sufficient	Insufficient	REMARKS
1. SUFFICIENCY OF TEST MATERIALS:			
1.1. Test Booklets			
1.2. Answer Sheets			
1.3. Seat Plan			
1.4. Examiner's handbook			

2. TESTING ROOM REQUIREMENTS			
INDICATORS	Evident	Not Evident	REMARKS
2.1. Testing Rooms are ready			
2.2. Well-ventilated			
2.3. Well-lighted			
2.4. Seats were properly arranged			
2.5. List of examinees posted			

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
 Trunkline #: (042) 784-0366, (042) 784-0164,
 (042) 784-0391, (042) 784-0321



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

B. TEST PROPER

INDICATORS	Evident	Not Evident
1. Boardwork is visibly posted/written in the board		
2. No unnecessary noise while the test is in progress		
3. There was no indication of cheating in any form		
4. Swapping scheme is strictly implemented		
5. Gadgets and other electronic devices are not allowed		
6. Room Examiner roams around to monitor the test		
7. Room Examiner guides the examinees		
8. Room Examiner keeps custody of the TBs and ASs		
9. The Chief Examiner monitors the test progress		

C. POSTTEST

INDICATORS	Evident	Not Evident
1. Test Materials are properly accounted for and retrieved		
2. Complete TB1 and TB2 upon retrieval		
3. ETREs are properly sealed		
4. CETRE is properly sealed		
5. Post-test Reports are prepared		

OTHER OBSERVATIONS:

CONFORME:

MONITORING OFFICIAL
(Name and Signature)

CHIEF EXAMINER
(Name and Signature)

DEPEDQUEZON-TM-SDS-04-009-003



Address: Sitio Fori, Brgy. Talipan, Pagbilao, Quezon
Trunkline #: (042) 784-0366, (042) 784-0164,
(042) 784-0391, (042) 784-0321