



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF OZAMIZ CITY

June 30, 2023

DIVISIONAL MEMORANDUM

No. 191, s. 2023

**OZAMIZ CITY DIVISION COMPUTER-BASED ADMINISTRATION OF THE
NATIONAL LEARNING CAMP ASSESSMENT PRE-TEST
FOR GRADES 7 AND 8 LEARNERS FOR SCHOOL YEAR 2022-2023**

To: Assistant Schools Division Superintendent
Chief Education Supervisors (CID and SGOD)
Junior High School Heads (Public School)
All Others Concerned

1. In consonance with Regional Memorandum No. 0321, s. 2023 re: Conduct of the English, Science and Mathematics Assessment for the National Learning Camp Assessment - RO-X, this Division announces the administration of the NCLA at the identified Testing Centers in Ozamiz City on July 3-7, 2023
2. The NCLA will be administered to all Grade 7 and 8 learners in all public junior high schools in this Division.
2. The NLCA shall use the online computer-based assessment tool through the use of Moodle platform. The test shall cover the learning areas in English, Science, and Mathematics. The items shall measure varying levels of skills and competencies in a multiple-choice format using the English language.
3. All learners from Grade 7 to Grade 8 who are enrolled in the current School Year 2022-2023 in all public schools shall be enrolled in the Moodle LMS account using their respective DepEd Microsoft accounts. This will be facilitated in by their respective ICT coordinators prior to the conduct of the NLC Assessment.
4. Attached are the examination schedule of activities, Division Testing Personnel, List of Examiners with their assigned testing centers, and the Test Schedule and Timing.
5. Travel expenses and accommodation of the Regional Office (R.O.) monitoring personnel shall be charged against R.O. Funds, while the travel expenses of the examiners and division testing personnel shall be charged



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against the local funds / BEA Funds, subject to the usual accounting and auditing rules and regulations.

6. For queries regarding the activity, one may channel Johnnel A. Guangco, EPS-I, SGOD at 09206034086. For IT concerns, Pls Contact Division ITO Regie A. Catedral at 09606267878.

7. This Office directs the immediate dissemination of this memorandum to all concerned.

NIMFA R. LAGO, CESO VI
Assistant Schools Division Superintendent
OIC, Office of the Schools Division Superintendent

Reference: RM. No. 0321, s. 2023 re: Conduct of the English, Science and Mathematics Assessment for the National Learning Camp Assessment - RO-X

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

SCHOOL LEARNERS NATIONAL ACHIEVEMENT TEST

JAG/DM - Ozamiz City Division Computer-based Administration of the NCLA Pretest SY 2022-2023

___/ June 30, 2023



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Attachment 1 to Division Memorandum No. ____ s, 2023

TIMELINES AND ACTIVITIES

June 26 to 30, 2023 Preparation of the testing centers, computer laboratories, enrolment of learners in the Moodle Platform

July 3 to 7, 2023 **Testing Dates of the Conduct of the NCLA G7 And G8**

Division Officials, Testing Personnel and Chief Examiners

Name	Designation	Station
Nimfa R. Lago, CESO VI	Assistant Schools Division Superintendent OIC-Office of the SDS	Division Office
Dionesio L. Liwagon, Jr. CESE	ASDS	Division Office
Susan Epifania B. Carpio	Chief Supervisor in SGOD	Division Office
Anaclea A. Gacasan	Chief Supervisor in CID	Division Office
Johnnel A. Guangco	EPS -1, Division Testing Coordinator	Division Office
Regie A. Catedral	Division ITO	Division Office
All EPS and PSDS	Supervisors and Division Monitoring Team	Division Office
Rosalyn M. Lato	SEPS, Planning and Research and Division Testing Personnel	Division Office
Christine M. Rigodon	PDO -1 YFD and Division Testing Personnel	Division Office
Samie B. Aso	EPS -2 SMME and Division Testing Personnel	Division Office
All Junior High School Administrators	Chief Examiners	Junior High Schools
All School ITO of the testing centers	NCLA PreTest Support School ITO	Junior High Schools



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List of Testing Centers and Date of Test Administration

Region: X-Northern Mindanao

Division: OZAMIZ CITY

#	Testing Center/s in every District			Schools to be accommodated in the District Testing Center				
	School Identified as Testing Center	Name of School Head	Date/s of Test Administration	Schools	Name of School Head	Date/s of Test Administration		
1	OCNHS	D1	Lilibeth Y. Abamonga	July 3,4,5,2023	Sancho Capa IS	D1	Jovy O. Bonita	July 6,7, 2023
2	Misamis Annex IS	D3	Teonita M. Ong	July 3,4,5,2023				
3	OCSAT	D4	Pat S. Rara	July 3,4,5,2023				
4	San Antonio NHS	D4	Lorena P. Rivera	July 3,4,5,2023				
5	Labo NHS	D5	Rowel T. Daguman	July 3,4,5,2023	Sangay IS	D5	Mary Jane A. Pondar	July 6,7, 2023
					DABES	D5	Miraluna M. Gaabucayan	July 5, 2023
6	Jose L Ho NHS	D6	Jean B. Alindo	July 3,4,5,2023	Cogon IS	D6	Dioselyn P. Patiluna	July 6,7, 2023
7	Montol NHS	D7	Charyljoy C. Navarez	July 3,4,5,2023				
8	MCRIS	D8	Rolito M. Sialana	July 3,4,5,2023	Gala NHS	D8	Selina O. Macas	July 6,7, 2023
					Cruz L. Saligan IS	D8	Jason L. Papa	July 6,7, 2023
9	Malaubang IS	D9	Buenasir J. Abapo	July 3,4,5,2023				
10	Pulot NHS	D9	Heldalyn P. Clemeña	July 3,4,5,2023				
11	Tabid NHS	D10	Ester F. Viernes	July 3,4,5,2023	Jacinto Nemeño IS	D10	Joseph M. Amisola	July 6,7, 2023
12	Labinay NHS	D10	Thelma A. Moreno		Sinusa IS	D10	Jujie A. Buenbrazo	July 6,7, 2023

Schedules may be modified by the Public Schools District Supervisor based on the number of test takers per school.



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Test Schedules and Test Timing:

There shall be four (4) testing rooms to accommodate the four batches of test-takers in a day. Two batches shall take the examination in the morning and another two batches in the afternoon.

Proposed Schedule		
Time	Batch	Target Number of Learners
7:15 AM to 9:25 AM	Batch 1	40
9:45 AM to 11:55 AM	Batch 2	40
Noon Break		
1:00 PM to 2:10 PM	Batch 3	40
2:30 PM to 4:40 PM	Batch 4	40
Total		160

The total time allotment for each batch of test takers is two hours and ten minutes. Refer to the table below:

Time Allotment	
Activity	Time
1. Preliminaries	40 minutes
<i>Student assembly in the computer laboratory</i>	<i>5 minutes</i>
<i>Accessing the Moodle platform</i>	<i>20 minutes</i>
<i>Student Questionnaire</i>	<i>15 minutes</i>
2. Test Proper	1 hour and 30 minutes
<i>English</i>	<i>30 minutes</i>
<i>Science</i>	<i>30 minutes</i>
<i>Mathematics</i>	<i>30 minutes</i>
Total Time Allotment	2 hours and 10 minutes



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Testing Administrators and Testing Center Assignments

#	Name of Teachers to serve as NLCA Test Administrators	Position	Station/ District		Date/s of Test Administration	Testing Center Assignment
3	Melanie P. Sialana	T3	OCNHS D1	9709154698	July 3-7, 2023	Sancho Capa IS
4	Butch T. Florendo	T2	OCNHS D1	9207985879	July 3-7, 2023	OCSAT
1	Jay Ann C. Origenes	T1	Sancho Capa IS		July 3-7, 2023	OCNHS
2	Miraluna C. Jalalon	T1	Sancho Capa IS		July 3-7, 2023	Pulot NHS
1	Mary Joy L. Paundog	T3	OCCS D2	9293616684	July 3-7, 2023	OCNHS
2	Beverly Sirato	T3	OCCS D2	9639370798	July 3-7, 2023	OCNHS
1	Gian Carlo Dolojol	T1	OCSAT D4		July 3-7, 2023	Labinay NHS
2	Gretchiluz A. Arañas	T1	San Antonio D4		July 3-7, 2023	OCNHS
1	Evelyn B. Zalsos	T1	Labo NHS D5		July 3-7, 2023	San Antonio NHS
2	Girlie E. Ranile	T1	Labo NHS D5		July 3-7, 2023	Malaubang IS
1	Risty R. Manos	T1	JLH NHS D6		July 3-7, 2023	Montol NHS
2	Renald Pabucaya	T2	JLH NHS D6		July 3-7, 2023	MCRIS, Kinuman Norte
1	Rodelito Ordejan Jr	T2	Montol NHS D7	9562064308	July 3-7, 2023	Jose L Ho NHS
2	Michael Bongo Jr	T1	Montol NHS D7	9694327624	July 3-7, 2023	Labo NHS
1	Alma Rea A. Ytang	T1	Malaubang IS D9	9469338673	July 3-7, 2023	Tabid NHS
1	Drexel P. Dalaygon	T1	Tabid NHS D10		July 3-7, 2023	Montol NHS
2	Abigail L. Lagus	T3	Labinay NHS D10		July 3-7, 2023	Misamis Annex IS

Note: School Heads of the testing center shall determine the specific schedule of the Test Administrators/Examiner



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BEFORE THE EXAM

- See to it that the seats are arranged properly, with provision of sturdy barriers in between computer units to prevent any attempt on their part to communicate with each other, the date and time in the computer units are correct.
- Ensure that the learners already have activated and accessed their DepEd Microsoft Accounts.
- Ensure that Moodle platform is already running using the Safe Exam Browser before the students go to their respective seats.
- Students should be advised to put their cellphones and other electronic devices inside their bags and place these belongings in the holding area.
- Cellphones, calculators, smart watches, and other forms of electronic devices shall not be allowed during the test.
- Make sure all the learners have/know their log-in credentials.
- Call the examinees one by one and verify their identity through their valid ID before allowing them to go inside the testing room. Let the examinees be seated alphabetically.

Test Script:

Good morning/afternoon. I am Mr./Ms. _____ your examiner from the (state which school you are from). I will administer to you the National Learning Camp Assessment for Grade 7/Grade 8.

We appreciate your presence today. This test will let us know your knowledge and level of competence, so I encourage you to do your best. Your sincere and utmost participation will provide information on how to improve the country's education system.

You are going to answer three subject areas namely English, Science and Math.

Each subject area will have 30 questions.

You will use Moodle LMS platform in answering the test.

This means that you will use your official DepEd Microsoft account to access the platform. You will select your answer by clicking the button beside the letter of your preferred option.

Read the test directions carefully.



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If you do not know the answer to an item, leave it first then go back to that item later after you finish the last item.

Review your answers if you finish the test ahead of time.

Answer all the questions.

You are NOT allowed to use any electronic device such as a calculator, cellphone, tablet computer, smart watch, etc. before, during, and after the test while you are inside the testing room.

You are NOT allowed to talk to other participants during the test.

You are NOT allowed to discuss the items outside the testing room.

If you have any questions or concerns, raise your hand and I will come to you.

DURING THE EXAM

The Test Administrator (TA) shall roam around the testing room to ensure that electronic devices will not be used inside the testing room before, during, or after the test. Every learner should bring a ballpen or pencil and be provided with a piece of clean paper for computation purposes only.

*To access the Moodle platform, sign in using your official DepEd Microsoft account. Make sure that your username and password is typed correctly.
To access the assessment, Click "Pre-assessment for Grade 7/Grade 8".
Click the "Examinee's Descriptive Questionnaire" then "Answer questions". You have 15 minutes to answer the items.*

After 15 minutes, TA should roam and check if the examinees answered all items.

Now that you are done with the Student Questionnaire, you may now click "English subtest" then "Attempt Quiz Now". You have 30 minutes to answer the items.

After 30 minutes, TA should roam and check if the examinees answered all items. You may now proceed to "Science subtest". You have 30 minutes to answer the items.

After 30 minutes, TA should roam and check if the examinees answered all items. You may now proceed to "Mathematics subtest". You have 30 minutes to answer the items.

In administering the test, follow the time allotment in Section D.



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AFTER

Do not allow the students to leave the room until everyone is done answering the test. The sheets used for computation purposes should be collected by the TA after the testing session and shredded for disposal. As soon as the testing sessions are completed, ensure that the learners logout their account in Moodle platform.

After you finish answering all the items, make sure to logout your account in Moodle platform. Thank you for participating in the NLCA. You contributed a lot to our country.

Ask the examinees to line up properly and proceed to the waiting area to get their things. Check all the computer units if their Moodle LMS accounts are properly logged out before calling in the next batch of examinees.

Prepared by the Bureau of Education Assessment-Education Assessment Division
June 2023



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