



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

August 29, 2023

DIVISIONAL MEMORANDUM

No. *258* , s. 2023

**COMPUTER-BASED ADMINISTRATION OF THE NATIONAL LEARNING CAMP
ASSESSMENT (POST-TEST) FOR GRADES 8 AND 9 LEARNERS FOR THE
SCHOOL YEAR 2023-2024**

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

1. In consonance with Memorandum DM-CT-2023-230 re: Administration of the National Learning Camp Assessment (Post Test) for incoming Grade 8 and Grade 9 Learners for S.Y. 2023-2024, this Division announces the conduct of NLCA (Post Test) to be administered to all public junior high school Grade 8 and 9 learners at the identified Testing Centers in Ozamiz City from August 31 to September 22, 2023.
2. The NCLA Post Test shall use the online computer-based assessment tool through the 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. School Information and Communications Technology Coordinators (SICTs) shall assist Grades 8 and 9 learners in checking or updating their DepEd email addresses before the test administration to ensure they have correct login credentials in their Learning Management System (LMS) Moodle platform.
4. Attached is the examination schedule of activities, Division Testing Personnel, List of Examiners with their assigned testing centers, the Test Schedule / Timing, and Oath of Confidentiality.
5. Travel expenses of the examiners and division testing personnel shall be charged against the local funds, subject to the usual accounting and auditing rules and regulations.
6. For queries regarding the activity, channel to Johnnel A. Guangco, EPS-I, SGOD, at 09206034086. For I.T. concerns, contact Division ITO Regie A. Catedral at 09606267878.



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: esp-edlmiiz@gmail.com

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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: Memorandum DM-CT-2023-230 re: Administration of the National Learning Camp Assessment (Post Test) for incoming Grade 8 and Grade 9 Learners for S.Y. 2023-2024

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

SCHOOL LEARNERS NATIONAL ASSESSMENT

JAG/DM - Ozamiz City Division Administration of the NCLA (Post Test) S.Y. 2023-2024

___/ August 29, 2023



Address: IBJT Compound, Carangan, Ozamiz City
Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: deped1naz@gmail.com

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Attachment to Division Memorandum No. 202 s, 2023

TIMELINES AND ACTIVITIES

August 29 to 30, 2023: Preparation of the testing centers, computer laboratories, updating of learners' email in the Moodle Platform

August 31 to September 22, 2023: Testing Dates of the Conduct of the NCLA (Post-Test) for G8 And G9

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
Anacleta 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 ITOs of the testing centers	NCLA PreTest Support School ITO	Junior High Schools



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Telephone No: (088) 545-09-88
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Email Address: deped1miz@gmail.com

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List of Testing Centers and Date of NCLA (Post-test)

#	School Identified as Testing Center		Name of School Head	Schools to be accommodated in the District Testing Center	Name of School Head	Date/s of Test Administration
1	OCNHS	D1	Lilibeth Y. Abamonga	none		Sept 11-15, 2023
2	Sancho Capa IS	D1	Jovy O. Bonita	none		Sept 11-15, 2023
3	OCSAT	D4	Pat S. Rara			Sept 14-15, 2023
	OCSAT	D4	Pat S. Rara	Misamis Annex I.S. - District 3	Elsa Buenavidez, PSDS - D3	Sept 19-20, 2023
4	San Antonio NHS	D4	Lorena P. Rivera	none		Sept 14-15, 2023
5	Labo NHS	D5	Rowel T. Daguman	Sangay IS	Mary Jane A. Pondar	Sept 18-20, 2023
				DABES	Miraluna M. Gaabucayan	
6	Jose L Ho NHS	D6	Jean B. Alindo	Cogon I.S.	Dioselyn P. Patiluna	Sept 19 to 20, 2023
7	Montol NHS	D7	Charyljoy C. Navarez	Capucao IS	Amie Ogao-ogao	Sept 13 to 15, 2023
				Guingona IS	Gem Acapulco	
8	MCRIS	D8	Rolito M. Sialana	Gala NHS	Darlene Shiela J. Pescador	Sept 19 to 20, 2023
				Cruz L. Saligan IS	Jason L. Papa	
9	Pulot NHS	D9	Junriel Senarillos	Malaubang IS	Buenasir J. Abapo	Sept 5 to 8, 2023
				Dimaluna IS	Maida S. Garnada	
				Cruz Lanzado IS	Lalaine Y. Ponce	
10	Tabid NHS	D10	Ester F. Viernes			Sept 13-15, 2023
				Jacinto Nemeño IS	Joseph M. Amisola	Sept 18-20, 2023
11	Labinay NHS	D10	Thelma A. Moreno			Sept 13-15, 2023
				Sinusa IS	Jujie A. Buenbrazo	Sept 18-20, 2023



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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
Melanie P. Sialana	T3	OCNHS D1	9709154698	Sept 11-15, 2023	Sancho Capa IS
Butch T. Florendo	T2	OCNHS D1	9207985879	Sept 14-15, 2023	OCSAT
Miraluna C. Jalalon	T1	Sancho Capa IS		Sept 5-8, 2023	Pulot NHS
Mary Joy L. Paundog	T3	OCCS D2	9293616684	Sept 11-15, 2023	OCNHS
Beverly Sirato	T3	OCCS D2	9639370798	Sept 11-15, 2023	OCNHS
Gian Carlo Dolojol	T1	OCSAT D4		Sept 20, 2023	Labinay NHS
Gretchiluz A. Arañas	T1	San Antonio D4		Sept 11-15, 2023	OCNHS
Evelyn B. Zalsos	T1	Labo NHS D5		Sept 14-15, 2023	San Antonio NHS
Girle E. Ranile	T1	Labo NHS D5		Sept 11-15, 2023	OCNHS
Risty R. Manos	T1	JLH NHS D6		Sept 13-15, 2023	Montol NHS
Renald Pabucaya	T2	JLH NHS D6		Sept 19-20, 2023	MCRIS, Kinuman Norte
Rodelito Ordejan Jr	T2	Montol NHS D7	9562064308	Sept 19-20, 2023	Jose Lim Ho NHS
Michael Bongo Jr	T1	Montol NHS D7	9694327624	Sept 18-20, 2023	Labo NHS
Alma Rea A. Ytang	T1	Malaubang IS D9	9469338673	Sept 13-15 and 18-20, 2023	Tabid NHS
Drexel P. Dalaygon	T1	Tabid NHS D10		Sept 13-15, 2023	Montol NHS
Abigail L. Lagus	T3	Labinay NHS D10		Sept 19-20, 2023	OCSAT
Jay Ann C. Origenes	T1	Sancho Capa IS D1		Sept 13-15 and 18-20, 2023	Labinay NHS

Note:

1. School Heads of the testing center shall determine the specific schedule of the Test Administrators/ Examiner.
2. School Heads of the testing center shall assign the School ICT Coordinator to provide technical assistance in all activities related to the NLCA (Post-test)



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Telephone No: (088) 545-09-88
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Test Schedules and Test Timing:

Using the class list, the Last Names of the learners should be arranged alphabetically per batch **regardless of sex**. Refer to the tables below for the sample scheme:

Scheme 1 – Two Grade levels per day			
Time	Batch	Grade Level	Target Number of Learners
7:15 AM to 9:25 AM	Batch 1	7	40
9:45 AM to 11:55 AM	Batch 2	7	40
Noon Break			
1:00 PM to 2:10 PM	Batch 3	8	40
2:30 PM to 4:40 PM	Batch 4	8	40
Total			160

Scheme 2 – One Grade level for the whole week				
Time	Batch	Grade Level		Target Number of Learners
		Week 1	Week 2	
7:15 AM to 9:25 AM	Batch 1	7	8	40
9:45 AM to 11:55 AM	Batch 2	7	8	40
Noon Break				
1:00 PM to 2:10 PM	Batch 3	7	8	40
2:30 PM to 4:40 PM	Batch 4	7	8	40
Total				160

REMINDER:

- Ensure that all learners for the previous batch completed the test before allowing the next batch to take the test.
- The school should prepare the following data for the EDQ of the learners:
 - Number of G8/9 learners enrolled in ENGLISH
 - Number of G8/9 learners enrolled in SCIENCE
 - Number of G8/9 learners enrolled in MATH
 - Number of G8/9 ENGLISH teachers
 - Number of G8/9 SCIENCE teachers
 - Number of G8/9 MATH teachers



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Telephone No: (088) 545-09-88
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Email Address: ceped1miz@gmail.com

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

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

Test Administration Procedure

- See to it that the seats are correctly arranged, with the provision of sturdy barriers between computer units to prevent any attempt on their part to communicate with each other, and the date and time in the computer units are correct.
- Ensure learners have already activated and accessed their DepEd Microsoft Accounts.
- Ensure that the Moodle platform is already running using the Safe Exam Browser before the students go to their 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 login credentials.
- The test administrator will discuss other procedures during the test proper



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**Breach of Security in National Examinations and
Corresponding Sanctions
(Section 13 of the DepEd Order No. 55, s. 2016)**

The following acts are deemed as violations/infractions of security pertaining to national examinations

1. Reading of test booklets other than by the examinee
2. Supplying answers to examinees
3. Cheating
4. Plagiarizing
5. Loss of test booklets
6. Photocopying of test booklets
7. Capturing test items through electronic gadgets
8. Distribution and posting of photos of the test booklet in any form of media
9. Opening the test materials before the testing schedule
10. Late submission of test booklets and answer sheets
11. Tampering of examinees' answer sheets
12. Infringement of copyright
13. Allowing impostors and substitute examinees
14. Misrepresentation concerning age, residence, and status
15. Failure to closely monitor test procedures resulting in test Irregularities



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Telephone No: (088) 545-09-88
Telefax: (088) 545-09-90
Email Address: depedlmtz@gmail.com

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Oath of Confidentiality Agreement for the Test Administrator

Submit scanned forms to:
<https://forms.office.com/r/EZq9DVAkx>



OATH OF CONFIDENTIALITY

I, _____, hereby declare that I am a Test Administrator for the _____, and I am bound by the Oath of Confidentiality Agreement. I understand that I am responsible for the security of the test items and I will not disclose the contents of the test items to anyone. I will not discuss the contents of the test items with anyone, including my family and friends. I will not discuss the contents of the test items on social media or any other public forum. I will not discuss the contents of the test items in any way that could compromise the integrity of the test. I will not discuss the contents of the test items in any way that could be used to gain an unfair advantage in the test. I will not discuss the contents of the test items in any way that could be used to gain an unfair advantage in the test. I will not discuss the contents of the test items in any way that could be used to gain an unfair advantage in the test.

Signature: _____
 Printed Name: _____
 Position: _____
 Date Signed: _____

Oath of Confidentiality Agreement for the Learners

Submit scanned forms to:
<https://forms.office.com/r/EZq9DVAkx>



OATH OF CONFIDENTIALITY AGREEMENT

I express my consent to and authorize DepEd to record this activity and to collect, process, and keep my personal information for the purpose of compliance with the Data Privacy Act of 2012 (RA 10173). I understand that I am providing information and that I am bound by the purposes of this instrument.

I have strictly applied the security and integrity of the whole test administration process and always strictly abide by the Oath of Confidentiality Agreement. I am aware of the consequences of cheating, including but not limited to: cheating, supplying answers to examinees, reading of test items, cheating, infringement of copyright, and capturing test items through electronic gadgets, etc. as stipulated in DepEd Order 55 s. 2016 Section 13.7. I understand the consequences of cheating and I will not engage in any of the corresponding violations and I will not discuss the contents of the test items.

I have signed this instrument and agree to submit that I have read and understood the contents of this agreement.

No.	Name	Signature
1.		
2.		
3.		
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9.		
10.		
11.		
12.		
13.		
14.		

DepEd Office - Ozamiz City
 Schools Division Office - Ozamiz City
 DepEd Office - Ozamiz City



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 Telephone No: (088) 545-09-88
 Telefax: (088) 545-09-90
 Email Address: deped1miz@gmail.com

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