



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

March 11, 2024

DIVISIONAL MEMORANDUM

No. 091, s. 2024

**OZAMIZ CITY DIVISION ADMINISTRATION OF THE
NATIONAL ACHIEVEMENT TEST FOR GRADE 12 (NATG12)**

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

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA) in coordination with the School Governance and Operations Division (SGOD), announces the administration of the National Achievement Test for Grade 12 (NATG12) to all Public and Private Senior High School Learners on March 20 to 21, 2024.
2. The NATG12 will be administered to all currently enrolled Grade 12 learners in public and private schools in this Division through a paper-based modality.
3. In reference to DO 29, s. 2022 titled: Adoption of the Basic Education Monitoring and Evaluation Framework, DepEd has to identify and articulate performance indicators and outcomes for measuring performance in the development of plans and policies. These indicators and outcomes will be used for the assessment of the effectiveness and efficiency of the delivery of education services. The results of system assessments will serve as evidence for the improvement of the curriculum implementation.
4. The NATG12 are exit assessments under the National Assessment Framework of the K to 12 Basic Education Program. These tests are designed to determine if Grade 12 learners are meeting the learning standards in the Senior High School (SHS) curriculum. The exit assessments shall cover the core SHS learning areas of Science, Philosophy, Language and Communication, Media and Information Literacy, Mathematics, Humanities, Wika at Komunikasyon, and Social Science in NATG12. The test design is progressive in nature wherein test items measure varying levels of skills in a multiple-choice format using English and Filipino.
5. Attached is the examination schedule of activities, Division Testing Personnel, List of Examiners with their assigned testing centers, and the Test Schedule and Timing.



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6. Health and safety protocols must be followed in all activities related to the national test administration.
7. 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 against the local funds / BEA Funds, subject to the usual accounting and auditing rules and regulations.
8. 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

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

SCHOOL LEARNERS ASSESSMENT NATIONAL ACHIEVEMENT TEST

JAG/DM - Ozamiz City Division Administration of the NAT G12 SY 2023-2024

___/ March 11, 2024



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Attachment 1 to Division Memorandum No. 091 s, 2024

**Timelines and Activities for the
 NAT G12 (Paper-Based Test)**

March 13, 2024 Orientation on the Administration of the National Achievement Test for Grade 12 (NATG12) at the 3rd Floor, Division Office Hall at 1:00 PM to 2:30 PM

March 19, 2024 **Distribution of Testing Materials** from Division Office and Signing of Oath of Confidentiality

March 20, 2024 (6:30 AM) Conduct of the NAT G12 **DAY 1**

March 21, 2024 (6:30 AM) Conduct of the NAT G12 **DAY 2**

March 21, 2024 **Returning** of Testing Materials @ (2 PM – 3 PM) to Division Office

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
Luisander Luy	EPS -1, Private School and TLE Supervisor	Division Office
All PSDS	Supervisors and Division Monitoring Team	Division Office
Rosalyn M. Lato	SEPS, Planning and Research and Division Testing Personnel	Division Office



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Jan Lianne Ozaraga	PDO -1 YFD and Division Testing Personnel	Division Office
Samie B. Aso	EPS -2 SMME and Division Testing Personnel	Division Office
Edgardo Balili	Testing Utility	Division Office
All Senior High School Administrators	Chief Examiners	Senior High Schools

List of NATG12 Examiners

	TESTING CENTER / SCHOOL	TYPE	No of Testing Rooms	No. of R.E.	Name Of Examiner	Position	Station
1	Our Lady of Triumph Institute of Technology INC (testing center at MIT)	Private	0	0	0	0	0
2	Tabid National High School	Public	5	1	Nikkilyn L. Cababat	SST II	OCSAT
				2	Giovanni E. Telmoso	SST I	San Antonio NHS
				3	Bethel J. Medalle	TII	OCNHS
				4	Rodelito H. Ordejan	SST II	Montol NHS
				5	Risty Manos	SST II	Jose Lim Ho NHS
3	Labo National High School	Public	5	1	Joey B. Baguio	SST III	San Antonio NHS
				2	Carl Patrick B. Fiel	SST I	Montol NHS
				3	Justine Jade Kilat	SST I	Jose Lim Ho NHS
				4	Rosemary Rama	TII	OCNHS
				5	Sancho Gallego	TII	OCNHS
4	Jose Lim Ho National High School	Public	4	1	Rhonell G. Hinagdanan	SST I	Pulot NHS
				2	Maria Lowelyn G. Torres	SST II	Pulot NHS
				3	Ernie O. Capuno	TII	OCNHS
				4	Aiyres Lou Nantes	TII	OCNHS
5	San Antonio National High School	Public	2	1	Melody B. Hoyohoy	TII	OCNHS
				2	Alma M. Bihag	SST II	OCSAT
6	Montol National High School	Public	4	1	Edmar E. Raagas	SST III	OCSAT
				2	Anthony V. Reyes	SST II	OCSAT
				3	Ronald A. Catedral	MT II	OCSAT
				4	Eunnel M. Macarayo	SST II	OCSAT



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7	Ozamiz City National High School	Public	28	1	Cyria Jean Mendoza	Faculty	Misamis University
				2	Marlon Sabayton	Faculty	Misamis University
				3	Stephanie Jane Garduce	Faculty	Misamis University
				4	Eldenjan Godinez	Faculty	Misamis University
				5	Jennie Hyolim	Faculty	Misamis University
				6	Jazmine Mae Nini	Faculty	Misamis University
				7	Chloe Adorna	Faculty	Misamis University
				8	Jocie Rose Edullantes	Faculty	Misamis University
				9	Marthy Dalid	Faculty	Misamis University
				10	Jerie Jakosalem, Jr.	Faculty	Misamis University
				11	Christine Joy Verano	Faculty	Misamis University
				12	Sydelle Camille Delos Reyes	Faculty	Misamis University
				13	Bryan Alingaro	Faculty	Misamis University
				14	Reywel Enrtera	Faculty	Misamis University
				15	Jerry Lou Caangay	Faculty	Misamis University
				16	Mary Jinky Dy	Faculty	Misamis University
				17	Lunisa Evangelista	Faculty	Misamis University
				18	Josua Colanggo	Faculty	Misamis University
				19	Marienella Olandag	Faculty	Misamis University
				20	Crystel Mae Comison	Faculty	Misamis University
				21	Jaydee Baldesanzo	Faculty	Misamis University
				22	Keziah Angelee Nazer	Faculty	Misamis University
				23	Sherie Ann G. Bangcong	T II	Marcelino C. Regis IS
				24	Beth A. Bacarro	Faculty	HBLL College, Inc.
				25	Keneth M. Tagupa	Faculty	HBLL College, Inc.
				26	Eva B. Endrina	Faculty	MIT Inc
				27	Joselito P. Narco	Faculty	MIT Inc
				28	Ferdinand D. Aquit	Faculty	OLT IT, Inc.
8	Labinay National High School	Public	2	1	Arnel Abao	SST I	Tabid NHS
				2	Jessiel Pal-Ing	SST I	Tabid NHS
9	Pulot National High School	Public	4	1	Jervin Jayson E. Sumalpong	SST II	Cruz L. Saligan IS
				2	Evame Cabasag	SST II	Tabid NHS
				3	Deniza Estrosas	SST II	Tabid NHS
				4	Karen Ann B. Mira	SST II	OCSAT
10	Marcelino C. Regis Integrated School	Public	2	1	Roldan A. Basit Jr.	TII	OCNHS
				2	Val Patrick Pati-An	TII	OCNHS



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11	Firm Foundation Christian Academy (testing center at MIT)	Private	0	0	0	0	0
12	La Salle University IS	Private	12	1	Churby Jo M. Cocos	SST II	Labo NHS
				2	Cristine Carmel Llanera	SST II	Labo NHS
				3	Cathy P. Tumarao	SST II	Labo NHS
				4	Job P. Garbo	MT II	Labo NHS
				5	Eugene B. Monteverde	SST I	Labo NHS
				6	Maribel D. Vale	SST II	OCSAT
				7	Cindy C. Hubahib	SST III	OCSAT
				8	Mabelle M. Suan	SST II	OCSAT
				9	Arniel D. Manili	SST III	OCSAT
				10	Kris Rovenson S. Arances	SST III	OCSAT
				11	Loreilaine T. Marollano	TII	OCNHS
				12	Sathur Lucky Escuadro	TIII	OCNHS
13	Medina College Grade School	Private	1	1	Richille S. Palad	TII	OCNHS
				2	Ailea Razaelle Braza	TI	OCNHS
14	Misamis Institute of Technology Inc	Private	2	1	Daryl Henry Engracia	TII	OCNHS
				2	Fritchie Lou Fuentes	TII	OCNHS
15	Misamis University	Private	22	1	Victor Gomonod, Jr.	Faculty	LSU IS
				2	Cristine Somosierra	Faculty	LSU IS
				3	Wishly Jalem	Faculty	LSU IS
				4	Jemina Cañ0Nazo	Faculty	LSU IS
				5	Aiya Cordovan	Faculty	LSU IS
				6	Daisy Miparanum	Faculty	LSU IS
				7	Denes Jalalon	Faculty	LSU IS
				8	Maria Cecilia R. Santos	Faculty	LSU IS
				9	Jasmin Joy Sapio	Faculty	LSU IS
				10	Judith Marie Eguico	Faculty	LSU IS
				11	Melissa Adlaon	Faculty	LSU IS
				12	Nichole Raagas	Faculty	LSU IS
				13	Shena Ramyr S. Cabo	SST I	OCSAT
				14	Clarissa S. Pacatang	SST II	OCSAT
				15	Maricor Jacomilla	SST I	Jose Lim Ho NHS
				16	Remegane Sila	SST II	Jose Lim Ho NHS
				17	Christine Rigodon	TII	OCNHS
				18	Vanessa Claire Tortogo	TII	OCNHS



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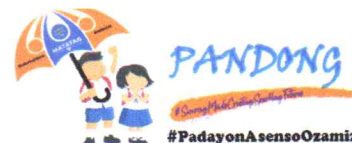
				19	Joy P. Ebarora	TII	OCNHS
				20	Dea Kever S. Amorcillo	TI	OCNHS
				21	Jojolita Rivera	TII	OCNHS
				22	Shyr Malou Abella	TI	OCNHS
16	BHLL Vocational School and Training Center Inc	Private	3	1	Kay R. Diapera	TII	OCNHS
				2	Floresel Calahat	TII	OCNHS
				3	Isabel A. Daluz	TII	OCNHS
17	Cruz Lanzado Saligan Integrated School	Public	1	1	Nidelyn R. Prete	TII	OCNHS
18	Ozamiz City School of Arts and Trades	Public	14	1	Bartk P. Francisco	SST III	Labinay NHS
				2	Jerexson D. Lipon	Faculty	HBLL College, Inc.
				3	Jemina Joshua C. Poro	Faculty	Medina College
				4	Edwin L. Daniel	SST III	Pulot NHS
				5	Mary Claire G. Balagas	SST I	Montol NHS
				6	Elmer P. Cabatingan	SST II	Montol NHS
				7	Grace Joy Romero	SST II	Tabid NHS
				8	April Easter P. Chupuico	T II	Marcelino C. Regis IS
				9	Christine Joy Lomocso	SST II	OCNHS
				10	Arellano C. Carpio Jr	SST II	OCNHS
				11	Jane T. Watin	SST II	OCNHS
				12	Ava Marie P. Lago	SST III	OCNHS
				13	Early B. Taqueban	SST I	Pulot NHS
				14	Ricky C. Tuble	SST II	OCNHS

TESTING PERSONNEL: ROLES AND RESPONSIBILITIES

<u>TESTING PERSONNEL</u>	<u>ROLES AND RESPONSIBILITIES</u>
Division Testing Coordinator (DTC)	Supervise the test administration in public schools.
Private School Supervisor	Supervise the test administration in private schools.
Chief Examiner (CE)	Oversee the conduct of the test in the school. The School Head (SH) shall serve as the Chief Examiner Pre-Test activities: • Keeps the confidentiality of the Test Materials



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	<ul style="list-style-type: none"> • Requires every RE to count the sealed Test Materials in the Distribution Room • Facilitates the signing of BEA Form 3 (Test Materials Accounting Form) to the Res <p>Test Proper activities:</p> <ul style="list-style-type: none"> • Accomplishes BEA Forms 4 (Chief Examiner's Report Form), 5 (Test Booklet Quantity and Completeness Verification Sheet), and 6 (Answer Sheet Quantity and Completeness Verification Sheet) • Monitors the activities of testing personnels <p>Post Test activities:</p> <ul style="list-style-type: none"> • Collects and accounts all ETREs assisted by the STC/RE • Arranges and bundles the Test Materials accordingly • Places inside the CETRE the required Test Materials • Submits to DTC Forms 5 (Test Booklet Quantity and Completeness Verification Sheet) and 6 (Answer Sheet Quantity and Completeness Verification Sheet) separately
Supervising Examiner (SE)	<p>An SE shall be assigned for testing centers with more than ten (10) rooms.</p> <p>He/She shall monitor and supervise the assigned testing rooms.</p> <p>He/She shall conduct ocular inspection the day before the test administration to be familiarized with the school layout.</p>
School Testing Coordinator	<p>He/She shall assist the CE in the overall test administration.</p>
Room Examiner (RE)	<p>He/She shall administer the test in accordance with the standardized test administration guidelines in the Examiner's Handbook (EH).</p> <p>Pre-Test activities:</p> <ul style="list-style-type: none"> • Receives the Test Materials in the Distribution Room • Counts the received Test Materials • Signs the BEA Form 3 (Test Materials Accounting Form) <p>Test Proper activities:</p> <ul style="list-style-type: none"> • Observes the readiness of the Testing Room • Accomplishes the Form 2 (Seat Plan) to the examinees • Administers the test using the EH



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	<ul style="list-style-type: none"> • Maintains appropriate testing discipline inside the testing room • Ensures strict adherence to Section 13 of DO 55, s. 2016 • Accomplishes Form 1 and Form 7 • Checks the contents of the ETRE <p>Post Test activities:</p> <ul style="list-style-type: none"> • Collects and accounts all Test Materials from the examinees • Arranges and bundles the Test Materials accordingly • Places inside the ETRE the required Test Materials • Submits to CE the ETRE
Assistant Examiner (AE)	He / She shall provide any test-related assistance to the RE, if there are reported Learners with Disabilities (LWDs) in the testing room. He / She is not required if there are no reported LWDs in the testing room.
Support Staff	He / She shall provide any test-related assistance to the SH, such as preparation of the testing rooms.

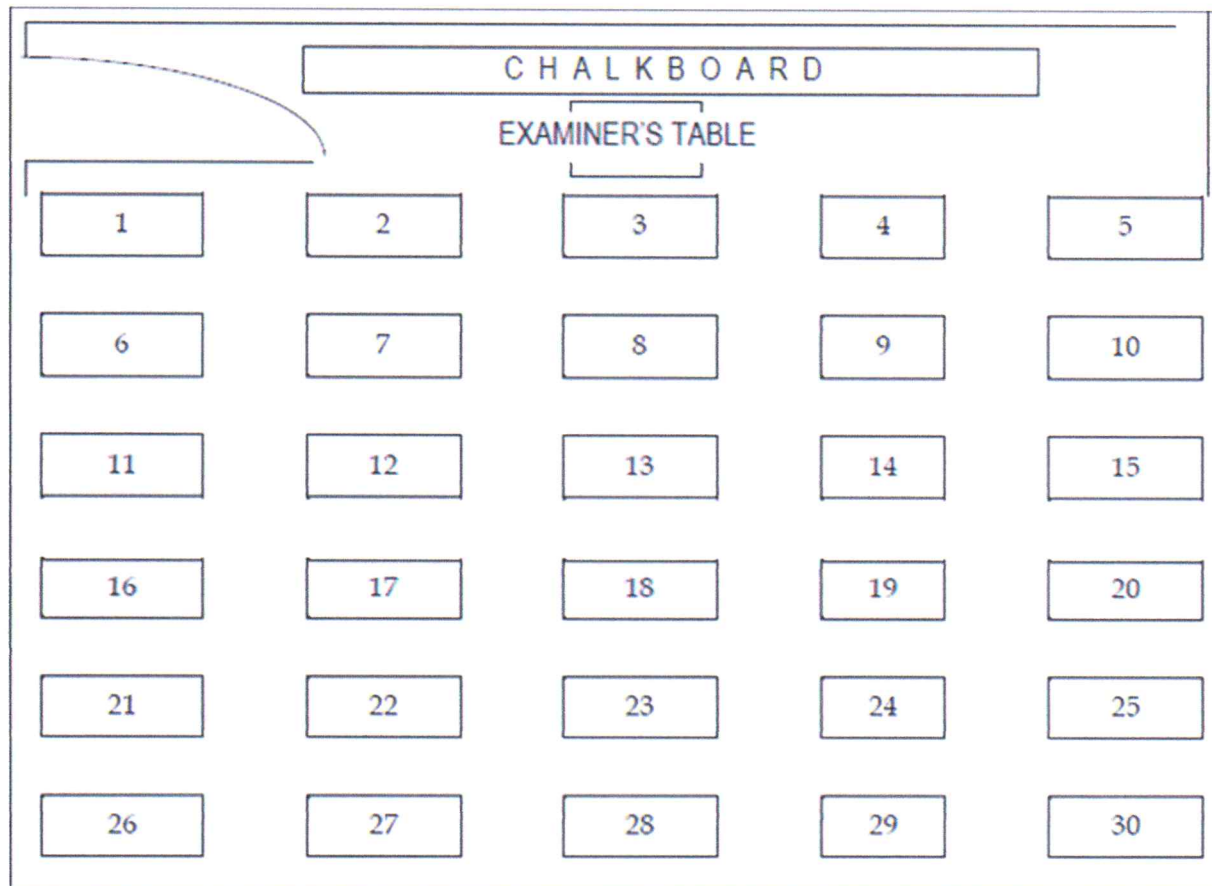
Test Schedules and Test Timing (Board work):

Day	Time Frame	Activity	Time Allotment	Total Time Allotment	Time Started	Time Finished	
1	Part I. Pre-Test						
	7:00 – 7:10	Entrance of Examinees Seating Arrangement	10 minutes	1 hour			
	7:10 – 7:20	Orientation and General Direction Distribution of Test Materials	10 minutes				
	7:20 – 7:35	Filling in of information in the Answer Sheet	15 minutes				
	7:35 – 8:00	Answering of Examinee's Descriptive Questionnaire	25 minutes				
	Part II. Test Proper						
		Test Booklet 1	Test Booklet 2			TB 1	TB 2
	8:00 – 9:00	Science	Mathematics	1 hour	4 hours*		
	9:00 – 10:00	Philosophy	Humanities	1 hour			
	10:00 – 10:15	Snack Break		15 minutes			
	10:15 – 11:15	Language and Communication	<i>Wika at Komunikasyon</i>	1 hour			
11:15 – 12:15	Media and Information Literacy	Social Science	1 hour				
Part III. Post-Test							
12:15 – 12:30	Retrieval of Test Materials and Dismissal		15 minutes	15 minutes			
2	Part I. Pre-Test						
	7:00 – 7:10	Entrance of Examinees Seating Arrangement	10 minutes	20 minutes			
	7:10 – 7:20	Orientation and General Direction Distribution of Test Materials	10 minutes				
	Part II. Test Proper						
		Test Booklet 2	Test Booklet 1			TB 2	TB 1
	7:20 – 8:20	Mathematics	Science	1 hour	4 hours*		
	8:20 – 9:20	Humanities	Philosophy	1 hour			
	9:20 – 9:35	Snack Break		15 minutes			
	9:35 – 10:35	<i>Wika at Komunikasyon</i>	Language and Communication	1 hour			
	10:35 – 11:35	Social Science	Media and Information Literacy	1 hour			
	Part III. Post-Test						
11:35 – 12:00	Retrieval of Test Materials and Dismissal Preparing of Reports and Sealing the ETRE		25 minutes	25 minutes			



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ROOM SETUP: Six Rows and Five Columns of Armchairs



The Room Examiner shall:

- facilitate the entrance of the examinees
- verify the identity of the examinees. Examinees will line up outside the room. (Refer to Form 1)
- provide instructions regarding digital devices and personal belongings
- inform the examinees about the things to bring during the examination.
 - Ø lead pencils (No. 2)
 - Ø eraser
 - Ø sharpener
 - Ø clean sheet of paper
- Seats of late comers and absentees should be left vacant.
- Late comers should still be admitted to the rooms assigned to them and they should finish the test at the same time as scheduled for each learning area



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BEA Forms

	ROOM EXAMINER (RE)	CHIEF EXAMINER (CE)
Pre-test	Form 1: List of Actual Examinees Form 2: Seat Plan	Form 3: Test Materials Accounting Form
Test Proper		
Post Test	Form 7: Room Examiner's Report	Form 4: Chief Examiner's Report Form 5: Test Booklet Quantity and Completeness Verification Sheet Form 6: Answer Sheet Quantity and Completeness Verification Sheet

Breach of Security in National Examinations and Corresponding Sanctions
(DO 55 s. 2015 Section 13)

Reminder: The security and integrity of test materials shall be upheld in the whole process of test administration. This Order rescinds DECS Order No. 85, s. 1999, "Breach of Security in National Examinations and Corresponding Sanctions" and DepEd Order No. 47, s. 2015, "Inclusion of Acts as Violations to National Examinations."

The following violation/infractions of acts security are deemed as pertaining to national examinations in addition to:

1. Reading of test booklets other than by the examinee
2. Supplying answers to examinees
3. Cheating
4. Plagiarizing
5. Loss of test booklet
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 prior to testing schedule
10. Late submission of test booklets and/or answer sheets
11. Tampering of examinees' answer sheets
12. Infringement of copyright
13. Allowing impostors and substitute examinees
14. Misrepresentation with regard to age, residence, and status
15. Failure to closely monitor test procedures resulting in test irregularities

Any or all of the following sanctions will be imposed on any or all of the aforementioned violations committed by those involved:

1. Examinees

The degree of violation and corresponding sanction shall be determined by the Chief Examiner.

- a. First and second offenses: reprimand
- b. Third offense: Cancellation of test papers/invalidation of test results

2. Testing Personnel

The degree of violation and corresponding sanction shall be determined by the Schools Division Superintendent.

- a. Suspension of salaries and incentives/benefits of those concerned for one to three months
- b. Work suspension
- c. In the case of infringement of copyright, legal remedies will be considered.



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