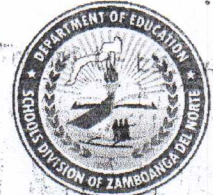




Republic of the Philippines
Department of Education
Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Dipolog City 7100



MEMORANDUM

To : **Public Schools District Supervisors (PSDS)**
Secondary Public and Private School Heads/Principals

From : **The Office of the Schools Division Superintendent**

Subject : **Administration of the National Achievement Test (NAT) for School Year 2016-2017**

Date : **September 18, 2017**

19 SEP 2017
DATE

1. Per DepEd Memorandum No. 146, s.2017 dated September 14, 2017, the Department of Education through the Bureau of Education Assessment (BEA) with the assistance of schools' division and secondary school personnel, shall administer the **National Achievement Test (NAT) for Grades 7 and 11 for the School Year 2016-2017** pursuant to DepEd Order (DO) No. 23, s. 2016 entitled *School Calendar for 2016-2017* and DO No. 55, s. 2016 entitled *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*, on the following dates:

| Date | Grade Level of Test Takers |
|------------------|---|
| October 3, 2017 | Grade 7 students of Public and Private schools |
| October 10, 2017 | Grade 11 students of Public and Private schools |

2. Relative to this, the Division Coordinator (DTC) shall conduct an orientation on the Standardized Administration of the NAT and distribution of Testing Materials to all public and private secondary school heads on the following schedule:

Grade 7 Orientation and Distribution of Test Materials

| Date | Participants (School Heads) | Venue |
|-----------------|---|---------------------|
| October 1, 2017 | School Heads/Principals of the 3 rd CD | Z.N.Division Office |
| October 2, 2017 | School Heads/Principals of the 1 st & 2 nd CD | Katipunan NHS |

Grade 11 Distribution of Test Materials

| Date | Participants (School Heads) | Venue |
|-----------------|---|---------------------|
| October 8, 2017 | School Heads/Principals of the 3 rd CD | Z.N.Division Office |
| October 9, 2017 | School Heads/Principals of the 1 st & 2 nd CD | Z.N.Division Office |

3. The Public Schools District Supervisor shall conduct monitoring on the administration of the NAT in their respective districts. A **monitoring tool** is available in the division website, and a consolidated report shall be forwarded to the SMM&E email: monitoringzn@gmail.com
4. Travel and other incidental expenses shall be charged against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired

PEDRO MELCHOR M. NATIVIDAD, CSEE
OIC-Schools Division Superintendent

References:

DepEd Memorandum No. 146, s. 2017
DepEd Order Nos.: (23, s.2016 and 55, s. 2016)



Region IX, Zamboanga Peninsula
SCHOOLS DIVISION OF ZAMBOANGA DEL NORTE
Estaka, Dipolog City



2016-2017 NATIONAL ACHIEVEMENT TEST (NAT)
Grade 7 and Grade 11

School I.D. _____

School: _____

District _____

Date of Testing: _____

Time _____

No. of Testing Room/s _____

Total Enrolment/ Registrants (grade/year) _____

Male _____ Female _____

Total No. of Examinees _____

AM Session: _____ PM Session: _____

Total No. of Absent _____

AM Session: _____ PM Session: _____

Time when test materials were distributed to Room Examiners/ Proctors

AM Session: From _____ to _____

PM Session: From _____ to _____

| 1. Ask the Chief Examiner on the Sufficiency of Test Materials | Sufficient | Insufficient | Number of Needed additional copies | Room Number with Insufficiency |
|--|------------|--------------|------------------------------------|--------------------------------|
| 1.1 Test Booklet | | | | |
| 1.2 Answer Sheet | | | | |
| 1.3 Seat Plan | | | | |
| 1.4 Handbook | | | | |

| 2. Report on the Readiness of Testing Rooms: (Indicate how many rooms are with observed indicators) | Evident (How many?) | Not Evident (How many?) |
|---|---------------------|-------------------------|
| 2.1 Well-lighted and conducive for testing | | |
| 2.2 For Grade 6 and Grade 10, 30 armchairs are provided | | |
| 2.3 List of Examinees posted at the door of each room | | |
| 2.4 Separate testing room/s for special group of examinees | | |

| 3. Rate the examiners based on the following: | Evident | Not Evident |
|---|---------|-------------|
| 3.1 Testing discipline is imposed strictly | | |
| a. NO electronic devices and references in the testing room | | |
| b. All belongings are placed in front. Only pencils, sharpeners are with the examinees while the test is on-going | | |
| c. Seat assignment is strictly based on the seat plan | | |
| d. Seats of late comers/absentees were left vacant | | |
| e. No unnecessary noise while the exam is in progress | | |
| f. Cheating in any form is strictly prohibited (e.g. talking to co-examinees, copying answers from others etc.) | | |
| 3.2 Refraining from the following are strictly followed | | |
| a. Reading/ copying test items in the test booklet | | |
| b. Explaining/ translating to the examinees certain words used in the item | | |
| c. Room examiners keep custody of the test booklets and answer sheets | | |

Other Findings/ Observation _____

Monitoring Official _____