

February 20, 2015

DIVISION MEMORANDUM
No. 17, s. 2015

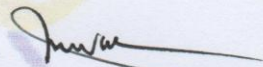
**ORIENTATION ON THE ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST (NAT) AND
LANGUAGE ASSESSMENT FOR PRIMARY GRADES (LAPG) FOR SY 2014 – 2015**

TO : OIC – Assistant Schools Division Superintendent
Education Program Supervisors
Public Schools District Supervisor
Elementary & Secondary School Heads Both Public and Private

1. Pursuant to DepEd Memorandum No. 127, s. 2014, Administration of SY 2014 -2015 National Achievement Test (NAT) and Language Assessment for Primary Grades (LAPG) on March 5, 11 & 12, 2015, there will be an orientation of all Elementary and Secondary School Heads or Testing Coordinators of Private and Public Schools at **Jamesville Resort and Hotel on Thursday, February 26, 2015 at 8:00 o'clock in the morning up to 12:00 o'clock noon.**
2. Only private elementary and secondary schools with permit to operate from the Department shall be included in the conduct of the test.
3. The following shall be discussed in the said orientation:
 - a. proper conduct/administration of the test;
 - b. standard procedure in test administration;
 - c. schools assignment, assigned room supervisors/room examiners;
 - d. security of test paraphernalia; and
 - e. distribution and retrieval scheme.
4. Attendees to this orientation are the School Heads (SH) or School Testing Coordinators (STC). **Attendance is a must.**
5. All testing paraphernalia will be distributed and retrieved at the Division Office as scheduled. Authorized to receive and return the said paraphernalia is the Chief Examiner (CE) or School Testing Coordinator (STC).

Level	Distribution	Retrieval
Year IV	March 5, 2015 – 4:00 AM	March 5, 2015 – 4:00 PM – 6:00 PM
Grade 3	March 11, 2015 – 4:00 AM	March 11, 2015 – 11:00 AM - 1:00 PM
Grade 6	March 12, 2015 – 4:00 AM	March 12, 2015 – 5:00 PM - 6:00 PM

6. To ensure the proper implementation of the set guidelines in the administration of the NAT and LAPG, monitoring officials from the region and division office will cover public and private schools to provide technical assistance in the conduct of the said test.
7. Enclosed are the members of the committee and the schedule for the distribution and retrieval of the testing paraphernalia and the monitoring form to be utilized during the activity.
8. A registration fee of Four Hundred Pesos (P400.00) shall be charged to each participant to defray for expenses for one (1) snack, lunch and other incidental expenses chargeable against school funds subject to usual accounting and auditing rules and procedures. Payment for the said registration shall be reimbursed once the appropriation for the said activity will be available.
9. Full support and cooperation in the administration of the said national test is enjoined.
10. Immediate and wide dissemination of this Memorandum is desired.



DR. MERTHEL M. EVARDOME

Acting Asst. Schools Division Superintendent
OIC-Office of the Schools Division Superintendent

Enclosure No. 1 to the Division Memorandum No. 17, s. 2015

Executive Committee

Dr. Merthel M. Evardome - Chairperson
Mrs. Doris DJ. Estalilla - Co-Chairperson
Mrs. Merlita O. Sayago - Member
Priscilla V. Salo - Member
All EPSs, District Supervisor - Members

Committee on Registration/Program & Certificates

Ms. Liza M. Maalindog
Mrs. Shiela L. Manga
Mr. Raymond P. Villaraza } Division Clerk

Committee on Technical & Physical Arrangement

Roy P. Benson - Maximo L. Gatlabayan MNHS
Noel C. Merino - Mayamot NHS

Committee on Distribution and Retrieval

Testing Staff for Private Schools		Testing Staff for Public Schools	
1. Jochim Dagsa	San Isidro ES	1. Jonathan Canales	San Isidro NHS
2. Leo Suyom		2. Hubert Orque	
3. Analyn Quinones		3. Gina Catapang	
4. Jakilin Iringan		4. Cecilia Balallo	
5. Liza Maalindog	Division Office	5. Shiela Ann Manga	Division Office
6. Charles Castro		6. Raymond Villaraza	



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DEPARTMENT OF EDUCATION
REGION IV-CALABARZON



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NATIONAL ACHIEVEMENT TEST (NAT) SY2014-2015
Monitoring Form

Testing Program: G3/G6/Y4
 Division: _____ Date of Testing: _____
 Testing Center: _____

1. Number of Testing Room: Morning session _____ Afternoon session _____
2. Total Enrolment/registrants of (grade/year): _____
 Male _____ Female _____ Total _____
3. Total Number of examinees: AM session: _____ PM session: _____
4. Total Number of absences: AM session: _____ PM session: _____
5. Time when the test materials were distributed to Room Examiners
 AM session: From _____ to _____
 PM session: From _____ to _____

Pre-test Activities on Examination Day

Describe the pre-test activities in terms of the following:	Sufficient	Insufficient	Number of Needed additional copies	Room number with Insufficiency
1. Sufficiency of Test Materials				
1.1 Test Booklet				
1.2 Scannable Answer Sheet				
1.3 Seat Plan				
1.4 Examiners Handbook				

	Yes	No
2. Was there a problem met on the used school ID in the packing of test materials? If yes, state the problem met		

	Evident	Not Evident
3. Testing Rooms are ready: 3.1 The first and the last row of seats are close as possible to the walls to allow enough space 3.2 Lists of Examinees at the door of each testing room are posted already		

Test Proper

Rate the examiners based on the following aspects:	Evident	Not Evident
1. Testing discipline is imposed strictly. 1.1 No unnecessary noise while the exam is in progress 1.2 Cheating in any form is strictly prohibited (e.g. talking to co-testees, use of dictionary, cell phone, calculator, and the like)		
2. Refraining from the following are strictly followed: 2.1 Reading/copying test items in the test booklet 2.2 Explaining/translating to the examinees certain words/used in the item		
3. Room Examiners keep custody of the TBs and ASs		

Other Findings/Observations:

Monitoring Official