



Republic of the Philippines
Department of Education
Region XII
Schools Division Office of Tacurong City

April 2, 2025

DIVISION MEMORANDUM
SGOD 2025- 039

**ADDENDUM TO DIVISION MEMORANDUM SGOD No. 036 S. 2025 re
ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST (NAT) FOR GRADE 6
FOR SCHOOL YEAR 2024-2025**

To: Asst. Schools Division Superintendent
Chiefs, Curriculum Implementation and
School Governance Operations Divisions
Education Program Supervisors
M&E Unit/ Division Testing Coordinator
Public/Private Elementary and Secondary School Heads
Division Personnel
All Others Concerned

1. In reference to Division Memorandum SGOD No.032, s. 2025, Orientation on the Administration of the National Achievement Test (NAT) for Grade 6 for S.Y. 2024-2025, the administration of the test has been rescheduled to April 3-4, 2025.
2. All public and private schools shall conduct the NAT Grade 6 on April 3, 2025, except for the following five (5) schools, which will administer the test on April 4, 2025:
 - Tacurong Pilot ES
 - Amado Fernandez, Sr. CES
 - Pedregosa-Acosta ES
 - Victorina P. Dasmarinas ES
 - San Antonio ESTesting materials will be released on April 2, 2025, for schools scheduled on Day 1, while materials for the five mentioned schools will be released on April 3, 2025.
3. Further, this is to reiterate that School Heads of both public and private schools must ensure that testing rooms are prepared in accordance with the Bureau of Educational Assessment (BEA) guidelines for standardized examinations. School Heads and School Testing Coordinators shall orient Room Examiners, who will be assigned to other schools. All Room Examiners must be at their designated testing centers by 7:00 AM on the day of the examination.



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4. To facilitate the smooth implementation of the test, all monitors are required to be in their assignment during the scheduled test. The main objective of the monitoring is to ensure that all guidelines and standards in the administration of the tests are followed by all testing personnel.
5. Attached is the monitoring tool for your reference and compliance. Submit the accomplished tool to **Mrs. Mohani A. Paguita**, SEPS for M&E for consolidation. Recommendations and findings shall be submitted to the Office of the Schools Division Superintendent.
6. Attached is the list of monitors, monitoring form, schedule, and school assignments.
7. Immediate and wide dissemination of this memorandum is desired.


GILDO G. MOSQUEDA, CEO VI
Schools Division Superintendent

EPP/SGOD/DM/ ADDENDUM ON THE ADMINISTRATION OF NATIONAL ACHIEVEMENT TEST (NAT) FOR GRADE 6
FOR SCHOOL YEAR 2024-2025/ April 2, 2025



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Annex 1:

MONITORING FORM

Testing Program: _____ Date: _____

School/Testing Center: _____ Time: _____

Number of Testing Room: _____

Total Number of Registrants: _____

Actual Number of Takers: _____

Time when test materials were distributed to Room Examiners: _____

Time the Room Examiners' Started: _____

Time the Room Examiners' Ended: _____

1. For Chief Examiner (Asks the CE on the sufficiency of Testing Materials)

Test Materials	Sufficient	Insufficient	Number of Needed TMs	Classroom with insufficient TM
Test Booklet				
Scannable AS				
Seat Plan				
Examiners, Handbook				

2. Report on the Readiness of Testing Rooms (Indicated how many rooms are evidently observed with the following indicators)

Indicator	Evident	Not Evident
1. Well-lighted, clean and conducive for testing		
2. Seats are arranged based on the handbook		

3. Observed the Room Examiners' performance on the following aspects.

Indicator	Evident	Not Evident
1. Testing discipline is strictly imposed		



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2. Did not allow cellular phones in the testing rooms. (Only clean paper, pencils and sharpener are allowed)		
3. Bags and other things of examinees are placed in the designated area (Front beneath the blackboard)		
4. Seat assignment is based on the seat plan		
5. Seats of late comers/absentees were left vacant		
6. No unnecessary noise while the exam is going on (Cheating in any forms like talking to co-examinees, copying answers from other is strictly prohibited)		
7. Reading and copying of test items in the test booklet.		
8. Explaining/ translating of examinee word/s in the test booklet		
9. Examiners keep custody of the unused test booklet and answer sheet.		
10. Examiners checked the test booklets, answer sheets before the examinees leave the room.		
11. The Examiners retrieve all the materials, packed it accordingly and submit it to the Chief Examiner		

4. Other findings/observations: *If needed please use extra sheet)*

Name of Monitoring Official/Signature



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Annex 2: LIST OF MONITORS/SCHEDULE AND SCHOOL ASSIGNMENT

Testing Program	Schedule	Name of Monitor	School Assignment
DeNAT G6	April 3, 2025	Mayflor D. Romualdo	VMC Asian College Foundation, Inc.
		Arlene Rosa G. Arquiza	Rockfort Educational Institute, Inc
		Mary Ann C. Umdahay	St. John Early Learning Center
		Ivy P. Lamintao	San Rafael ES
		Agnes G. Muyco	Notre Dame of Tacurong College / Starbright Advance Learning Academy, Inc.
		Julius D. Celetaria	Ma. Z. Bayya ES / Good Shepherd's Vision for Excellent Education, Inc.
		Rona N. Tacot	Abang-Suizo IS
		Glenda P. Orcinado	San Emmanuel ES
		Randy E. Porras	New Isabela CES
		Rona L. Bred	Ma. A Montilla MES
		Mohani A. Paguita	Casilda P. Venus ES
		Joseph R. Pilotos	Lancheta-Magallon ES
		Frank T. Nawal, Jr.	Rajah Muda ES
		Bernard Antolo	Lourdes Pama ES
		Joey M. Lozano	Tina ES
		Janice P. Suboc	Adventist Elementary School of Tacurong City, Inc.
		Reginaldo S. Alejandro, Jr.	Kalandagan ES / Children's Grace of Mary Tutorial and Learning Center, Inc.
		Jonald S. Cadio	New Lagao ES
		Delia P. Eliarda	Buenaflor ES
		Ernie P. Pama	Dr. Grino MCES/ Southern Mindanao



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			Institute of Technology, Inc
		Vivien D. Lima	Josue-Alcasid CES
		Junaflor R. Sucaldito	Upper Katungal ES
		Ma. Dianne Joy R. dela Fuente	J.Hector Lacson Lacson ES
		John Bayugos	Elisa P. Bernardo MES
		Leonor R. Po	Tacurong Siloam ABC Learning Center
		Jennifer Claire A. Tayag	Tacurong St. Benedict Learning Center & Values School, Inc.
	April 4, 2025	Ma. Arlene Rosa G. Arquiza / Mary Ann C. Umadhay/ Miohani A. Paguita	Tacurong Pilot ES
		Mayflor D. Romualdo Junaflor R. Sucaldito/Mohani A. Paguita	Amado Fernandez, Sr. CES
		Ernie P. Pama / Bernard T. Antolo	Pedregosa-Acosta ES
		Ivy P. Lamintao / Ronal L. Bred	VP Dasmaringas ES
		Julius D. Celetaria/ Frank T. Nawal, Jr.	San Antonio ES



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