



Republic of the Philippines
Department of Education
REGION X

SCHOOLS DIVISION OF CAGAYAN DE ORO CITY

DEP ED-DIVISION OF CAGAYAN DE ORO CITY
RELEASED
DATE: JAN 19 2023

Office of the Schools Division Superintendent

January 17, 2023

DIVISION MEMORANDUM

No. 10 s. 2023

INSTRUCTIONS AND GUIDELINES FOR THE ADMINISTRATION
OF THE NATIONAL ACHIEVEMENT TEST
FOR GRADE 12 (NAT G12) FOR SY 2022-2023

TO: Assistant Schools Division Superintendent
Chief Education Supervisor - CID
Chief Education Supervisor - SGOD
Public Schools District Supervisors
Division Testing Coordinator
School Heads, Public Secondary Schools
School Heads, Private Secondary and Senior High Schools

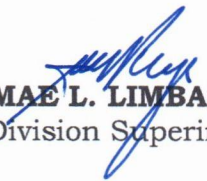
1. In preparation for the **administration of the National Achievement Test for Grade 12 (NAT G12) on January 30-31, 2023**, all public and private schools offering Senior High School (SHS) Program are expected to observe the following instructions and guidelines:

- a. Orient the room examiners, technical working group, and school health personnel of the administration of the NAT G12. Room examiners shall preferably be secondary teachers with prior experience of administering national examinations. Health protocols shall be observed at all times during the entire duration of the test.
- b. Orient the Grade 12 takers and their parents on the purpose of the test. Conduct simulation activities including proper shading of answers sheets. Give further instructions if necessary to ensure their readiness to take the test. Only No. 1 or 2 pencil shall be used in shading of answers.
- c. Prepare the testing rooms to accommodate 30 takers per room. Follow the seating arrangement suggested in the examiner's handbook. The number of testing rooms needed shall be based on the current Grade 12 enrolment of your school.
- d. Prepare the board work at least a day before the scheduled examination. Follow the board work suggested in the examiner's handbook. Instruct takers to bring their snacks and packed lunch.
- e. **Test materials shall be released to schools starting 5:00 AM on January 30, 2023** at the division office, KM 5, Upper Balulang, Cagayan de Oro City. **Complete test materials shall be returned to the same office in the afternoon of January 31, 2023.**



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (08822)-8550048
Email: cagayandeoro.city@deped.gov.ph

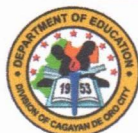
- f. All materials shall be returned to the division office. The school head, as the Chief Examiner of the school, shall be accountable for any lost or missing test material.
2. Orientation presentation materials, examiner's handbook and NAT G12 primer in soft copy may be downloaded from <https://bit.ly/3GLcEgG>
3. The pairing of schools for the swapping of room examiners and room supervisors are indicated in Enclosure 1.
4. Final briefing shall be conducted virtually with the following schedule:
- | | |
|--------------------------|--|
| January 26, 2023 9:00 AM | Public Secondary School Heads |
| January 26, 2023 1:30 PM | Private Secondary and SHS school heads |
- LINK: meet.google.com/aos-ryrs-gym**
5. Should there be any concern, contact Mrs. Eleanor H. Rollan, the Division Testing Coordinator.
6. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all concerned regardless of age, gender, sexual orientation, disability, religion, and ethnicity.
7. Immediate dissemination and compliance to this memorandum is required.


CHERRY MAE L. LIMBACO-REYES
Schools Division Superintendent

Encl: as stated
Reference: None
To be indicated in the Perpetual Index
under the following subjects:

TESTING BASIC EDUCATION EXIT ASSESSMENT (BEEA)/NAT G12

 ECHR/DM-Testing
January 17, 2023



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**NATIONAL ACHIEVEMENT TEST FOR GRADE 12 (NAT G12)
TECHNICAL WORKING COMMITTEE**

Over-all Chairperson : Cherry Mae L. Limbaco-Reyes
Schools Division Superintendent

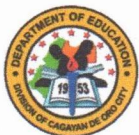
Co-Chairperson : Lorebina C. Carrasco
Asst. Schools Division Superintendent

Division Chief Supervisors : Jean S. Macasero, Chief ES - CID
Rosalio R. Vitorillo, Chief ES - SGOD

Division Testing Coordinator : Eleanor Consejo H. Rollan

Working Committee (Distribution and Retrieval of Test Materials):

Gemma Pajayon
Lilibeth Logronio
Roy Lumban
Ignacio Gabule
Fernando Ramoso
Ryan Sambaan
Jason Rabanes
Cyril Casinillo



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NAT G12 PROCTORS PARTNER SCHOOL ASSIGNMENT
January 30-31, 2023

No.	Testing Center/School		Room Examiners Needed	Room Supervisors Needed	Total Testing Personnel needed	PARTNER SCHOOL and number of testing personnel TO BE SENT TO THEM
	PRIVATE SCHOOL					
1	AMA Computer College- Cagayan de Oro	Cogon	1		1	Montessori de Oro-1
2	STI College-Cagayan de Oro	Kauswagan	4		4	Pilgrim-4
3	Vineyard International Polytechnic	Luna St.	1		1	Shekinah-1
4	Asumption Montessori					
5	Cagayan de Oro College-PHINMA (Carmen)	Carmen	54	6	60	Golden Heritage-3, Little Me-6, Liceo-50
6	Summer Hill School Foundation Inc.	Patag	1		1	Merry Child-2
7	Liceo de Cagayan University	Carmen	82	8	90	COC-Carmen-30, XUSHS-41, CUBED-19
8	Lourdes College Basic Education	Capistrano	12	1	13	SPC-11
9	Merry Child School		2		2	Summer Hill-1
10	Millennium Christian Academy					
11	Montessori de Oro		1		1	AMA Computer-1
12	Pilgrim Christian College		4		4	STI College-4
13	Rosevale School		1		1	Nanuri-1
14	Shekainah Glory Christian Academy		1		1	Vineyard-1
15	Southern de Oro Phil. College	Licoan	10	1	11	ABCCA-19
16	St. Mary School	Macasandig	2		2	CCS-Macasandig-2
17	Xavier University- Ateneo de Cagayan	Pueblo	40	4	44	CCS-Pueblo-3, Liceo-40
18	Asian Business Cabletow Cooperative	Velez	18	1	19	LCBS-13
19	Blessed Mother College - Tiano	Tiano				
20	Christian Samaritan Health Services	Divisoria	2		2	Informatics-2
21	Christian Samaritan Health Services	Puerto	6		6	ICI-7
22	Sacred Heart of Jesus Montessori School		1		1	Fisher Valley-1
23	Capitol University Basic Education		18	1	19	COC-Carmen-20
24	PHINMA Cagayan de Oro College-Puerto	Puerto	12	1	13	ICI-16
25	Iligan Computer Institute-Cagayan de Oro	Bugo	25	2	27	COC-Puerto-13, Monark-1, Zion-1, Samaritan-Puerto-6
26	Monark Foundation Inc.	Agusan	1		1	ICI-2
27	King of Zion school		1		1	ICI-2
28	Little Me Academy		6		6	COC-Carmen-6
29	Corpus Christi School (Macasandig)	Macasandig	4		4	SMS-2, OCGS-2
30	The Fisher Valley Academy	Camaman-an	1		1	Sacred Heart-1
31	Oro Christian Grace School	Macasandig	2		2	CCS-Macasandig-2
32	Nanuri International School	Indahag	1		1	Rosevale-1
33	Golden Heritage Polytechnic College	Carmen	3		3	COC-Carmen-4
34	Immanuel Mission International School	Carmen	1		1	Westshire-1
35	Informatics Computer Institute-Cagayan de Oro		2		2	Samaritan Divisoria-2

No.	Name of School		Room Examiners Needed	Room Supervisors Needed	Total Testing Personnel needed	PARTNER SCHOOL and number of testing personnel TO BE SENT TO THEM
36	Blessed Mother College-Highway Iponan	Iponan	1		1	Immanuel-1
37	Westshire Academy	Iponan	1		1	Blessed Mother-1
38	Corpus Christi School-Pueblo de Oro	Pueblo	3		3	XUSHS-3
	PUBLIC SCHOOLS					
1	Gusa Regional Science High School		7		7	Lapasan NHS-8
2	Gusa NHS-Cugman Annex		4		4	East Gusa-5, FS Catanico-2
3	Lapasan National High School		8		8	GRSHS-7
4	East Gusa National High School		5		5	Cugman Annex-4
5	Gusa NHS-FS Catanico Annex		2		2	FROM Cugman-2
6	Agusan National High School		11	1	12	Puerto-6, Tablon-2, Bugo-3
7	Tablon National High School		2		2	Agusan-3
8	Bugo National High School		3		3	Agusan-3
9	Balubal National High School		4		4	Puerto-6
10	Puerto National High School		6		6	Agusan-6, Balubal-4
11	Angeles Sisters National High School		2		2	Macabalan-3
12	Macabalan National High School		6		6	Angeles-2, Puntod-3
13	Puntod National High School		3		3	Macabalan-3
14	Bayabas National High School		4		4	Bulua 5
15	Kauswagan National High School		11	1	12	Bulua-14
16	Bonbon National High School		3		3	Bulua 3
17	Cagayan de Oro National High School		24	2	26	USTP-9, Lumbia-16
18	Indahag National High School		7		7	Macasandig-5
19	Camaman-an National High School		4		4	Indahag-7
20	Macasadig National High School		5		5	Camaman-an-4
21	Lumbia National High School		15	1	16	CDONHS-21, Tagpangi-2, Pagalungan-1
22	Mambuaya National High School		4		4	Bayanga-3
23	Mambuaya NHS-Bayanga Annex		3		3	Mambuaya-4
24	Taglimao National High School		1		1	Tumpagon-3
25	Taglimao NHS-Besigan Annex		1		1	Man-ai-1
26	Tagpangi National High School		2		2	(FROM Lumbia-2)
27	Tagpangi NHS-Tuburan Annex		1		1	Pigsag-an-1
28	Mambuaya NHS-Dansolihon Annex		3		3	Mambuaya-3
29	Taglimao NHS-Tumpagon Annex		3		3	Taglimao-1
30	Carmen National High School		7		7	Balulang-4
31	Cagayan de Oro NHS- Balulang Annex		4		4	Carmen-7
32	Bulua National High School		20	2	22	Kauswagan-12, Bayabas-4, Bonbon-3
33	Canitoan National High School		5		5	PN Roa-4
34	Pedro Oloy N. Roa Sr. National High School		9		9	Canitoan-5, Iponan-8

No.	Name of School		Room Examiners Needed	Room Supervisors Needed	Total Testing Personnel needed	PARTNER SCHOOL and number of testing personnel TO BE SENT TO THEM
35	Iponan National High School		8		8	PN Roa-5
36	Iponan NHS-San Simon Annex		1		1	Pagatpat-3
37	Tignapoloan National High School		2		2	(FROM Man-ai)
	NEW/ADDITIONAL SCHOOLS TO TAKE					
1	USTP		9		9	CDONHS-5
2	Lumbia NHS-Pagalungan Annex		1		1	(FROM Lumbia-1)
3	Pigsag-an NHS		1		1	Tuburan-1
4	Man-Ai NHS		1		1	Besigan-1
5	Pagatpat NHS		3		3	San Simon-1