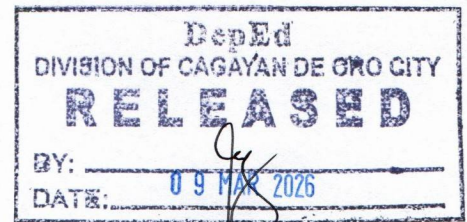




Republic of the Philippines
Department of Education
REGION X
DIVISION OF CAGAYAN DE ORO CITY



Office of the Schools Division Superintendent

06 March 2026

DIVISION MEMORANDUM
No. 260 s. 2026

**CONDUCT OF THE COMPUTER-BASED
NATIONAL ACHIEVEMENT TEST FOR GRADE 12 (CB-NAT G12)**

TO: Assistant Schools Division Superintendent
Chief Education Supervisor – SGOD
Chief Education Supervisor – CID
CID personnel
SGOD personnel
OSDS personnel
Public and Private School Heads of the Sampled Schools

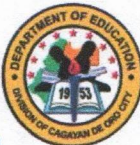
1. The field is hereby informed that the **Computer-Based National Achievement Test for Grade 12 (CB-NAT G12)** will be conducted on **March 9-18, 2026** as the testing window. The following schools were sampled for the said test:

- a. Balulang National High School
- b. Cagayan de Oro College – PHINMA
- c. PHINMA Cagayan de Oro College, Puerto Campus
- d. Liceo de Cagayan University
- e. Capitol University Basic Education Department
- f. Lourdes College-Basic Education
- g. Westshire Academy
- h. Asian Business Cabletow Cooperative Academy (ABCCA)

2. BEA personnel and the Division and Regional testing coordinators shall visit your school on March 16-18, 2026 to monitor the conduct of the test.

3. Attached is the Advisory for your guidance and reference. Any concern may be communicated to the Division Testing Coordinator.

4. In adherence to Equal Opportunity Policy (EOP), inclusive and fair treatment are accorded to all participants regardless of age, gender, sexual orientation, disability, religion and ethnicity.



Address: Fr. William F. Masterson Ave., Upper Balulang, Cagayan de Oro City
Telephone: (088) 855-0044, (088) 855-0047, (088) 328-2142
Email Address: cagayandeoro.city@depd.gov.ph
Website: <https://depdcdo.net/>

Doc. Ref. Code	Ops Manual	Rev	00
Effectivity	09.20.21	Page	1 of 2



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5. Immediate dissemination and compliance to this Memorandum is desired.

ROY ANGELO E. GAZO
Schools Division Superintendent

Encl: As indicated

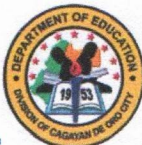
Reference: None

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

CB-NAT G12

TESTING

DM-005-SGOD-SMME-ECHR



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Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Advisory No. 007, s. 2026

27 February 2026

ADVISORY

**Implementing Guidelines on the Administration of the Computer-Based
National Achievement Test for Grade 12 (CB-NATG12)
for School Year 2025-2026**

Relative to the Virtual Orientation on the Computer-Based National Achievement Test for Grade 12 (CB-NATG12) for School Year 2025-2026 conducted on **March 2, 2026**, pursuant to Advisory No. 005, s. 2026 titled *Virtual Orientation on the Administration of the Computer-Based National Achievement Test for Grade 12 (CB-NATG12) for School Year 2025-2026*, the following guidelines are provided to ensure smooth, secure, and equitable testing administration and to maximize available resources and minimize disruptions of school operations.

ASSESSMENT PLATFORM

1. The platform can accommodate up to **40,000** examinees nationwide per session per day.
2. The user allocation for the Schools Division Office (SDO) per day shall be provided by the Bureau of Education Assessment (BEA) through this link
3. The examinees in the sampled schools may access the assessment platform through this link
4. The installation of **Safe Exam Browser (SEB)** is required before proceeding to the test.
5. A stable internet connection is required.

TEST ADMINISTRATION PLAN

1. Regional-Level

- 1.1. The CB-NATG12 shall be administered from **March 9 to 18, 2026**, across all regions and SDOs.
- 1.2. The Regional Testing Coordinator (RTC) and Division Testing Coordinator (DTC), in coordination with the Information Technology Officers (ITO), are responsible for managing platform capacity.
- 1.3. The RTC shall oversee the CB-NATG12 test administration across the region's SDOs, based on the number of examinees per day as provided



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by the DTCs in their respective SDOs, in accordance with the user accounts allocation from BEA.

- 1.4. The RTC shall ensure that the guidelines and timelines are followed, and shall report any concerns raised by the DTCs to BEA.

2. Division-Level

- 2.1. The examinees shall be grouped by the DTC to ensure an even distribution of the daily capacity per session and per day.

- 2.2. The scheduling system shall be provided by the DTCs to the respective schools with the following information:

Sampled School	
Testing Date	
No. of Testing Session	
No. of Learners per Session	
No. of Units Available	

- 2.3. The DTC is responsible for disseminating the testing schedule to the respective sampled schools.
- 2.4. The ITO is responsible for ensuring technical readiness and providing support during test administration.
- 2.5. The ITO shall map all sampled schools with computer laboratory facilities, including their capacity, internet stability, and power reliability, as part of the preparation for test administration.
- 2.6. The ITO shall consolidate the **Form 1 - Inventory of Computer Facilities** through this link [\[link\]](#) submitted by the sampled schools as a reference for the DTC scheduling system.
- 2.7. The DTC or ITO shall submit the consolidated Form 1 to BEA through this link [\[link\]](#)

3. School-Level

- 3.1. Identify the number of functional computer units available.



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- 3.2. Prepare the needed testing resources following the technical requirements.
- 3.3. Strictly follow the assigned testing date and session provided by the DTC.
- 3.4. Submit **Form 1 - Inventory of Computer Facilities** containing the sampled school's resources to the DTC and/or ITO.
- 3.5. A video on the assessment platform walkthrough shall be provided by BEA as supplementary material for learners and the testing personnel.
- 3.6. The sampled schools should evaluate their readiness in the CB-NATG12 administration by checking the following information:
 - 3.6.1. All computer units function properly.
 - 3.6.2. The internet connection is stable with an alternate internet provider as backup.
 - 3.6.3. Familiarization of key testing personnel with the test administration procedure and guidelines.
 - 3.6.4. The examinees understand the interface of the assessment platform.
- 3.7. The sampled schools shall conduct an **Assessment Platform Walkthrough** and **Test Orientation** for the learners prior to the scheduled test administration.

TESTING SESSION

1. A fixed daily testing window shall be implemented to ensure smooth operation and technical monitoring. Each testing center may implement:

No. of Session	Session	Time
2	Morning	6:30 a.m. to 11:30 a.m.
	Afternoon	12:00 n.n. to 5:00 p.m.
1	Morning/Afternoon	6:30 a.m. to 11:30 a.m.
		12:00 n.n. to 5:00 p.m.

Note: Mid-session (e.g. 9:00 a.m. to 3:00 p.m.) is not allowed as this will affect the fixed schedule of other schools.



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2. The schedule of the test shall include preliminaries, practice test, test proper, posttest, and allowance in case of interruptions.

TECHNICAL REQUIREMENTS

1. Hardware

- 1.1. A 1:1 ratio of examinees to computers per session is required.
- 1.2. A buffer of 5–10 computer units should be available.
- 1.3. The server must be tested prior to the actual test administration.
- 1.4. Laptops and tablets may be used, provided that the SEB is installed.
- 1.5. It is recommended to have at least 30 functioning computer units per session, when available. If fewer are available, maximize resources to ensure all examinees complete the test within the testing period.

2. Connectivity

- 2.1. A minimum of 10 Mbps stable connection per **20-30 computer units** is required.
- 2.2. At least 2 router/extender per computer room is recommended.

3. Power

- 3.1. Inform/Coordinate with local electrical service provider/cooperatives beforehand to avoid power interruption.
- 3.2. A generator or UPS is recommended as back up in case there are unexpected power interruptions.
- 3.3. An automatic voltage regulator per computer unit is recommended.

USER ACCOUNTS

1. Division-Level

- 1.1. The DTC and DITO shall provide instructions to the sampled schools on the required mode of submission for the list of learners, including their Learner Reference Numbers (LRNs).
- 1.2. The **Form 2 - User Accounts** shall be completed by the DTC through this link
[\[Link\]](#)
Instructions on how to accomplish the form are indicated in the file.



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2. School-Level

- 1.1. The School Testing Coordinator (STC) shall keep the user accounts strictly confidential. No individual other than the examinees shall use the accounts.
- 1.2. The STC shall **provide a copy of the user accounts to the test takers on the day of the test.**
- 1.3. The STC shall dispose of the user accounts immediately after the examinees take the test.

ALTERNATE SAMPLE SCHOOLS

1. The alternate sample school shall be used when:
 - 1.1. The sampled school has no stable internet connection
 - 1.2. Insufficient/very few computer units for test administration
 - 1.3. Non-availability of ICT personnel
 - 1.4. Limited power supply
 - 1.5. The school has a previously scheduled major activity (e.g. graduation)
2. The DTC should first explore the possibility of rescheduling before using the alternate sample school.

LIMITED TESTING RESOURCES

1. The sample school may request testing resources from nearby schools if:
 - 1.1. There are insufficient working computer units
 - 1.2. The backup equipment is unavailable (*e.g. routers*)
2. Transfer of equipment/testing resources must not disrupt regular school operations in both schools.
3. Transfers must be within the division, endorsed by the DTC, and approved by the School Division Superintendent (SDS).
4. The DTC shall verify the need, identify the nearest school with available resources, and coordinate with both schools regarding the transfer arrangement.



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5. Transfers should be accessible and require minimal travel distance, preferably within the same school district. The Information and Communications Technology (ICT) Coordinators of both schools must coordinate accordingly.
6. The borrowing school shall be fully responsible for the computer equipment during pickup and return.
7. A transportation subsidy for the test materials is included in the Program Support Funds (PSF), downloaded to the field offices and may be used for the transfer of testing resources.

RESCHEDULING OF TEST

1. The following unforeseen circumstances should be considered when rescheduling the test:
 - 1.1. *Natural calamities (e.g., earthquake, typhoon, pandemic, high heat index)*
 - 1.2. *Unexpected power or internet interruptions*
 - 1.3. *System downtime or server malfunctions*
2. The DTC shall report to BEA should any circumstances arise, that might result in rescheduling.
3. In the event of rescheduling, BEA shall provide a new testing date within the testing window.

Immediate dissemination and compliance with this Advisory are desired.


LADY ANGELA M. ROCENA

Director III
Officer-In-Charge
Bureau of Education Assessment



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Attachment: Summary of CB-NATG12 Forms to be submitted

Summary of CB-NCAE Forms

All Forms are available in the CB-NATG12 Orientation Materials drive.

FORMS		WHEN	TO BE PREPARED BY	TO BE SUBMITTED TO
1	Inventory of Computer Facilities	Pretest	DTC/ITO	BEA
			School Heads	DTC/ITO
2	User Accounts	Pretest	DTC and DITO	Schools
3	List of Examinees	Pretest	School Head	DTC
4	Attendance Sheet	Test Proper	Test Administrator	DTC
5	Evaluation Report	Posttest	Test Administrator/ School Head	DTC
	Consolidated Evaluation Report**	Posttest	DTC	BEA
6	Monitoring Form	Posttest	DTC	RTC
	Consolidated Monitoring Report**	Posttest	RTC	BEA

****To be done through Google Form**