



Republic of the Philippines  
**Department of Education**  
Region VI – Western Visayas  
**SCHOOLS DIVISION OFFICE - CAPIZ**

March 20, 2024

**DIVISION MEMORANDUM**

No. 170, s. 2024

**ASSIGNMENT OF ROOM EXAMINERS AND ROOM SUPERVISORS DURING  
THE ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST FOR  
GRADE 12 (NAT G12) FOR SCHOOL YEAR 2023-2024**

To: OIC, Office of the Assistant Schools Division Superintendent  
Chief Education Supervisors  
Curriculum Implementation Division  
School Governance and Operations Division  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public & Private Elementary, Secondary and  
Integrated Schools  
All Others Concerned

1. The Department of Education, through the Bureau of Education Assessment (BEA), shall administer the National Achievement Test for Grade 12 (NAT G12) to all Grade 12 students in both public and private schools nationwide on March 18-22, 2024. For this Office, the schedule on the administration of NAT G12 will be on March 21-22, 2024.
2. To ensure the standardized administration of the above assessment program, the Room Examiners/Supervising Examiners from a school shall be deployed to other schools to administer *the test in accordance with the standardized test administration guidelines*.
3. The assignment of Room and Supervising Examiners, and Division Monitors is found in Enclosure No. 1.
4. Transportation expenses of Room and Supervising Examiners are chargeable against school MOOE/ local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of and compliance with this Memorandum are desired.



Address: Banica, Roxas City  
Contact Number: (036) 6518 456/0968-869-5867  
Email Address: [capiz@deped.gov.ph](mailto:capiz@deped.gov.ph)  
Website: <http://depedcapiz.ph>



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FOR THE SCHOOLS DIVISION SUPERINTENDENT:

**ROLANDO B. JAMORA PhD**

Education Program Supervisor-EPP/TLE/TVL  
In-charge of the Division

Encl.: DepEd Memorandum No. 016, s. 2024

Reference: As stated

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

ASSESSMENT  
LEARNERS  
MONITORING AND EVALUATION  
PROGRAMS  
RULES AND REGULATIONS



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**ASSIGNMENT OF CHIEF EXAMINERS, ROOM EXAMINERS, AND MONITORS  
FOR NAT G12, SY 2023-2024**

NO.	SCHOOL	CHIEF EXAMINER	SCHOOL/S TO	TOTAL Grade 12		NO. OF ROOM EXAMINERS	NO. OF ROOM SUPERVISOR/S	ASSIGNED ROOM SUPERVISORS	DIVISION MONITOR
			ADMINISTER THE TEST	Enrolment					
<b>PUBLIC SCHOOLS</b>									
1	Arturo Jugo NHS	School Head	Dao NHS	56	1.87	2	0	None	Assigned PSDSs and EPSs
2	Bagong Barrio NHS	School Head	Col. Patrocinio Artuz NHS	58	1.93	2	0	None	Assigned PSDSs and EPSs
3	Basiao NHS	School Head	Ivisan NHS	67	2.23	3	0	None	Assigned PSDSs and EPSs
4	Bungsuan NHS	School Head	5- Estefania Montemayor NHS ang 2-Aglalana IS	185	6.17	7	0	None	Assigned PSDSs and EPSs
5	Feliciano Yusay Consing NHS	School Head	14-Jose Diva Avelino Jr. NHS and 3-San Nicolas (Pilar)	529	17.63	16	2	2-Yating NHS	Assigned PSDSs and EPSs
6	Camburanan NHS	School Head	Tapaz NHS	63	2.10	3	0	None	Assigned PSDSs and EPSs
7	Candelaria NHS	School Head	Tapaz NHS	72	2.40	3	0	None	Assigned PSDSs and EPSs
8	Roxas Farm School (Roxas NHS)	School Head	Tapaz NHS	39	1.30	2	0	None	Assigned PSDSs and EPSs
9	Capiz NHS	School Head	20 - Panitan NHS and 14- Ivisan NHS	1006	33.53	34	3	3- Commissioner Luis Asis NHS	Assigned PSDSs and EPSs
10	Casanayan NHS	School Head	Marciano Patricio NHS	205	6.83	7	0	None	Assigned PSDSs and EPSs
11	Col. Patrocinio Artuz NHS	School Head	San Nicolas NHS (Tapaz)	178	5.93	6	0	None	Assigned PSDSs and EPSs
12	Comsr. Luis R. Asis NHS	School Head	Capiz NHS	344	11.47	12	1	Pawa NHS	Assigned PSDSs and EPSs
13	Concepcion Castro Garcia NHS	School Head	Dumalag Central NHS	109	3.63	4	0	None	Assigned PSDSs and EPSs
14	Cuartero NHS	School Head	8-Estefania Montemayor NHS	239	7.97	8	0	None	Assigned PSDSs and EPSs
15	Dao NHS	School Head	5-Malonoy NHS and 4- Arturo Jugo NHS	267	8.90	9	0	None	Assigned PSDSs and EPSs
16	David Moises NHS	School Head	Mambusao East NHS	143	4.77	5	0	None	Assigned PSDSs and EPSs
17	Dulangan NHS	School Head	Feliciano Yusay Consing NHS	147	4.90	5	0	None	Assigned PSDSs and EPSs
18	Dumalag Central NHS	School Head	Vicente Andaya Sr. NHS	299	9.97	10	1	Arturo Jugo NHS	Assigned PSDSs and EPSs
19	East Villaflores NHS	School Head	Maayon NHS	46	1.53	2	0	None	Assigned PSDSs and EPSs
20	Estefania Montemayor NHS	School Head	Bungsuan NHS	275	9.17	10	1	Aglalana IS	Assigned PSDSs and EPSs
21	Felix Balgos NHS	School Head	Comsr. Luis R. Asis NHS	57	1.90	2	0	None	Assigned PSDSs and EPSs
22	Florentina Degala MNHS	School Head	Maayon NHS	98	3.27	4	0	None	Assigned PSDSs and EPSs
23	Jose Diva Avelino Jr NHS	School Head	Pontevedra NHS	359	11.97	12	1	Dulangan NHS	Assigned PSDSs and EPSs
24	Ivisan NHS	School Head	12-Sapian NHS and 2-Basiao NHS	419	13.97	14	1	Basiao NHS	Assigned PSDSs and EPSs
25	Jagnaya NHS	School Head	Jamindan NHS	122	4.07	5	0	None	Assigned PSDSs and EPSs
26	Jamindan NHS	School Head	8- Lucero NHS and 6-Jagnaya NHS	420	14.00	14	1	Jagnaya NHS	Assigned PSDSs and EPSs
27	Leodegario D. Deocampo Sr. NHS	School Head	Panitan NHS	55	1.83	2	0	None	Assigned PSDSs and EPSs
28	Ishmael B. Orillos NHS	School Head	Sapian NHS	54	1.80	2	0	None	Assigned PSDSs and EPSs
29	Lucero NHS	School Head	Macario Bermejo NHS	87	2.90	3	0	None	Assigned PSDSs and EPSs
30	Luis Escutin National High School	School Head	Dao NHS	42	1.40	2	0	None	Assigned PSDSs and EPSs
31	Maayon NHS	School Head	7- Tuburan NHS and 7-Florentina Degala MNHS	419	13.97	14	1	Tuburan NHS	Assigned PSDSs and EPSs
32	Macario Delfin Bermejo NHS	School Head	Jamindan NHS	113	3.77	4	0	None	Assigned PSDSs and EPSs
33	Maindang NHS	School Head	Cuartero NHS	169	5.63	6	0	None	Assigned PSDSs and EPSs
34	Malonoy NHS	School Head	Dao NHS	99	3.30	4	0	None	Assigned PSDSs and EPSs
35	Mambusao East NHS	School Head	Mambusao NHS	111	3.70	4	0	None	Assigned PSDSs and EPSs
36	Mambusao NHS	School Head	David Moises NHS	300	10.00	10	1	Mambusao East NHS	Assigned PSDSs and EPSs
37	Manuel F. Onato MNHS	School Head	Mayor Ramon Benjamin NHS	107	3.57	4	0	None	Assigned PSDSs and EPSs

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FOR NAT G12, SY 2023-2024**

NO.	SCHOOL	CHIEF EXAMINER	SCHOOL/S TO	TOTAL Grade 12		NO. OF ROOM EXAMINERS	NO. OF ROOM SUPERVISOR/S	ASSIGNED	DIVISION
			ADMINISTER THE TEST	Enrolment				ROOM SUPERVISORS	MONITOR
38	Marciano Patricio NHS	School Head	Dulangan NHS	266	8.87	9	0	None	Assigned PSDSs and EPSs
39	Mianay NHS	School Head	Vicente Andaya Sr. NHS	129	4.30	5	0	None	Assigned PSDSs and EPSs
40	Panitan NHS	School Head	18-Capiz NHS	523	17.43	18	2	Leodegario Sr. NHS	Assigned PSDSs and EPSs
41	Pawa NHS	School Head	Comsr. Luis R. Asis NHS	105	3.50	4	0	None	Assigned PSDSs and EPSs
42	Pontevedra NHS	School Head	7-Felix Balgos NHS, 4-Pawa NHS and 6- Commissioner Luis R. Asis NHS	507	16.90	17	1	Pawa NHS	Assigned PSDSs and EPSs
43	Presentacion Diez Gregorio NHS	School Head	Estefania Montemayor NHS	44	1.47	2	0	None	Assigned PSDSs and EPSs
44	Putian NHS	School Head	San Antonio NHS	47	1.57	2	0	None	Assigned PSDSs and EPSs
45	Ramon A. Benjamin Sr. NHS	School Head	Manuel F. Onato NHS	162	5.40	6	0	None	Assigned PSDSs and EPSs
46	Rev.Tomas Conejar NHS	School Head	Bagong Barrio NHS	38	1.27	2	0	None	Assigned PSDSs and EPSs
47	San Antonio NHS	School Head	Maindang NHS	49	1.63	2	0	None	Assigned PSDSs and EPSs
48	San Nicolas NHS (Pilar)	School Head	Casanayan NHS	135	4.50	5	0	None	Assigned PSDSs and EPSs
49	San Nicolas NHS (Tapaz)	School Head	Camburanan NHS	93	3.10	4	0	None	Assigned PSDSs and EPSs
50	Sapian NHS	School Head	7-Ishmael Orillos Farm School and 7-Capiz NHS	420	14.00	14	1	Ivisan NHS	Assigned PSDSs and EPSs
51	Tapaz NHS	School Head	4-San Nicolas NHS (Tapaz), 4-Candelaria NHS and 4-Roxas Farm School	334	11.13	12	1	San Nicolas NHS (Tapaz)	Assigned PSDSs and EPSs
52	Tuburan NHS	School Head	Maayon NHS	163	5.43	6	0	None	Assigned PSDSs and EPSs
53	Vicente Andaya Sr. NHS	School Head	8-Mianay NHS and 8-Dao NHS	464	15.47	16	1	Luis Escutin NHS	Assigned PSDSs and EPSs
54	Yating NHS	School Head	Feliciano Yusay Consing NHS	91	3.03	3	0	None	Assigned PSDSs and EPSs
55	AGLALANA IS	School Head	Presentacion Diez Gregorio NHS	115	3.83	4	0	None	Assigned PSDSs and EPSs
<b>PRIVATE SCHOOLS</b>									
1	Daille's Franciscan Learning Institute, Inc.	School Head	Panitan NHS	4	0.13	1	0	None	Assigned PSDSs and EPSs
2	Elizalde Academy, Inc.	School Head	Feliciano Yusay Consing NHS	83	2.77	3	0	None	Assigned PSDSs and EPSs
3	Faith Christian Academy / Steps of Faith	School Head	Pontevedra NHS	6	0.20	1	0	None	Assigned PSDSs and EPSs
4	Our Lady of Fatima Academy of Dao, Inc.	School Head	Dao NHS	35	1.17	2	0	None	Assigned PSDSs and EPSs
5	Our Lady of the Snows Institute	School Head	Estefania Montemayor NHS	20	0.67	1	0	None	Assigned PSDSs and EPSs
6	Parish School of Saint Isidore-High School Department Inc.	School Head	Pontevedra NHS	13	0.43	1	0	None	Assigned PSDSs and EPSs
7	St. Catherine Academy	School Head	Mambusao NHS	22	0.73	1	0	None	Assigned PSDSs and EPSs
8	St. Lawrence Parochial School	School Head	Panitan NHS	16	0.53	1	0	None	Assigned PSDSs and EPSs
9	St. Vincent College	School Head	Ivisan NHS	42	1.40	2	0	None	Assigned PSDSs and EPSs
10	Pontevedra Christian School	School Head	Pontevedra NHS	62	2.07	2	0	None	Assigned PSDSs and EPSs
11	Sanctus Josephus School Inc.	School Head	Yating NHS	41	1.37	2	0	None	Assigned PSDSs and EPSs
12	St. Martin Academy, Inc.	School Head	Dumalag Central NHS	47	1.57	2	0	None	Assigned PSDSs and EPSs



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Monitoring Tool for  
**NATIONAL ACHIEVEMENT TEST FOR GRADE TWELVE (NAT 12)**  
 Date of Examination: March 21-22, 2023

Name of School:		School ID: _____	
District:		Number of Testing Rooms:	
	Male	Female	Total
Total No. of Enrollment			
Total No. of Actual Examinees			
Total No. of Absences			
Total Test Booklets Allocation:		Total Lacking Test Booklets:	
Total Answer Sheets Allocation:		Total Lacking Answer Sheets:	

**Instructions:**

Listed below are indicators in the conduct of NATG12. Please indicate compliance by putting a check mark (/) on the column that corresponds to your findings, specify remarks/MOVS if necessary and action taken/TA provided if not observed.

**Part I.**

Indicators	Observed	Not Observed	Remarks/MOVS	Action Taken/TA provided
<b>BEFORE EXAMINATION DAY</b>				
1. Chief examiner conducts orientation to room examiners days before the test.				
2. Chief examiner conducts ocular inspection on the readiness of testing rooms <ul style="list-style-type: none"> <li>• well-ventilated and well-lighted testing rooms</li> <li>• presence of functional comfort room near the testing rooms</li> <li>• seating arrangement (30 seats, 6 by 5 seats per room), excess chairs are placed outside the testing room</li> </ul>				



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Indicators	Observed	Not Observed	Remarks/MOVs	Action Taken/TA provided
<ul style="list-style-type: none"> <li>• first and last rows of seats are close to the wall to allow enough space</li> <li>• tables and chairs are provided for</li> <li>• the room examiner presence of signage for the smooth conduct of the test</li> <li>• provision of drinking water</li> </ul>				
3. List of examinees arranged alphabetically regardless of gender is posted outside of the testing rooms.				
<b>DURING EXAMINATION DAY</b>				
4. Chief examiner distributes test materials systematically.				
5. Chief Examiner distributes test materials on time.				
6. Room examiners/Room supervisors and other testing personnel sign the attendance sheet				
7. Room examiners receive and count the test booklets and answer sheets while plastic bags are still sealed and sign BEA Form 3. (Test Materials Accounting Form)				
8. Room examiners are in their respective testing rooms at least 30 minutes before the test starts.				
9. Room examiners check the identities of the examinees before getting inside the testing rooms.				
10. All belongings of the examinees are placed in front beneath the blackboard. Only pencil, rubber eraser, sharpener, and computation paper are with the examinees while the test is in progress.				



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Indicators	Observed	Not Observed	Remarks/MOVs	Action Taken/TA provided
11. Room examiners strictly follow examiner's handbook during the test.				
12. Room examiners posted the replica of the name grid on the board.				
13. Room examiners supervise closely the shading of circles in the name grid, LRN and other data/non-test items in the answer sheets.				
14. Time limits for testing are well adhered to (board work displayed).				
15. Room examiners supervise the accomplishment of seat plan (BEA Form 2).				
16. Chief examiner/room supervisor monitors the testing activities and ensures the confidentiality of the test materials.				
17. Unused test booklets are kept inside the plastic bag and in the custody of the room examiner while the test is in progress.				
18. Testing personnel observe proper/ appropriate attire with ID.				
<b>AFTER EXAMINATION DAY</b>				
19. Room examiners account test materials before examinees are dismissed.				
20. Room examiners arrange used and unused TBs and ASs according to serial numbers from lowest to highest.				
21. Room examiners place used ASs and TBs in its original plastic bags containing its batch slip.				
22. Used ASs, BEA Forms 1, 2, and 7 are placed inside the ETRE.				



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Indicators	Observed	Not Observed	Remarks/MOVs	Action Taken/TA provided
23. Room examiners seal and sign across the Examiners Transmittal Report Envelopes (ETREs) while still inside the testing room.				
24. Room examiners return the sealed and signed ETRE and unused ASs to the Chief Examiner and sign the BEA Accounting Form (BEA form 3)				
25. Chief examiner accounts all test materials and places them in their corresponding boxes.				
26. Chief Examiner accomplishes CETRE, BEA Forms 4, 5, 6.				
27. Chief Examiner places BEA Forms 5 and 6 in the corresponding boxes.				

**Part II. Other findings**

Issues/Concern	Person/s involved	Technical Assistance Provided	Remarks
<b>Best Practices:</b>			

Monitored by:

\_\_\_\_\_ Signature over Printed Name

\_\_\_\_\_ Designation

Conforme:

\_\_\_\_\_ School Head/Chief Examiner

\_\_\_\_\_ Date and time



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