



DEPARTMENT OF EDUCATION  
Bureau of Education Assessment  
**Education Assessment Division**



**National Orientation for the Administration of  
the National Achievement Test for Grade 12  
(NAT G12)**



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Bureau of Education Assessment  
**Education Assessment Division**



# Welcome Remarks

**Nelia V. Benito, PhD, CESO IV**  
*Director IV*



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Bureau of Education Assessment  
**Education Assessment Division**



# **Guidelines on the Administration of the NAT G12**

**Ms. Danilyn Joy L. Pangilinan**  
*Chief Education Program Specialist*



Republic of the Philippines  
Department of Education

JAN 05 2023

DepEd MEMORANDUM  
No. **001**, s. 2023

**ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST FOR GRADE 12  
FOR SCHOOL YEAR 2022-2023**

To: Undersecretaries  
Assistant Secretaries  
Minister, Basic, Higher, and Technical Education, BARM  
Bureau and Service Directors  
Regional Directors  
Schools Division Superintendents  
Public and Private Secondary School Heads  
All Others Concerned

1. The Department of Education (DepEd) will administer the **National Achievement Test for Grade 12 (NATG12)** for School Year (SY) 2022-2023 on January 30 and 31, 2023, pursuant to DepEd Order (DO) No. 55 s. 2016 titled **Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program**. All currently enrolled Grade 12 learners in public and private schools will take the test through a paper-based modality.

2. In reference to DO 029, s. 2022 titled **Adoption of the Basic Education Monitoring and Evaluation Framework**, DepEd has to identify and articulate indicators and targets for measuring performance in the development of plans and policies. These indicators will be used for the assessment of the effectiveness and efficiency of the delivery of education services. The results of system assessments will serve as evidence and proxy indicator for the improvement of the curriculum implementation, evidence-based decision-making, and results-based Monitoring and Evaluation.

3. The NATG12 is one of the exit assessments under the national assessment framework of the K to 12 Basic Education Program. It is designed to determine if graduating learners are meeting the learning standards in the senior high school (SHS) curriculum. The result of the NATG12 provides data on the percentage of Grade 12 learners attaining at least the minimum level of proficiency in the Stage 4 SHS core areas over the total number of Grade 12 learners. Each learner will be provided with a Certificate of Rating (COR) with the learner's actual rating per core subject area for SY 2022-2023.

4. The test shall cover 21st-century skills and the core SHS learning areas of Languages, Humanities, Communication, Mathematics, Science, Social Science, and Philosophy. The test design is progressive in nature wherein test items measure varying levels of skills. The language of the assessment tool shall be English and Filipino while the test item format shall be multiple choice.

5. The Bureau of Education Assessment (BEA) will manage the national implementation of the NATG12 with the assistance of the regional offices (ROs) and schools division offices (SDOs). BEA will coordinate with the identified field-testing

personnel for the conduct of a national conference and the administration of the NATG12.

6. The guidelines on the test administration, including the roles and responsibilities of the field-testing personnel and the downloading of the Program Support Funds (PSF) to SDOs, will be discussed in an online national orientation that will be held on **January 6, 2023**. The link to the virtual event will be sent to the Regional Testing Coordinators (RTCs), Division Testing Coordinators (DTCs), and SDO Private School Supervisors through an advisory.

7. For more information, please contact the **Bureau of Education Assessment - Education Assessment Division** through email at [bea.eda@deped.gov.ph](mailto:bea.eda@deped.gov.ph) or at telephone number (02) 8631-2589.

8. Immediate dissemination of this Memorandum is desired.

By Authority of the Secretary:

**EPIMACO V. DENISING III**  
Undersecretary and Chief of Staff

References:

DepEd Order (Nos. 55 s. 2016 and 029, s. 2022)



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

ASSESSMENT  
BUREAUS AND OFFICES  
LEARNERS  
MONITORING AND EVALUATION

PERFORMANCE  
POLICY  
SCHOOLS  
TEST

DEPED - APM-MTC (Administration of the NATG12 for SY 2022-2023)  
0000 January 4, 2023

# Guidelines on the Administration of the NAT G12 for 2022-2023

- The administration of the NAT G12 for SY 2022-2023 is on **January 30 and 31, 2023**, pursuant to **DO No. 55 s. 2016** titled, *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program*.
- This targets **all currently enrolled Grade 12 learners in public and private schools** through a paper-based modality.
- DepEd has to identify and articulate **indicators and targets** for measuring performance in the development of plans and policies as per **DO No. 29 s. 2022** titled “Adoption of the **Basic Education Monitoring and Evaluation Framework**”.
- NAT G12 is an exit assessment designed to determine if graduating learners are **meeting the learning standards in the Senior High School (SHS) Curriculum**. The test result of the NATG12 provides data on the percentage of Grade 12 learners attaining **at least the minimum level of proficiency** in the Stage 4 SHS core areas over the total number of Grade 12 learners.



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# **The Testing Personnel: Roles and Responsibilities**

**Ms. Danilyn Joy L. Pangilinan**  
*Chief Education Program Specialist*

# Regional Testing Coordinator (RTC)

**Role: Serve** as the overall supervisor in the conduct of NAT G12 in schools within the region

## **Responsibilities:**

1. **Coordinate** with BEA regarding assessment planning in the region
2. **Supervise and ensure** the successful conduct of NAT G12 in all schools per Division in the region
3. **Ensure** the adherence of testing personnel to NAT G12 standards

# Division Testing Coordinator (DTC)

**Role: Serve** as the overall supervisor in the conduct of NAT G12 in schools within the division.

## **Responsibilities:**

1. **Oversee** the test administration, *including the re-allocation of test materials (if applicable)*
2. **Coordinate** the activity between BEA and schools
3. **Ensure** the adherence of testing personnel to the NAT security measures
4. **Ensure** the implementation of health and safety protocol.



# Private School Supervisor

**Role: Assist** the DTC in the conduct of NAT G12 in private schools within the division.

## **Responsibilities:**

1. **Provide assistance** in the test administration
2. **Coordinate** the activity between the division and private schools
3. **Ensure** the adherence of testing personnel to the NAT security measures

# School Head (SH)

**Role: Responsible** for managing the conduct of NAT in the school with the assistance of the Division Testing Coordinator

## **Responsibilities:**

1. **Ensure** 100% student and school participation by conducting orientation to students, parents, and school staff
2. **Provide** mechanisms to gain support from stakeholders for the conduct of the NAT G12 in the school
3. **Assist** the RE in validating the identity of examinees on testing day

# Room Supervisors

**Role: Assist** the CE in the administration of the NAT G12

**Note: 1 Room Supervisor = 10 Testing Rooms**

## **Responsibilities:**

1. Supervise the test administration for every 10 testing rooms.
2. Assist the CE in monitoring that all testing personnel strictly adhere to the handbook and guidelines.

# **CRITERIA FOR SELECTING A ROOM EXAMINER**

- 1.** External to the schools
- 2.** Preferably a high school teacher within the division
- 3.** Experienced in administering national/international tests
- 4.** Credible and trustworthy as this assessment requires utmost confidentiality

# Room Examiner (RE)

**Role: Administer** the test to the learners

## **Responsibilities:**

1. **Receive, check and secure** all test materials and associated forms given by BEA
2. **Familiarize** oneself with the testing procedures.
3. **Coordinate** closely with the DTC and School Head for assessment plans
4. **Maintain** security and confidentiality of assessment materials and associated materials
5. **Validate** the identity of examinees with the assistance of the School Head

# Division Health Personnel

**Role: Ensure** adherence to COVID-19 health and safety protocols

## **Responsibilities:**

1. **Check** the school's compliance to the COVID-19 protocols
2. **Conduct** health checks to personnel and students
3. **Manage** appropriate steps in handling suspected COVID-19 testing personnel or students



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**Thank you!**



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# Overview of the NAT G12 Primer

**Mr. Jhon Erlix R. Barrion**  
*Supervising Education Program Specialist*





Republic of the Philippines  
**Department of Education**  
BUREAU OF EDUCATION ASSESSMENT



**NATIONAL ACHIEVEMENT TEST**  
**FOR GRADE 12 (NAT G12)**  
**PRIMER**

**School Year 2022 – 2023**

# Contents of the Primer

- A. Introduction
- B. Primer Objectives
- C. Test Design
- D. Test Administration
- E. Answer Sheet
- F. Scoring and Proficiency level
- G. Sample Results of NAT G12 SY 2018-2019
- H. Sample Items

## A. Introduction

a.1. Per **DepEd Order No. 55, s. 2016**, the results of NAT G12 shall be utilized to:

- Determine if learners are meeting the learning standards;
- Help provide information to improve instructional practices;
- Assess/evaluate effectiveness and efficiency of education service delivery using learning outcomes as indicators; and
- Provide empirical information as bases for curriculum, learning delivery, assessment and policy reviews, and policy formulation.

**a.2. Per DepEd Order No. 29, s. 2017,**

- NAT G12 is part of DepEd's internal system assessment,
- It aims to generate reliable data for use in planning, monitoring, and evaluation cycles of the department, and
- DepEd offices are directed to organize advocacy activities that will lead to understanding and acceptance of, and support for participation in national and international large-scale assessments among teachers, administrative personnel, students, and education stakeholders.

## B. Primer Objectives

- To provide an overview of the test design, test administration, scoring, and assessment data utilization for NAT G12.
- To provide greater awareness to the DepEd field offices and schools on national assessments
- To facilitate school-based rapid assessment of learning gaps
- To design regional, division, or school-level interventions
- To ensure that the national-level and school-level assessments are aligned and identify complementary quality standards for holistic evaluation of education quality
- To provide information to different stakeholders to appreciate the role of assessment in the continuous improvement of basic education services.

## C. Test Design

- Covers 21<sup>st</sup> Century Skills:
  - *Problem-Solving,*
  - *Critical Thinking,* and
  - *Information Literacy*
- Progressive in nature
- Multiple-choice format
- In Filipino and English language
- Core Senior High School Learning Areas:
  - **Humanities**
  - **Language and Communication**
  - **Mathematics**
  - **Media and Information Literacy**
  - **Philosophy**
  - **Science**
  - **Social Science**

- Test items are constructed and validated based on subskills and progression indicators which are presented in the following tables.

<b>I. PROBLEM SOLVING</b>	
<b>Subskill</b>	<b>Progression Indicator</b>
Analyzing outcome	Identify Association
	Identify cause and effect
	Predict outcome
Executing strategy/methods	Identifies a strategy/method
	Selects appropriate methods to solve the problem
	Identifies alternative methods to solve the problem
Understanding the problem	Generates hypothesis about the problem
	Modifies hypothesis to other problems
	Generalizes hypothesis to other problems

- Test items are constructed and validated based on subskills and progression indicators which are presented in the following tables.

<b>II. CRITICAL THINKING</b>	
<b>Subskill</b>	<b>Progression Indicator</b>
Analyzing relevance	Identifying that there is different information
	Differentiating between relevant and irrelevant information
	Drawing only on relevant information
Evaluating sources	Identifies the source of information
	Evaluates the credibility of the source
	Develops the criteria for evaluation of the source
Using evidence to formulate an argument	States Evidence
	Links evidence to the argument
	Draws a conclusion based on various evidence



- Test items are constructed and validated based on subskills and progression indicators which are presented in the following tables.

<b>III. INFORMATION LITERACY</b>	
<b>Subskill</b>	<b>Progression Indicator</b>
Ability to manage information	Classify information
	Organize structure of the classification
	Sequence the information
Ability to identify types of information	Acknowledge different types of information
	Present required information when explicitly asked
	Interpret questions or forms to provide appropriate information
Ability to communicate information	Present information in another medium
	Organize information in another medium
	Re-organize or sequence the information

## D. Test Administration

- To be administered to all enrolled Grade 12 learners
- Census-based
- Physical/Paper-based administration
- Test accommodations for examinees with special needs must be provided  
(Section 9 of DepEd Order 55, s. 2016)

## E. Answer sheet

- Scannable answer sheets will be used to record examinees' responses
- Before the examination, **TEACHERS** should:
  - inform the examinees that they need to supply personal information
    - a. Name
    - b. Birth date
    - c. Gender
    - d. Age
    - e. Region and Division Codes
    - f. School ID
    - g. Number of learners in class/section
    - h. Type of class
    - i. Type of school
    - j. LRN
    - k. School name and address

## E. Answer sheet

- At the end of the examination, **ROOM EXAMINERS** should ensure that:
  - all answer sheets are free from any erasures,
  - examinees are supplying the necessary information,
- Answer sheets shall be electronically processed.
- Normative data using the measure of standard deviations are computed based on the mean percentage score.
- Results are presented by levels of progression and the proficiency level is at least 75%.

## F. Levels of Proficiency

Level	Mean Percentage Scores (MPS)	Description
<b>Highly Proficient</b>	<b>90 – 100</b>	At this level, the students are highly capable of solving problems, managing and communicating accurate information, and analyzing and evaluating data to create/formulate ideas.
<b>Proficient</b>	<b>75 - 89</b>	At this level, students are skilled in solving problems, managing and communicating information, and analyzing and evaluating data to create/formulate ideas.
<b>Nearly Proficient</b>	<b>50 - 74</b>	At this level, students met the minimum level of skills in solving problems, managing and communicating information, and analyzing and evaluating data to comprehend ideas.
<b>Low Proficient</b>	<b>25 - 49</b>	At this level, students are able to identify strategies in solving problems, differentiate and organize information.
<b>Not Proficient</b>	<b>0 - 24</b>	At this level, students are able to solve simple problems, classify and identify the source of information.

## The field offices and schools are directed to:

- Conduct orientation activities for learners to explain to them the relationship between their performance on the assessments and its effect on curriculum policies and assessment standards;
- Conduct a post-assessment debriefing session that will allow students to share their experience; and
- Inform the learners about the results and their implications on the educational system

# G. Sample Results of NATG12 SY 2018 - 2019

Sample Results of NAT G12 for School Year 2018-2019						
TRACK	NATIONAL RATING BY 21ST CS					
	Problem-Solving		Information Literacy		Critical Thinking	
	MPS	SD	MPS	SD	MPS	SD
Not Specified	28.41	11.76	26.39	10.61	25.75	10.93
Academic Track	41.68	10.13	38.59	9.56	37.91	9.52
Technical-Vocational Livelihood Track	36.75	8.91	34.09	8.19	33.53	8.02
Sports Track	30.76	7.73	28.90	6.93	29.00	6.61
Arts and Design Track	36.89	11.04	34.76	10.10	34.29	10.00
Others	31.74	7.72	29.91	6.98	29.59	6.92

This is the summary of the national ratings of the NAT G12 that was administered last school year 2018 - 2019 to 1,263,963 examinees. The Mean Percentage Scores (MPS) per track provide evidence that most of the learners exhibit low proficiency in *Problem Solving*, *Information Literacy*, and *Critical Thinking*.

## H. Sample Items

### **MATHEMATICS**

<b>21<sup>st</sup> Century Skill</b>	:	Problem Solving
<b>Sub-skill</b>	:	Analyzing Outcome
<b>Content</b>	:	Functions and Their Graphs
<b>Item Numbers</b>	:	1, 2, and 3



# Sample Items

## SCIENCE

<b>21<sup>st</sup> Century Skill</b>	:	Information Literacy
<b>Sub-skill</b>	:	Ability to manage information
<b>Content</b>	:	Interaction and interdependence
<b>Item Numbers</b>	:	10, 11, and 12

# Sample Items

## LANGUAGE AND COMMUNICATION

<b>21<sup>st</sup> Century Skill</b>	:	Critical Thinking
<b>Sub-skill</b>	:	Using Evidence to Formulate an Argument
<b>Content</b>	:	Purposeful Writing in the Disciplines and for Professions
<b>Item Numbers</b>	:	25, 26, and 27

## Legal Bases

**DepEd Order No. 27, s. 2022**, *Conduct of Rapid Assessment in School Year 2021-2022 for Learning Recovery as well as in Preparation for the 2021 Baseline System Assessment.*

**DepEd Order No. 55, s. 2016**, *Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program.*

**DepEd Order No. 29, s. 2017**, *Policy Guidelines on System Assessment in the K to 12 Basic Education Program.*



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**Thank you!**



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# **NAT G12 Examiner's Handbook**

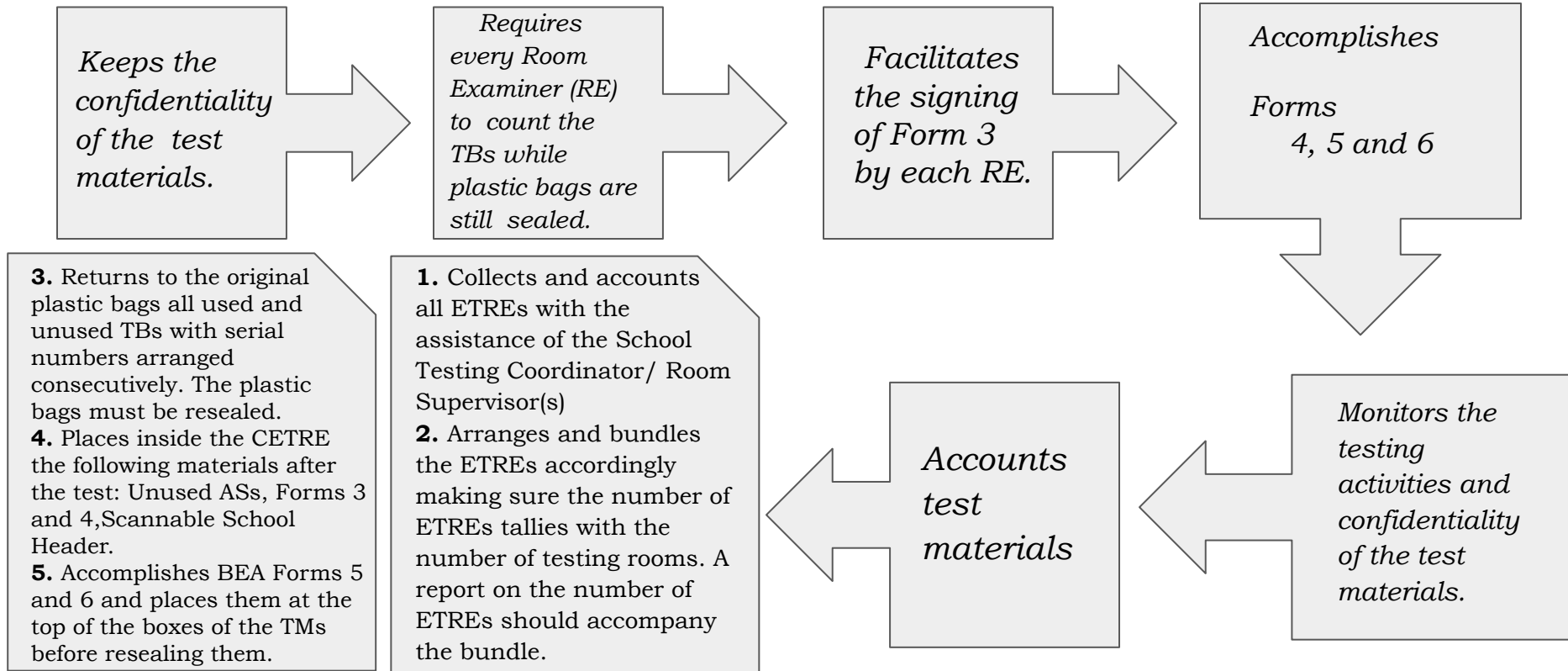
**Ms. Kate Anne D. Jaime**  
*Education Program Specialist II*

# Examiner's Handbook

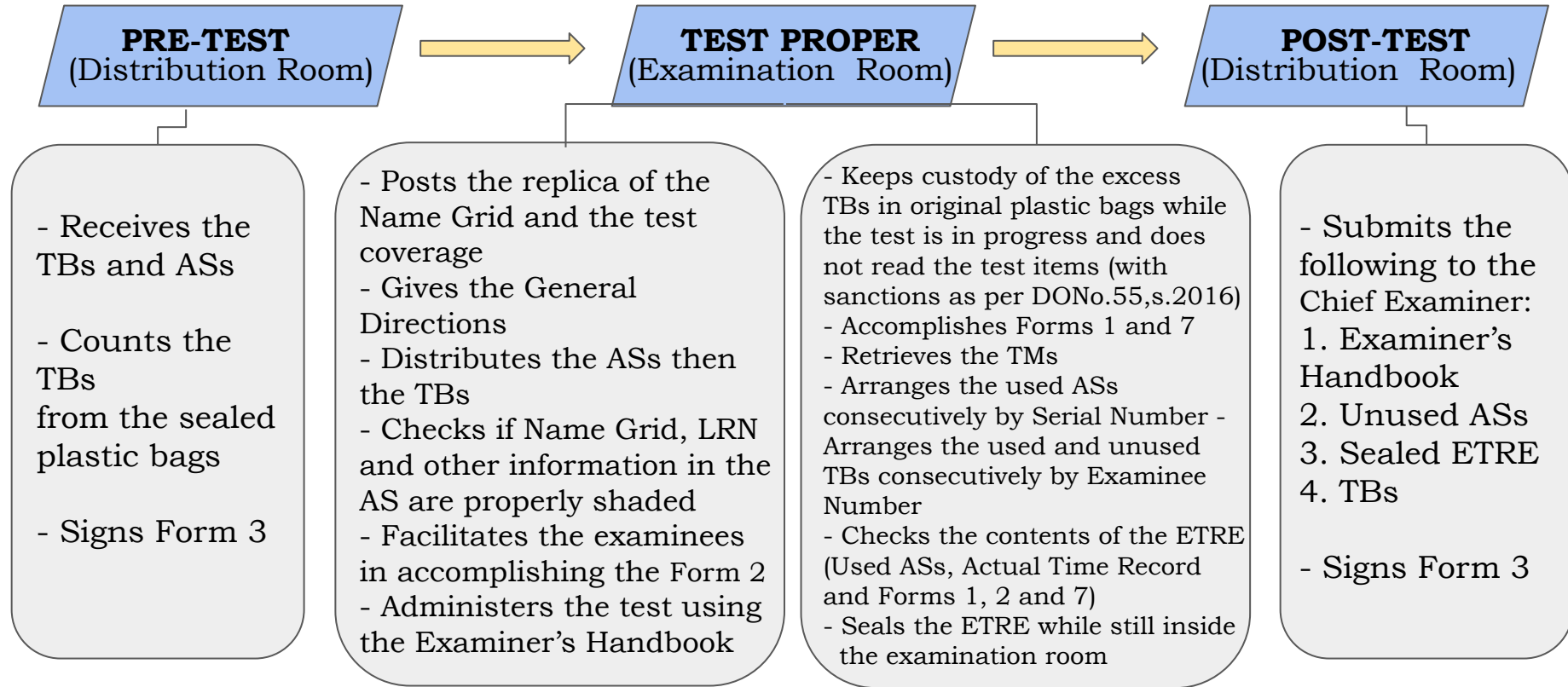
The Examiner's Handbook is intended for those involved in the administration of assessment for **Grade Twelve students**. It outlines the activities to be undertaken at various stages of the test. To ensure a standardized test administration.

## A. The Chief Examiner's (CE) Workflow

Pre- Test Activities    Test Proper    Post- Test Activities

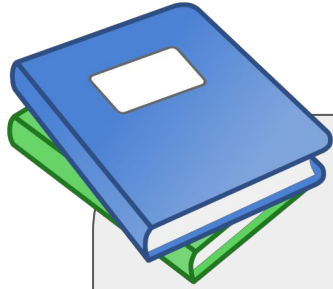


## B. The Room Examiner's (RE) Workflow





## B. Test Materials

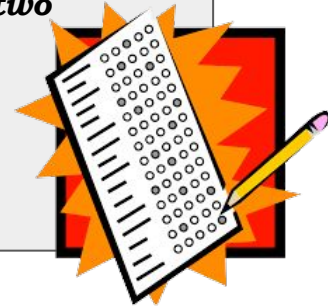


**1. Test Booklets.** There shall be two (2) booklets for BEEA:

- a. Test Booklet 1; and
- b. Test Booklet 2

**2. Answer Sheets.** The examinees shall use scannable Answer Sheets designed specifically for BEEA.

***IMPORTANT: Every examinee must receive two sheets of AS with the same serial number- one for Day 1 and the other for Day 2. The RE must check that the serial numbers of the two sheets are identical.***



## C. Board Work

There shall be two board works, one for Day 1 and the other for Day 2. Prepare and post the board works. There is an allotted time for snacks and lunch breaks. Time limit must be strictly followed.

### Day 1

Parts of the Test	Number of Items	Time Limit	Time Allocation	Time Started	Time to End
<b>Test Booklet 1</b>					
General Instructions		10 mins	7:30 – 7:40		
EDQ	15	20 mins	7:40 – 8:00		
Science	60	1 hr	8:00 – 9:00		
Philosophy	48	50 mins.	9:00 – 9:50		
<b>BREAK</b>	15 mins.		9:50 – 10:05		
Humanities	48	50 mins.	10:05 – 10:55		
Media Information Literacy	48	50mins.	10:55 – 12:05		
<b>TOTAL</b>	<b>219</b>	<b>4 hrs and 15 mins</b>			

## C. Board Work

### Day 2

Parts of the Test	Number of Items	Time Limit	Time Allocation	Time Started	Time to End
<b>Test Booklet 2</b>					
General Instructions		10 mins	7:30 – 7:40		
Mathematics	60	1 hr	7:40 – 8:40		
Languages and Communication (English and Filipino)	108	1 hr and 50 mins	8:40 – 10:10		
<b>BREAK</b>	15 mins.		10:10- 10:25		
Social Science	48	50 mins	10:25 – 11:10		
<b>TOTAL</b>	<b>216</b>	<b>4 hrs and 5 mins</b>			
<b>TOTAL NUMBER OF ITEMS AND DURATION OF THE ENTIRE TEST</b>	<b>435</b>	<b>8 hrs and 20 mins</b>			

## D. Seating Arrangement and Test Administration Scheme

There shall be 30 examinees per testing room as depicted in the seat plan below:

	----- CHALKBOARD -----					
	Row 1	Row 2	Row 3	Row 4	Row 5	Row 6
Line 1	1	2	3	4	5	6
Line 2	7	8	9	10	11	12
Line 3	13	14	15	16	17	18
Line 4	19	20	21	22	23	24
Line 5	25	26	27	28	29	30

There shall be two testing days. In Day 1, the examinees will answer the Test Booklet 1 while in Day 2, they will answer the Test Booklet 2. The seat plan should be strictly followed for both testing days.

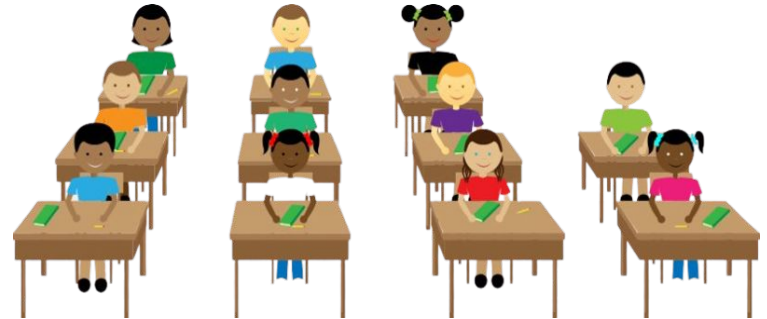
## II. PRE-TEST

**A.** Entrance and Seating Arrangement

**B.** Orientation of the Examinees

**C.** Distributing the Test Materials

**D.** Checking the Test Booklets and Answer Sheets



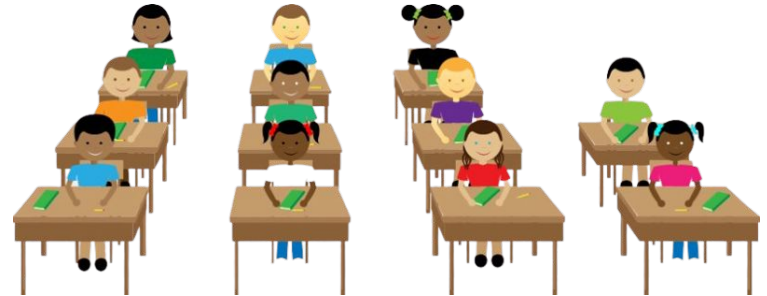
## II. PRE-TEST

### A. Entrance and Seating Arrangement

1. Inspect the seating arrangement before instructing the examinees to enter the testing room. There should be six rows by 5 lines of armchairs. The seats should be spaced far enough from each other to discourage unnecessary talking among examinees.
2. Instruct the examinees to line up outside the room in alphabetical order of their surnames.
3. Call out the names of the examinees by alphabetical order of their surnames. Examinee Number 1 must be seated in Seat Number 1 and so on.
4. In no case shall there be more than 30 examinees in a room.
5. Check the identity of the examinees inside the examination room through the school ID.
6. Instruct the examinees to place their belongings at the back or in front of the room underneath the board.
7. Inspect the chairs of the examinees to ensure that only pencils and blank sheets of paper for computation purposes are there.
8. To facilitate control of going in and out of the room, only one door should be kept open.

### B. Orientation of the Examinees

1. After the examinees are seated and all chairs are cleared, read the script provided in the Examiner's Handbook.
2. After you have read the guidelines, allow examinees to go out to attend to their personal needs (i.e., restroom), if necessary, before distributing the materials.



## II. PRE-TEST

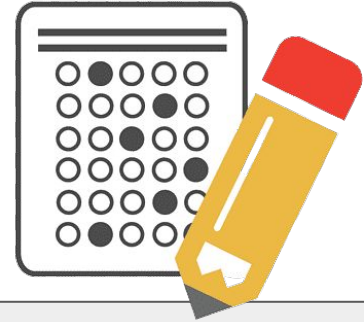
### C. Distributing the Test Materials

Cut with a pair of scissors one end of the plastic bags of the TBs and ASs. Check the quantity and see to it that these are accurate and not tampered. In a pack, there are thirty (30) TBs. Each examinee will have one TB and two sheets of AS. Make sure that each examinee will receive two sheets of AS with the same barcode (Examinee Number). **Keep the batch slip in the original plastic bag; THIS IS IMPORTANT.**

In the distribution of the TBs and ASs, follow the numbering of examinees shown in Page 8. Start with the examinee in Number 1 by giving him/her the TB/AS with the lowest serial number and end with examinee in Number 30 giving him/her the highest serial number.

Seats of the latecomers/absentees should be left vacant. TBs and ASs allocated for the said examinees should be placed inside the original plastic bag by the RE pending their arrival. However, the TMs should not be distributed yet if there are only less than 10 examinees in the room. The serial numbers of the Unused TBs and Ass must be recorded by the RE for proper accounting of the test materials.

### D. Checking the Test Booklets and Answer Sheets



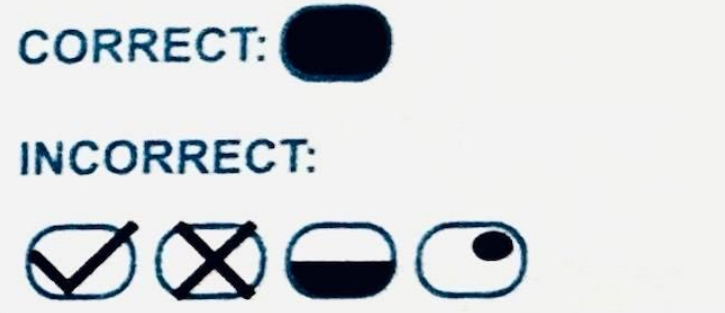
1. Advise all the examinees to put their ASs on their desk and check the pages of their TBs one by one.
2. Pause. Look for raised hands. In case a TB or an AS is defective, the whole set must be changed. Get this from the regular pack, if there are extras. If none, request the Room Supervisor to give you the exact number of copies needed from the buffer which is in the custody of the Chief Examiner. This should be noted in the Examiner's Report. When all TBs and ASs have been checked, keep the unused TBs and ASs in your custody while the test is in progress, and to be packed with the others upon submission of reports to the Chief Examiner during the post test.

## II. PRE-TEST

### E. Filling in of Information in the Answer Sheet

The Examinees shall fill in all the informations needed in the Answer Sheet.

1. Name	6. Type of School	11. SHS Voucher Program recipient
2. LRN	7. Region & Division Codes	12. Plans after graduating SHS
3. Birth date	8. Type of School	13. Member of an IP group
4. Age	9. Class Number	14. Class number
5. Gender	10. 4Ps recipient	



Give the Examinees enough time to do this. Go around and check if the examinees are following directions. Make sure that every variable has been answered.



**III. TEST PROPER****A. Reading the Directions****B. Administering the Examinee's  
Descriptive Questionnaire (EDQ)****D. Administering the Test Proper****C. Accomplishing the Seat Plan  
(Form 2)****E. Collecting the Answer Sheets  
and the Test Booklets****F. Dismissing the Examinees**

Notes:

1. Accomplish Forms 1 and 7 while the test is in progress.
2. While the examinees are answering the last subtest, unused AS shall be collected by the Room Supervisor/ Chief Examiner. He/She shall instruct each RE to indicate the Serial Numbers of Unused TBs in Form 3.

**IV. POST TEST****ROOM EXAMINER****A. Prepares the following contents of the ETRE:**

1. Used Answer Sheets (arranged consecutively by serial number and placed in the original plastic bag)

***NOTE: Make sure that the two sheets of ASs of one examinee are together.***

2. Forms 1 and 2 (back to back)
3. Form 7
4. Actual Time Record
5. Narrative Report

**B. Accomplishes the ETRE and seals it inside the testing room.****C. Submits the following to the CE:**

1. ETRE
2. Unused ASs
3. All TBs together with the Batch Slip.  
**THIS IS IMPORTANT.**

**IV. POST TEST****CHIEF EXAMINER**

**A.** Collects and accounts all ETREs, arranges and bundles them accordingly. The number of ETREs must tally with the number of testing rooms.

**B.** Counts the TBs per pack with the assistance of the Room Supervisor. The open end of the plastic bag must be resealed by tape or stapler.

**C.** Places inside the CETRE the following materials:

1. Unused ASs
2. Form 3
3. Form 4
4. Scannable School Header

**D.** Accomplishes Forms 5 and 6 and places these in corresponding boxes:

Form 5 – on top of Box 1 of the TBs

Form 6 – on top of Box 1 of the ASs

**E.** Submits all test materials to the Division Testing Coordinator for final accounting.

**IV. POST TEST****PACKING OF TEST MATERIALS**

The following test materials must be placed in their original boxes for submission to the Division Office to be picked up by the authorized Forwarder:

1. Bundles of ETREs with the CETRE on top
2. Bundles of TBs (resealed)
3. Examiner's Handbook (to be retained in the Division Office for future use)
4. BEA Form 5 to be inserted in Box No. 1 of the Division on top of the TBs
5. BEA Form 6 to be inserted in Box No. 1 of the Division on top of the CETREs / ETREs

**TO THE DIVISION EXAMINATION COMMITTEE**

The Examiner's Handbook should be stored in the Division Office after the test for future use.

**SECTION 13****Breach of Security in National Examinations and Corresponding Sanctions**

The security and integrity of test materials shall be upheld in the whole process of test administration. This Order rescinds DECS Order No. 85, s. 1999, *"Breach of Security in National Examinations and Corresponding Sanctions"* and DepEd Order No. 47, s. 2015, *"Inclusion of Acts as Violations to National Examinations."* The following acts are deemed as violation/infractions of security pertaining to national examinations in addition to:

1. Reading of test booklets other than by the examinee
2. Supplying answers to examinees
3. Cheating
4. Plagiarizing
5. Loss of test booklets
6. Photocopying of test booklets
7. Capturing test items through electronic gadgets
8. Distribution and posting of photos of the test booklet in any form of media
9. Opening the test materials prior to testing schedule
10. Late submission of test booklets and/or answer sheets
11. Tampering of examinees' answer sheets
12. Infringement of copyright
13. Allowing impostors and substitute examinees
14. Misrepresentation with regard to age, residence, and status
15. Failure to closely monitor test procedures resulting in test irregularities

Any or all of the following sanctions will be imposed on any or all of the aforementioned violations committed by those involved:

1. Examinees

The degree of violation and corresponding sanction shall be determined by the Chief Examiner.

- a. First and second offenses: reprimand
- b. Third offense: Cancellation of test papers / invalidation of test results

2. Testing Personnel

The degree of violation and corresponding sanction shall be determined by the Schools Division Superintendent.

- a. Suspension of salaries and incentives/benefits of those concerned for one to three months
- b. Work suspension
- c. In the case of infringement of copyright, legal remedies will be considered.



DEPARTMENT OF EDUCATION  
Bureau of Education Assessment  
**Education Assessment Division**



**Thank you!**



DEPARTMENT OF EDUCATION  
Bureau of Education Assessment  
**Education Assessment Division**



# **Non - classified Test Materials**

**Ms. Ma. Corazon M. Censon**  
*Education Program Specialist II*

# Form 1

## LIST OF ACTUAL EXAMINEES

A list of examinees taking the examination on the scheduled day. It is to be accomplished the Room Examiner.

In accomplishing the form, the RE should be aware that all names appear exactly in the Form 2. Names must be written in PRINT.

BEA FORM 1				LIST OF ACTUAL EXAMINEES			
REGION: _____				DIVISION: _____			
SCHOOL: _____				SCHOOL ID: _____			
ADDRESS: _____				Number of Males: _____ Number of Females: _____ Total: _____			
YEAR LEVEL: _____							
NAME	GASTPE Grantee		Learner Reference Number (LRN)	NAME	GASTPE Grantee		Learner Reference Number (LRN)
	EVS	ECS			EVS	ECS	
1				16			
2				17			
3				18			
4				19			
5				20			
6				21			
7				22			
8				23			
9				24			
10				25			
11				26			
12				27			
13				28			
14				29			
15				30			
<b>IMPORTANT</b> -To be accomplished by the Room Examiner. -List names as they appear in the Seat Plan. - Leave the space blank if not a GASTPE grantee. EVS - Education Voucher System ECS - Education Contracting Service				_____ Room Examiner (RE)			
				_____ School Station where RE teaches			



# Form 2

## SEAT PLAN

A complete record of names of the actual examinees.

Note:

- Examinee number can be found in the AS, and the two TB numbers shall be used for the two-day test.
- Names of the examinees must be alphabetically arranged.
- The **RE** must ensure the correctness in providing information in the Form 2, sign and indicate the name of the school where he/she teaches from.

BEA Form 2		SEAT PLAN					
Testing Program: BASIC EDUCATION EXIT ASSESSMENT (BEEA) FOR GRADE 12							
REGION: _____		SCHOOL NAME: _____		DATE OF EXAM: _____			
DIVISION: _____		SCHOOL ADDRESS: _____		ROOM NO.: _____			
Name: _____		Name: _____		Name: _____		Name: _____	
Exam No. _____		Exam No. _____		Exam No. _____		Exam No. _____	
Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____	
Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____	
1		2		3		4	
Name: _____		Name: _____		Name: _____		Name: _____	
Exam No. _____		Exam No. _____		Exam No. _____		Exam No. _____	
Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____	
Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____	
5		6		7		8	
Name: _____		Name: _____		Name: _____		Name: _____	
Exam No. _____		Exam No. _____		Exam No. _____		Exam No. _____	
Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____	
Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____	
9		10		11		12	
Name: _____		Name: _____		Name: _____		Name: _____	
Exam No. _____		Exam No. _____		Exam No. _____		Exam No. _____	
Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____	
Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____	
13		14		15		16	
Name: _____		Name: _____		Name: _____		Name: _____	
Exam No. _____		Exam No. _____		Exam No. _____		Exam No. _____	
Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____	
Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____	
17		18		19		20	
Name: _____		Name: _____		Name: _____		Name: _____	
Exam No. _____		Exam No. _____		Exam No. _____		Exam No. _____	
Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____	
Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____	
21		22		23		24	
Name: _____		Name: _____		Name: _____		Name: _____	
Exam No. _____		Exam No. _____		Exam No. _____		Exam No. _____	
Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____	
Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____	
25		26		27		28	
Name: _____		Name: _____		Name: _____		Name: _____	
Exam No. _____		Exam No. _____		Exam No. _____		Exam No. _____	
Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____	
Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____	
29		30		31		32	
Name: _____		Name: _____		Name: _____		Name: _____	
Exam No. _____		Exam No. _____		Exam No. _____		Exam No. _____	
Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____		Day 1- TB No: _____	
Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____		Day 2- TB No: _____	

Exam No. - Examinee Number in the Answer Sheet  
TB No. - Test Booklet Number

Note:  
TB-1 contains the BEEA- Science, Philosophy, Humanities, and Media and Information Literacy  
TB-2 contains the BEEA- Mathematics, Languages (English and Filipino), and Social Studies

ROOM EXAMINER'S SIGNATURE OVER PRINTED NAME \_\_\_\_\_  
SCHOOL (where the Examiner Teaches) \_\_\_\_\_

# Form 3

## TEST MATERIALS ACCOUNTING FORM

This form shall be accomplished to emphasize accountability of the Testing Personnel. It gives specific details about the name of the RE assigned per room and the number of test materials issued and expected to be returned.

**BEA FORM 3**

Republic of the Philippines  
Department of Education  
**BUREAU OF EDUCATION ASSESSMENT**  
Pasig City

Name of School: \_\_\_\_\_ Address of School: \_\_\_\_\_ Name of Chief Examiner: \_\_\_\_\_ Date of Test: \_\_\_\_\_

**TEST MATERIALS ACCOUNTING FORM**

Place issued: \_\_\_\_\_  
Time/Date issued: \_\_\_\_\_

This is to certify that I received \_\_\_\_\_ carton(s)/ package(s)  
which contain Test booklets (TBs) and Answer Sheets (ASs). The seals of these are all intact.

Signature: \_\_\_\_\_

**INSTRUCTIONS:**

- The Chief Examiner fills up the information required in each column.
- All Examiners are required to affix their signature in Column 6 as they receive the materials for their respective examination rooms.
- The duly accomplished form is to be placed inside the Chief Examiner's Transmittal Report Envelope (CTRE) for transmittal to the BEA, Pasig City.
- Note down under "Remarks" the total number of defective and replaced Test Booklets.
- At the time when the examinees are accomplishing the last subtest, Columns 7, 8 and 9 should be filled out and all unused Scannable Answer Sheets should be collected.

No. 1	Name in Print of Examiner 2	Exam Room No. 3	Distribution Phase			Retrieval Phase					Initial of Chief Examiner 11	Remarks 12
			No. of TB 4	Inclusive Serial Numbers 5	Signature of Examiner 6	No. of Used TB 7	No. of Unused TB 8	Serial Number(s) of Unused TB 9	Signature of Examiner 10			
1			TB-1									
2			TB-1									
3			TB-2									
4			TB-2									
5			TB-1									
6			TB-2									
7			TB-1									
8			TB-2									
9			TB-1									
10			TB-2									

**NOTE:** Use a separate sheet of paper should there be a long list of Serial Numbers for Unused Test Booklets (TBs). There should be a separate list for TB1 and TB2.  
Example: Room No. \_\_\_\_\_ Unused TB1 SN: \_\_\_\_\_ Unused TB2 SN: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

## Form 4

BEA Form 4

Chief Examiner's Report Form  
Testing Program: \_\_\_\_\_

Region: \_\_\_\_\_ Division: \_\_\_\_\_ Date of Testing: \_\_\_\_\_ Testing Center: \_\_\_\_\_

Directions: Please complete/answer truthfully and objectively all the subsequent indicators.

## A. Fill in the blanks

1. Number of testing rooms : \_\_\_\_\_
2. Total enrollment/registrants of (grade/year) \_\_\_\_\_  
Male \_\_\_\_\_ Female \_\_\_\_\_ Total \_\_\_\_\_
3. Total number of examinees: \_\_\_\_\_
4. Total number of absentees: \_\_\_\_\_
5. Time when the test materials were distributed to Room Examiners \_\_\_\_\_

## B. 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 Accounting Form _____				
1.4 CBTRE & ETRE _____				
1.5 Seal Plan _____				
1.6 Examiner's Handbook _____				

	Yes	None
2. Was there a problem on the use of school ID in the packing of test materials? _____ If yes, state the problem met _____		
3. Testing rooms are ready:	Evident	Not Evident
3.1 The first and the last rows 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 _____		

## C. Test Proper

Rate the examinees 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-examinees, use of dictionary, cell phone, calculator and the like) _____		
2. Refraining from the following is strictly followed:		
2.1 misreading/copying test items in the test booklet _____		
2.2 explaining/answering to the examinees certain words used in the item _____		
3. Examinees keep custody on the TBs and ASs _____		

## Condition of the Test Booklets (TB's)

	No. of Rooms	Room Numbers with TB's Not in Good Condition	Serial Numbers of TB's Not in Good Condition
In good condition			
Not in good condition			
-with misreads _____			
-with same serial numbers _____			
-with blurred serial numbers _____			
-without serial numbers _____			
Other Problems: _____			

## D. Post Test

Describe the procedure adopted by the Examiner in the retrieval of test booklets and Answer Sheets	Evident	Not Evident
1. Examinees required each examinee to insert first the Answer Sheet in the test booklet before handing subjects to the examiner _____		
2. Examinees checked the number of test booklets and Answer Sheets before handing/disposed the examinees _____		
3. Examinees arranged the TBs and ASs according to serial numbers _____		
4. Examinees placed the used Answer Sheets in original plastic bags _____		
5. Examinees sealed the ETRE while still inside the examination room _____		

## E. Specify the problem(s) encountered, solution(s) you gave and recommend measures to improve the conduct of future national test.

Problem 1: \_\_\_\_\_  
Solution/s made: \_\_\_\_\_  
Recommendation/s: \_\_\_\_\_

Problem 2: \_\_\_\_\_  
Solution/s made: \_\_\_\_\_  
Recommendation/s: \_\_\_\_\_

Problem 3: \_\_\_\_\_  
Solution/s made: \_\_\_\_\_  
Recommendation/s: \_\_\_\_\_

Problem 4: \_\_\_\_\_  
Solution/s made: \_\_\_\_\_  
Recommendation/s: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Name of the Chief Examiner  
(Signature over Printed Name)

School \_\_\_\_\_

Designation/Position \_\_\_\_\_

Attested by: \_\_\_\_\_

Name of the Monitor (BEA Rep.)  
(Signature over Printed Name)

Designation/Position \_\_\_\_\_

Chief Examiner's  
Transmittal Report Form

This is a two-page form. There are information needing exact answers while other information can be accomplished by ticking the appropriate column. There are spaces also provided for any recommendations to improve the conduct of our national examinations. The CE will affix her signature on the space provided. A BEA monitor if present will attest to the authenticity of the report of the CE.

## Form 7

BEA Form 7

## Room Examiner's Test Administration- Evaluation Report

Testing Program: \_\_\_\_\_ Date: \_\_\_\_\_  
 Region: \_\_\_\_\_ Division: \_\_\_\_\_ Testing Center/School: \_\_\_\_\_ Room No. \_\_\_\_\_  
 Name of the Room Examiner: \_\_\_\_\_ Printed Name \_\_\_\_\_ Signature \_\_\_\_\_

**Direction:** Please complete/answer truthfully and objectively all the subsequent indicators.

**A. Fill in the blanks:**

- Number of Registrants in the Exam. Room \_\_\_\_\_ Actual Examinees \_\_\_\_\_
- Were the following Testing Staff in this Testing Center coming from another School?  
 Room Examiners: \_\_\_\_\_ Yes \_\_\_\_\_ No Room Supervisors: \_\_\_\_\_ Yes \_\_\_\_\_ No
- From what School are you teaching? \_\_\_\_\_
- Specifics of the Test Materials Received:

4.1 Test Materials	Quantity	No. of copies needed if Insufficient	Condition/Remarks
Test Booklets			
Answer Sheets			
Examiner's Handbook			
Name Grid Replica			
Forms 1 and 2			
Form 7			
ETRE			

4.2 Condition of the Test Booklets	Quantity	Serial Numbers
In good condition		
Not in good condition		
- With misprints		
- With same Serial Numbers		
- With blurred Serial Numbers		
- Without Serial Number		

- Time when Test Materials were received from the Chief Examiner \_\_\_\_\_
- Number of Times Test Booklets were used: \_\_\_\_\_ Once \_\_\_\_\_ Twice \_\_\_\_\_ Thrice \_\_\_\_\_

**B. Pre-test Activities. Describe the pre-test activities in terms of the following:**

- |  |         |             |
|--|---------|-------------|
|  | Evident | Not Evident |
| • Distribution Activities: The Chief Examiner required each Room Examiner to count the Test Booklet in sealed plastic bags in the distribution room. | _____   | _____       |
| • Testing room was ready.  | _____   | _____       |
| • List of examinees posted at the door   | _____   | _____       |
| • First and last rows close to the walls   | _____   | _____       |

**C. Test Proper**

Rate yourself based on the following aspects:	Evident	Not Evident
1. Instruction on the accomplishment of name grid, personal information and shading the chosen answer was followed.		
2. Accomplishment of seat plan was well done.		
3. Time limit for testing was well adhered to.		
4. Testing discipline is imposed strictly.		
1.1 No unnecessary noise while the exam was in progress 1.2 Cheating in any form was strictly prohibited (e.g. talking to classmates, use of dictionary, cell phone, calculator, and the like).		
5. Refraining from the following was strictly followed: 2.1 reading/copying test items in the test booklet by the room examiner. Note that any violation has corresponding sanctions stipulated in DECS Order # 85 s. 1999 (found in page ----- in the Examiner's Handbook); and 2.2 explaining/translating to the examinees certain word/s used in the item.		
6. Kept custody on the TBs and ASs while test was in progress		

**D. Post Test**

Describe the procedure adopted in the retrieval of test booklets and Answer Sheets	Evident	Not Evident
1. Required each examinee to insert first Answer Sheet in the test booklet before submitting to you, the examiner.		
2. Checked the number of test booklets and Answer Sheets before the examinees were dismissed.		
3. Arranged the TBs and ASs according to serial numbers		
4. Placed the used Answer Sheets in the original plastic bag		
5. Sealed the ETRE while still inside the examination room		
6. The ETRE contained the following: used Answer Sheets in plastic bag Forms 1 & 2 and Form 7 and the Time Record copied from the board		
7. The Test Booklets were counted and recounted by the: Chief Examiner Room Supervisor		
8. Unused Answer Sheets were submitted to the Chief Examiner		
9. Retained the Name Grid Replica in the Testing Center		
10. Submitted the Examinee Stubs for Grade VII to the Chief Examiner		

**Specify the problem(s) encountered, solution(s) you gave and the recommendations to improve the conduct of future national tests.**

Problem 1: _____
_____
Solution/s made: _____
_____
Recommendation/s: _____
_____
_____
_____

## Room Examiner's Test Administration Evaluation Form

This contains information about the registrants and actual examinees in the room, specifics about the test materials received, and descriptions of the pre-test and post-test activities.

# ETRE and CETRE

Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
**BUREAU OF EDUCATION ASSESSMENT**  
 2nd Floor, Bonifacio Bldg., DepED Complex, Meralco Avenue, Pasig City

**ROOM EXAMINER'S TRANSMITTAL REPORT ENVELOPE (ETRE)**  
(Brown Envelope)

Region: \_\_\_\_\_ Division: \_\_\_\_\_ Room No.: \_\_\_\_\_  
 Name of School/Testing Center: \_\_\_\_\_ Testing Program: \_\_\_\_\_  
 Address of School: \_\_\_\_\_  
                                     Street      Barangay      Municipality      Province/City

---

**ROOM NUMBER:** \_\_\_\_\_

<b>No. of Registrants:</b>	Male _____	Female _____	Total _____
<b>No. of Actual Examinees:</b>	Male _____	Female _____	Total _____

1. Arrange the used Answer Sheets consecutively.
2. Double check the number of used **SCANNABLE ANSWER SHEETS** and fill up the following:  
 Quantity of used AS: \_\_\_\_\_ Serial No. \_\_\_\_\_ to \_\_\_\_\_
3. Place inside this ETRE the following contents:
  - 3.1 Used Answer Sheets with Serial Numbers with serial numbers arranged consecutively
  - 3.2 One copy of the BEA Form 1 back to back with BEA Form 2
  - 3.3 Examiner's Narrative Report (Form 7)
  - 3.4 Time started and ended, copied from the board and signed by the Examiner.
4. Seal this ETRE with the DepED-BEA paper tape and sign across while still in the examination room.

**\* DO NOT PUT UNUSED SCANNABLE ANSWER SHEET/S INSIDE THIS ENVELOPE.**

SUBMITTED BY: \_\_\_\_\_

_____ Signature over Printed Name of Room Examiner	_____ School where the Examiner Teaches
---	--

Republic of the Philippines  
 DEPARTMENT OF EDUCATION  
**BUREAU OF EDUCATION ASSESSMENT**  
 2nd Floor, Bonifacio Bldg., DepED Complex, Meralco Avenue, Pasig City

**CHIEF EXAMINER'S TRANSMITTAL REPORT ENVELOPE (CETRE)**  
(White Envelope)

Region: \_\_\_\_\_ Division: \_\_\_\_\_  
 Name of School/Testing Center: \_\_\_\_\_ Testing Program: \_\_\_\_\_  
 Address of School: \_\_\_\_\_  
                                     Street      Barangay      Municipality      Province/City

---

**NUMBER OF ROOMS:** \_\_\_\_\_

<b>Total No. of Registrants:</b>	Male _____	Female _____	Total _____
<b>Total No. of Actual Examinees:</b>	Male _____	Female _____	Total _____

Place in this Envelope the following:

Place in this Envelope the following:

1. BEA Form 3 – Test Materials Accounting Form
2. BEA Form 4 – Chief Examiner's Report Form
3. Scannable Answer Sheets
4. Unused Scannable Answer Sheets

Quantity of unused AS: \_\_\_\_\_

**Note: Forms 5 and 6 should not be placed inside this CETRE but to be submitted separately to the DTC.**

SUBMITTED BY: \_\_\_\_\_

_____ Signature over Printed Name of Chief Examiner	_____ School
--	-----------------

# NAT G12 School Header

**Fill out the following variables:**

- Name of school
- Address of school
- Year established
- Number of actual examinees
- Region, Division
- School location
- Legislative/ Congressional district
- Designation of school head
- Type of community
- No. of shifts per day in Grade 12
- No. of years in the position
- Average class size
- School ID
- SHS track offerings
- School facilities
- Number of Grade 12 teachers
- How sufficient are SHS materials in your school?
- How often are SHS materials being used by teachers?
- Challenges encountered in SHS implementation
- Further school assistance needed by your SHS teachers
- Intervention programs for disadvantaged learners and/or students at risk of dropping out?
- Educational background of the School head



DEPARTMENT OF EDUCATION  
Bureau of Education Assessment  
**Education Assessment Division**



**Thank you!**




DEPARTMENT OF EDUCATION  
Bureau of Education Assessment  
**Education Assessment Division**



# **Delivery and Retrieval of Test Materials**

**Mr. Michael A. Figuerres**  
*Technical Assistant*



  
Republic of the Philippines  
**Department of Education**  
OFFICE OF THE UNDERSECRETARY FOR CURRICULUM AND INSTRUCTION


October 27, 2022

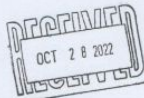
**ADVISORY**

**Administration of the National Achievement Test for Grade 12  
for SY 2022-2023**

**Attention:**  
**Regional Testing Coordinators and Division Testing Coordinators**

1. The Department of Education (DepEd), through the Bureau of Education Assessment (BEA) and with the assistance of the regional offices (ROs) and schools division offices (SDOs), shall administer the National Achievement Test for Grade 12 (NATG12) for SY 2022 – 2023. The test administration date will be announced through a DepEd Memorandum.
2. Through its forwarder, BEA shall facilitate the delivery of the test materials to the SDOs which shall commence this November.
3. The SDOs that already received their Basic Education Exit Assessment/NATG12 test materials in March 2020 per DepEd Order 033, s.2020 (*Administration of the Early Language, Literacy, and Numeracy Assessment for School Year 2018 – 2019, National Achievement Test for Grade 6 and Grade 10 for SY 2018 – 2019, and Basic Education Exit Assessment for Grade 12 for SY 2019 – 2020*) are advised to inspect the condition of the delivered test materials and communicate to BEA any concerns about the materials. These materials will be used in the upcoming NATG12 administration.
4. For more information, contact the Bureau of Education Assessment – Education Assessment Division (BEA-EAD), Department of Education (DepEd) Central Office, 2<sup>nd</sup> Floor, Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City, at telephone no. (02) 86312589 or through its email address [bea\\_ead@deped.gov.ph](mailto:bea_ead@deped.gov.ph).
5. Immediate dissemination of this Advisory is desired.

  
**ALMA RUBY C. TORIO**  
Assistant Secretary  
Officer-in-Charge  
Office of Undersecretary for Curriculum and Instruction



1/F Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City, Philippines  
Direct Line: (632) 8633-7202/8687-4146  
E-mail: [ouci@deped.gov.ph](mailto:ouci@deped.gov.ph)

**November 04, 2022**  
*Emailed the RTC*

## LOADING AND DELIVERY OF MATERIALS

# 1. Delivery Receipt

Republic of the Philippines  
Department of Education  
BUREAU OF EDUCATION ASSESSMENT  
2nd Floor Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City

### DELIVERY RECEIPT

Consignee

**REGION I**  
**Ilocos Sur**  
Quirino Blvd., Zone V, Bantay, I. Sur

Sir/Madam:

This is to acknowledge receipt of the **2019 BASIC EDUCATION EXIT ASSESSMENT (BEEA)/ NAT G12** test materials properly labeled, sealed and in good condition from BEA through its accredited forwarder, **BSMM CARGO MOVERS**

DESCRIPTION	QUANTITY	SERIAL NUMBERS	NO. OF BOXES
TESTBOOKLETS 1	30	00001 - 00030	30
TESTBOOKLETS 2	30	00001 - 00030	30
Answer Sheet	30	00001 - 00030	30

Released by:



MICHAEL A. FIGUERRES  
Signature over Printed Name  
Authorized Personnel

Date: 1-5-22  
Time: 8:00 P.M

Received by:

\_\_\_\_\_  
Signature over Printed Name  
Authorized Personnel (BSMM CARGO MOVERS)

Received by:

\_\_\_\_\_  
Signature over Printed Name  
DTC/SDS Representative or

Authorized Personnel

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

## LOADING AND DELIVERY OF MATERIALS

## 2. Packing Guide

### a. Test booklet

2018-2019 BASIC EDUCATION EXIT ASSESSMENT (BEEA)  
PACKING GUIDE

REGION: CARAGA - Butuan City			PRIORITY NO: 1 SEQ: 1		Page: 1											
Municipality	Type	Seq	School ID	SCHOOL NAME		Start	Ending	Qty	Pack By 30	Exces of 30	Box No	Total Packs				
Central Butuan D Public		1.	304756	Agusan National High School		0000001	-0001867	1,867	62 x30	7	1-9B		63			
						0000001	-0001867	1,867	62 x30	7	1-9B					
Central Butuan D Public		2.	304759	Banza NHS		0001868	-0001978	111	3 x30	21	10B		4			
						0001868	-0001978	111	3 x30	21	10B					
Central Butuan D Public		3.	304762	Butuan City Sch. of Arts & Trades		0001979	-0002501	523	17 x30	13	11- 13B		18			
						0001979	-0002501	523	17 x30	13	11- 13B					
Central Butuan D Public		4.	304765	Anticala NHS		0002502	-0002537	36	1 x30	6	14S		2			
						0002502	-0002537	36	1 x30	6	14S					
Central Butuan D Public		5.	304767	Maguinda NHS		0002538	-0002587	50	1 x30	20	15S		2			
						0002538	-0002587	50	1 x30	20	15S					
Central Butuan D Public		6.	304770	Sumile National High School		0002588	-0002626	39	1 x30	9	16S		2			
						0002588	-0002626	39	1 x30	9	16S					
Central Butuan D Public		7.	317502	Aupagan National High School		0002627	-0002637	11		11	17S		1			
						0002627	-0002637	11		11	17S					
Central Butuan D Public		8.	317507	Consuelo National High School		0002638	-0002663	26		26	18S		1			
						0002638	-0002663	26		26	18S					
Central Butuan D Public		9.	317513	Bagong Silang National High School		0002664	-0002684	21		21	19S		1			
						0002664	-0002684	21		21	19S					
Central Butuan D Public		10.	317520	Pedro D. Duncano National HS		0002685	-0002733	49	1 x30	19	20S		2			
						0002685	-0002733	49	1 x30	19	20S					
Central Butuan D Private		11.	404051	ACLC College of Butuan City, Inc.		0002734	-0002926	193	6 x30	13	21B		7			
						0002734	-0002926	193	6 x30	13	21B					
Central Butuan D Private		12.	404075	Asian College Foundation		0002927	-0002945	19		19	22S		1			
						0002927	-0002945	19		19	22S					
Central Butuan D Private		13.	404077	Butuan Doctors' College		0002946	-0003008	63	2 x30	3	23S		3			
						0002946	-0003008	63	2 x30	3	23S					
Central Butuan D Private		14.	405954	Academia de Mercedes Business Colle		0003009	-0003011	3		3	24S		1			
						0003009	-0003011	3		3	24S					
Central Butuan D Private		15.	405955	Agusan Colleges, Inc.		0003012	-0003015	4		4	25S		1			
						0003012	-0003015	4		4	25S					
Central Butuan D Private		16.	405958	Angelicum Montessori School, Inc.		0003016	-0003024	9		9	26S		1			
						0003016	-0003024	9		9	26S					

## LOADING AND DELIVERY OF MATERIALS

## 2. Packing Guide

### b. Answer sheet

#### 2018-2019 BASIC EDUCATION EXIT ASSESSMENT (BEEA) PACKING GUIDE - ANSWER SHEET

REGION: CARAGA - Butuan City			PRIORITY NO: 1 SEQ: 1			Page: 1						
Municipality	Type	Seq	School ID	SCHOOL NAME		Start	Ending	AS's Qty	Pack By 30x2	Exces of 30	Box No	Total Packs
Central Butuan D Public		1.	304756	Agusan National High School	AS1 AS2	0000001 0000001	-0001867 -0001867	1,867 1,867	62 x30 62 x30	7 7	1-10B	63
Central Butuan D Public		2.	304759	Banza NHS	AS1 AS2	0001868 0001868	-0001978 -0001978	111 111	3 x30 3 x30	21 21	11B	4
Central Butuan D Public		3.	304762	Butuan City Sch. of Arts & Trades	AS1 AS2	0001979 0001979	-0002501 -0002501	523 523	17 x30 17 x30	13 13	12-14B	18
Central Butuan D Public		4.	304765	Anticala NHS	AS1 AS2	0002502 0002502	-0002537 -0002537	36 36	1 x30 1 x30	6 6	15S	2
Central Butuan D Public		5.	304767	Maguinda NHS	AS1 AS2	0002538 0002538	-0002587 -0002587	50 50	1 x30 1 x30	20 20	16S	2
Central Butuan D Public		6.	304770	Sumile National High School	AS1 AS2	0002588 0002588	-0002626 -0002626	39 39	1 x30 1 x30	9 9	17S	2
Central Butuan D Public		7.	317502	Aupagan National High School	AS1 AS2	0002627 0002627	-0002637 -0002637	11 11		11 11	18S	1
Central Butuan D Public		8.	317507	Consuelo National High School	AS1 AS2	0002638 0002638	-0002663 -0002663	26 26		26 26	19S	1
Central Butuan D Public		9.	317513	Bagong Silang National High School	AS1 AS2	0002664 0002664	-0002684 -0002684	21 21		21 21	20S	1
Central Butuan D Public		10.	317520	Pedro D. Duncano National HS	AS1 AS2	0002685 0002685	-0002733 -0002733	49 49	1 x30 1 x30	19 19	21S	2
Central Butuan D Private		11.	404051	ACLC College of Butuan City, Inc.	AS1 AS2	0002734 0002734	-0002926 -0002926	193 193	6 x30 6 x30	13 13	22B	7
Central Butuan D Private		12.	404075	Asian College Foundation	AS1 AS2	0002927 0002927	-0002945 -0002945	19 19		19 19	23S	1
Central Butuan D Private		13.	404077	Butuan Doctors' College	AS1 AS2	0002946 0002946	-0003008 -0003008	63 63	2 x30 2 x30	3 3	24S	3
Central Butuan D Private		14.	405954	Academia de Mercedes Business Colle	AS1 AS2	0003009 0003009	-0003011 -0003011	3 3		3 3	25S	1
Central Butuan D Private		15.	405955	Agusan Colleges, Inc.	AS1 AS2	0003012 0003012	-0003015 -0003015	4 4		4 4	26S	1
Central Butuan D Private		16.	405958	Angelicum Montessori School, Inc.	AS1 AS2	0003016 0003016	-0003024 -0003024	9 9		9 9	27S	1

## LOADING AND DELIVERY OF MATERIALS

### 3. Loading Checklist

LOADING CHECKLIST										P.	Seq. #
Division: _____					Total Number of Boxes _____						
1	2	3	4	5	6	7	8	9	10		
11	12	13	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	28	29	30		
31	32	33	34	35	36	37	38	39	40		
41	42	43	44	45	46	47	48	49	50		
51	52	53	54	55	56	57	58	59	60		
61	62	63	64	65	66	67	68	69	70		
71	72	73	74	75	76	77	78	79	80		
81	82	83	84	85	86	87	88	89	90		
91	92	93	94	95	96	97	98	99	100		

Received by: \_\_\_\_\_ Plate Number: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Driver: \_\_\_\_\_





## LOADING AND DELIVERY OF MATERIALS

### 3. Loading Checklist

**LOADING CHECKLIST**

Division: \_\_\_\_\_ Total Number of Boxes **P. 30 Seq. # 30**

<del>1</del>	<del>2</del>	<del>3</del>	<del>4</del>	<del>5</del>	<del>6</del>	<del>7</del>	<del>8</del>	<del>9</del>	<del>10</del>
<del>11</del>	<del>12</del>	<del>13</del>	<del>14</del>	<del>15</del>	<del>16</del>	<del>17</del>	<del>18</del>	<del>19</del>	<del>20</del>
<del>21</del>	<del>22</del>	<del>23</del>	<del>24</del>	<del>25</del>	<del>26</del>	<del>27</del>	<del>28</del>	<del>29</del>	<del>30</del>
31	32	33	34	35	36	37	38	39	40
41	42	43	44	45	46	47	48	49	50
51	52	53	54	55	56	57	58	59	60
61	62	63	64	65	66	67	68	69	70
71	72	73	74	75	76	77	78	79	80
81	82	83	84	85	86	87	88	89	90
91	92	93	94	95	96	97	98	99	100

Received by: \_\_\_\_\_ Plate Number: \_\_\_\_\_  
 Date: \_\_\_\_\_ Time: \_\_\_\_\_ Driver: \_\_\_\_\_

## LOADING AND RETRIEVAL OF MATERIALS

# 1. Retrieval Receipt

Republic of the Philippines  
Department of Education  
BUREAU OF EDUCATION ASSESSMENT  
2nd Floor Bonifacio Bldg., DepEd Complex, Meralco Ave., Pasig City

### RETRIEVAL RECEIPT

Consignee

Sir/Madam:

This is to acknowledge receipt of the **2019 BASIC EDUCATION EXIT ASSESSMENT (BEEA)/ NAT G12** test materials properly labeled, sealed and in good condition from BEA through its accredited forwarder, BSMM CARGO MOVERS

DESCRIPTION	QUANTITY	SERIAL NUMBERS	NO. OF BOXES
TESTBOOKLETS 1			
TESTBOOKLETS 2			
Answer Sheet			

Released by:

Received by:

Signature over Printed Name  
Authorized Personnel

Signature over Printed Name  
DTC/SDS Representative or

Authorized Personnel

Date:  
Time:

Date: \_\_\_\_\_  
Time: \_\_\_\_\_

Received by:

Signature over Printed Name  
Authorized Personnel (BSMM CARGO MOVERS)



## LOADING AND RETRIEVAL OF MATERIALS

## 2. Forms 5 and 6

### BEA Form 5

#### TEST BOOKLET QUANTITY and COMPLETENESS VERIFICATION SHEET

Name of School: \_\_\_\_\_  
School ID: \_\_\_\_\_

Region: \_\_\_\_\_  
Division: \_\_\_\_\_  
District: \_\_\_\_\_

#### PRE-TEST

1. How many test booklets were allotted to your testing center as indicated in the Packing Guide, including buffer? \_\_\_\_\_
2. Upon opening of boxes, are the test materials: \_\_\_\_\_ complete \_\_\_\_\_ incomplete \_\_\_\_\_ with excess
3. If incomplete, how many are lacking/missing? \_\_\_\_\_
4. What is/are the Serial Number/s? \_\_\_\_\_
5. If excess, how many? \_\_\_\_\_
6. What is/are the Serial Number/s? \_\_\_\_\_

#### POST-TEST

1. After retrieval, are the test booklets complete? \_\_\_\_\_
2. If not, how many are missing/lacking? \_\_\_\_\_
3. What is/are the Serial Number/s? \_\_\_\_\_

#### Prepared by:

\_\_\_\_\_  
Signature over Printed Name of School Testing Coordinator (STC)

#### Attested by:

\_\_\_\_\_  
Signature over Printed Name of Chief Examiner

\_\_\_\_\_  
School

**NOTE: This form is to be submitted separately to the DTC.**

### BEA Form 6

#### ANSWER SHEET QUANTITY and COMPLETENESS VERIFICATION SHEET

Name of School: \_\_\_\_\_  
School ID: \_\_\_\_\_

Region: \_\_\_\_\_  
Division: \_\_\_\_\_  
District: \_\_\_\_\_

#### PRE-TEST

1. How many answer sheets were allotted to your testing center as indicated in the Packing Guide, including buffer? \_\_\_\_\_
2. Upon opening of boxes, are the test materials: \_\_\_\_\_ complete \_\_\_\_\_ incomplete \_\_\_\_\_ with excess
3. If incomplete, how many are lacking/missing? \_\_\_\_\_
4. What is/are the Serial Number/s? \_\_\_\_\_
5. If excess, how many? \_\_\_\_\_
6. What is/are the Serial Number/s? \_\_\_\_\_

#### POST-TEST

1. After retrieval, are the answer sheets complete? \_\_\_\_\_
2. If not, how many are missing/lacking? \_\_\_\_\_
3. What is/are the Serial Number/s? \_\_\_\_\_

#### Prepared by:

\_\_\_\_\_  
Signature over Printed Name of School Testing Coordinator (STC)

#### Attested by:

\_\_\_\_\_  
Signature over Printed Name of Chief Examiner

\_\_\_\_\_  
School

**NOTE: This form is to be submitted separately to the DTC.**

**STATUS OF DELIVERY**

February and March 2020

- 29 SDOs

November and December 2022

- 198 SDOs



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**Education Assessment Division**



**Thank you!**



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**Education Assessment Division**



# **Guidelines in Re-allocating Test Materials for the NATG12 Administration**

**Ms. Danilyn Joy L. Pangilinan**  
*Chief Education Program Specialist*

# Test materials re-allocation

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- The test materials (TMs) were printed for the supposed **March 2020** administration.
- The delivered TMs may be **less or more** than the **current** enrollment for SY 2022-2023.
- Here are the guidelines for re-allocating the test materials for the upcoming administration.

# Sample scenario in 1 SDO

School	Number of Delivered Test Booklets (TBs) and Answer Sheets (ASs)	Current Grade 12 Enrollment	Remark	Needed TMs
A	430	938	Enrollment increased	508
B	676	658	Enrollment decreased	18 TMs will be unused
C	25	137	Enrollment increased	112
D	121	251	Enrollment increased	130
E	95	Temporary closure in SY 22-23	N/A	95 TMs will be unused

# Guidelines

---

- Review the packing guide thoroughly.
- Identify which schools have excess TM allocation.
- **Pool the TMs** and allocate these to those schools needing additional TMs.
- Record the **serial number** of the TMs that will be used by another school.
- The **TBs should be returned to the original school** while the ASs should be placed in the envelopes (ETREs) of the borrowing school.

# Sample scenario in 1 Division

School	Number of Delivered TB and AS	Current Grade 12 Enrollment	Available TMs	Needed TMs
A	430	938	$430+18+95 = 543$	395
B	676	658	18 TMs will be unused *may be allocated to School A	N/A
C	25	137	112	112
D	121	251	130	130
E	95	Temporary closure in SY 22-23	95 TMs will be unused *may be allocated to School A	N/A



# Scheme 1 (School A): Swapping

---

- Enrollment = 938
- Available TMs = 543
- Breakdown:
  - TB1 = 543
  - TB2 = 543
  - Total TBs: 1,086
  - AS = 543
  - Lacking AS = to be photocopied; expenses shall be charged to the contingency fund (Program Support Funds - for downloading); another option: borrow from a division within the region
- Divide the students into 2 groups.
- The students will alternately use TB1 and TB2 (**swapping scheme**).
- Day 1
  - Group A students will use **TB1**.
  - Group B students will use **TB2**.
- Day 2
  - Group A students will use **TB2**.
  - Group B students will use **TB1**.

# Sample scenario in 1 SDO

School	Number of Delivered TB and AS	Current Grade 12 Enrollment	Available TMs	Needed TMs
A	430	938	$430+18+95 = 543$	395
B	676	658	18 TMs will be unused *may be allocated to School A	N/A
C	25	137	112	112
D	121	251	130	130
E	95	Temporary closure in SY 22-23	95 TMs will be unused *may be allocated to School A	N/A

## Scheme 2 (School C): Swapping with Batching

---

- Enrollment = 137
- Available TMs = 25
- Breakdown:
  - TB1 = 25
  - TB2 = 25
  - Total TBs: 50
  - AS = 25
  - Lacking AS = to be photocopied; expenses shall be charged to the contingency fund (Program Support Funds - for downloading); another option: borrow from a division within the region
- Batch the students into 3 batches.
  - Batch 1 = 50
  - Batch 2 = 50
  - Batch 3 = 37
- Divide each batch into 2 groups.
- Each batch will alternately use TB1 and TB2 (**swapping scheme**).

## Batching (suggested scheme)

Date of Exam	Batch	Group	Swapping of TBs
Jan. 30-31 (AM)	1	Group A - 25 Group B - 25 <b>Total - 50</b>	<ul style="list-style-type: none"> <li>Day 1               <ul style="list-style-type: none"> <li>Group A students will use <b>TB1</b>.</li> <li>Group B students will use <b>TB2</b>.</li> </ul> </li> <li>Day 2               <ul style="list-style-type: none"> <li>Group A students will use <b>TB2</b>.</li> <li>Group B students will use <b>TB1</b>.</li> </ul> </li> </ul>
Jan. 30-31 (PM)	2	Group A - 25 Group B - 25 <b>Total - 50</b>	
Feb. 2-3	3	Group A - 19 Group B - 18 <b>Total - 37</b>	
		Total - 137	

# Guidelines

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- The DTCs/PSSs have the **discretion** on how to best re-allocate the TMs if insufficiency exists.
- Create a **masterlist** on the re-allocation of test materials (AS and TB) with **quantity and serial number** per school (school of origin and borrowing school).
- The **TM boxes/packs may be opened** days before the test administration for the possible **repacking** of TMs.
- Return the TBs in their **original** plastic bags/boxes after the test administration. Declare this in **Form 5** (TB quantity completeness & verification sheet).

# Important

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- The DTCs/PSSs should **report to the RTCs** the dates of administration in the SDO if the batching of students will apply to finish the test administration.
- The RTCs are requested to **report to BEA** the dates of administration in all SDOs.
- Please note that the TMs will be **retrieved from the SDOs by the forwarder at least a week** after the test administration.

## **Newly established SHS schools:**

- Should participate in the national test administration as per DM 001 s. 2023
- School header - to be photocopied
- Answer sheets - to be photocopied or may be taken from the excess of other schools
- Test booklets - to be borrowed from other schools



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**Education Assessment Division**



**Thank you!**





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**Education Assessment Division**



# Program Support Funds

**Mr. Nathaniel I. Cortez**  
*Education Program Specialist II*

# Program Support Funds (PSF)

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The allotment is a subsidy for the data collection in schools on the administration for NAT G12.

- Transportation Allowance of Test Materials
- Orientation Allowance

## Transportation Allowance of Test Materials



The test materials housed by the SDOs shall be transported to the schools, that will serve as testing centers, and vice versa.

A. Transportation Allowance of Test Material	
	Amount
Division Office to Testing Centers (Delivery)	150
Testing Centers to Division Office (Retrieval)	150

# Orientation Allowance



The allowance shall be used for the meals and transportation of the following key personnel, who will be involved in the test administration, to attend the Division-wide orientation.

B. Orientation Allowance	
	Amount
Schools Division Superintendent	800
Division Testing Coordinators	800
School Heads	800

# Budget Estimate\*

NATIONAL ACHIEVEMENT TEST FOR GRADE 12			
A. Transportation Allowance of Test Materials			
	Number of Testing Centers (Schools)	Amount	Total
Division Office to Testing Centers (Delivery)	n	150	
Testing Centers to Division Office (Retrival)	n	150	
Sub-total of A:			0
B. Orientation Allowance			
	Number of Personnel	Amount	Total
Schools Division Superintendent	1	800	
Division Testing Coordinators	1	800	
School Heads = Total Number of Schools	n	800	
Sub-total of B:			0
C. Budget Estimates (A+B)			

***\*Subject to the approval of the Undersecretary for Finance, DepEd-CO***

# TOTAL ESTIMATED FUNDING REQUIREMENTS

NATIONAL ACHIEVEMENT TEST FOR GRADE 12			
A. Transportation Allowance of Test Materials			
	Number of Testing Centers (Schools)	Amount	Total
Division Office to Testing Centers (Delivery)	n	150	
Testing Centers to Division Office (Retrival)	n	150	
Sub-total of A:			0
B. Orientation Allowance			
	Number of Personnel	Amount	Total
Schools Division Superintendent	1	800	
Division Testing Coordinators	1	800	
School Heads = Total Number of Schools	n	800	
Sub-total of B:			0
C. Budget Estimates (A+B)			
D. Contingency = 5% of the Budget Estimates			
E. Total Estimated Funding Requirements			

# TOTAL ESTIMATED FUNDING REQUIREMENTS

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TOTAL ESTIMATED FUNDING REQUIREMENTS =  
Total Budget estimate + Contingency (5%)

The contingency may be used (not limited) to pay miscellaneous expenses such as supplies and materials (photocopying of AS), additional travel allowance to some schools, etc.

# **TOTAL ESTIMATED FUNDING REQUIREMENTS**

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The downloading of PSF shall be by Division.

The breakdown of funding requirements will be emailed to the DTCs once approved by the OU-Finance.



# Excess Allotment

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In case there will be an excess in the allotment downloaded to the SDOs, the said amount may be used for the implementation of other National Assessment System for Basic Education (NASBE) programs - CB EPT, QEALIS, EMT, PEPT, A&E, ELLNA, NAT G6, and NAT G10.



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**Thank you!**



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# Open Forum



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# Closing Remarks

**Marivic R. Leaño**  
*Director III*



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**National Orientation for the Administration of  
the National Achievement Test for Grade 12  
(NAT G12)**