



Republic of the Philippines
Department of Education
CARAGA REGION
SCHOOLS DIVISION OF SIARGAO



Office of the Schools Division Superintendent

March 26, 2025

DIVISION MEMORANDUM

No. **03-110**s, 2025

**ADMINISTRATION OF THE NATIONAL ACHIEVEMENT TEST FOR GRADE 6
FOR SCHOOL YEAR 2024 - 2025**

To: Assistant Schools Division Superintendent
Chief Education Supervisors, SGOD and CID
Education Program Supervisors
Public Schools District Supervisors & District In-Charge
Public and Private Elementary School Heads
All others Concerned

1. Relative to **DepEd Memorandum No. 024, s. 2025** re: **Administration of the National Achievement Test (NAT) for Grade 6 for School Year 2024-2025**, dated March 12, 2025, this office through the School Governance and Operations Division (SGOD), will conduct the administration of National Achievement Test (NAT) for Grade 6 for School Year 2024-2025 on April 3, 2025.
2. The distribution of test materials will be on **March 31** and **April 2, 2025** and will be claimed by the School Head or School Testing Personnel at the SGOD Office. The retrieval of said materials will be on **April 4** and **7, 2025**.
3. Attention is directed to the following enclosures, for the information, reference and guidance of all SDO and field personnel involved in the test administration, to wit:
 - i. Enclosure 1: Assignment of Room Examiners
 - ii. Enclosure 2: Assignment of Division Monitoring Team
 - iii. Enclosure 3: NAT G6 Monitoring Tool
4. Expenses incurred during orientation, preparation, distribution, and retrieval of testing materials shall be charged to NASBE Program Support Funds, while NAT G6 administration and travel expenses incurred by the concerned testing personnel and Division Monitoring Team shall be charged against local funds, subject to the usual accounting and auditing rules and regulations.



5. For questions or concerns about the NAT G6, please contact Mr. Aquino D. Garcia, Division Testing Coordinator (DTC), at 09982445916.
6. Immediate and wide dissemination of this Memorandum is desired.


MANUEL O. CABERTE

Assistant Schools Division Superintendent
Officer-In-Charge
Office of the Schools Division Superintendent

Encl: As stated

Reference: As stated

To be indicated in the Perpetual Index under the following subjects

ASSESSMENT

NAT G6

SGOD/adg 3/26/25



Enclosure 1 of DM No. _____ s. 2025

**Assignment of Room Examiners
(NAT G6)**

District	Name of School	Name of Room Examiner	School of Origin
Burgos	Baybay ES	Malyn S. Nogaliza	Bitaug ES
	Bitaug ES	Neizel M. Virtudazo	ALS
	Burgos CES	Cherimae M. Cinco	Baybay ES
		Mariel M. Saragoza	Baybay ES
	Matin-ao ES	Louella G. Nogaliza	BCES
	San Mateo ES	Angielyn Salas	BCES
Dapa East	Cabawa ES	Shiela Murcias	DENMS
	Consolacion ES	Lourdes Ruaya	Consolacion ES
		Arnolite Tesiorna	Consolacion ES
	Corregidor ES	Marilyn Madera	Dagohoy ES
	Dagohoy Elementary School	Kenneth Dormiendo	Corregidor ES
	Don Enrique Navarro Memorial School	Emely C. Mallorca	Union ES
		Regen S. Añasco	Don Paulino ES
		Marsann S. Gotostos	Union ES
	Don Paulino Elementary School	Elieron A. Rosillo	Osmena ES
	Montserrat ES	Sheila Mahomoc	Sta Felomina ES
	Osmena ES	Hazel Jean H. Cepeda	DENMS
		Helma M. Espineli	DENMS
	Sta Felomina ES	Crislyn B. Capillanes	Sta Felomina ES
	Union Elementary School	Zenia G. Malacura	DENMS
		Evelyn N. Subayno	DENMS
		Arlyn T. Beto	DENMS
Dapa West	Bagacay ES	Rowena R. Condolon	SAN MIGUEL ES
	Buenavista ES	Rowena D. Moral	San Carlos
	Cambas-ac ES	Janice S. Buyain	DCES
	Catabaan ES	Marietta G. Dulguime	Sta. Fe ES
	Dapa CES & SpEd Center	Mirasol D. Gonzales	CAMBAS-AC ES
		Gaila P. Sulapas	CAMBAS-AC ES
		Celeste C.Lim	Catabaan ES
		Cirilin S.Tesiorna	Sta. Fe ES
		Carmela M.Navarro	Bagakay
		Rustom Coro	San Miguel ES
		Lina F.Jacob	CAMBAS-AC ES
		Marjun Riel C.Ranza	New Uba PS
	Jubang ES	Frenchie M. Teraytay	Catabaan ES
	San Carlos ES	Rachel Ann S. Adriano	BUENAVISTA ES
	San Miguel ES	Melen C. Resnera	BAGACAY ES
	Sta. Fe ES	Mary Ann Escatron	Jubang ES



Gen. Luna	Anajawan ES	Jonas C. Perocho	Mam-on PS
	Cabitoonan ES	Jhovelyn A. Tarro	Libertad ES
	Catangnan ES	Maribeth E. Contamina	Cabitoonan ES
	Consuelo ES	Rebecca M. Sinday	Corazon ES
		Josefina G. Jumandos	GLCES
	Corazon ES	Analilyn M. Sarvida	Consuelo ES
	Daku ES	Ludelyn D. Murcia	GLCES
	Dao ES	Nelia Caguia	Magsaysay ES
	General Luna CES	Jazrell May Mejong	Daku ES
		Ma. Romela S. Racho	Catangnan ES
		Analilyn M. Sarvida	Consuelo ES
		Delia E. Toloy	Consuelo ES
		Arnelyn B. Bernaldez	Consuelo ES
		Dharyl Jan B. Loffe	Libertad ES
		Ailyn M. Oraliza	Sta. Cruz ES
		Ivy F. Pantolla	Malinao ES
	La Januza ES	Peniel F. Cometa	Anajawan ES
	Libertad ES	Eugenia S. Maglasang	Sta. Fe ES
	Magsaysay ES	Richell Grace G. Traya	Dao ES
	Malinao ES	Cynthia A. Espinoza	Tawin-Tawin ES
		April Joy C. Consigna	GLCES
	Sta. Cruz ES	Mary Q. Pilapil	Libertad ES
	Sta. Fe ES	Ailyn M. Oraliza	Sta. Cruz ES
		Mary Charmaine N. Borja	GLCES
	Suyangan ES	Cristy Mae C. Juanite	La Januza ES
	Tawin-Tawin ES	April Joy C. Consigna	GLCES
Numancia East	Antipolo ES	Ethel E. Custodio	Tuboran ES
	Bitoon ES	Mabel C. Pacquiao	Cabugao ES
	Cabugao ES	May Marissa S. Ravelo	Bitoon ES
	Esperanza ES	Gemmabel A. Quesada	Mahayahay ES
	Lobogon ES	Lilibeth G. Delgado	San Fernando ES
	Mahayahay ES	Junel A. Despoy	Sayak ES
	Quezon PS	Ritchel B. Lubigan	Tuburan ES
	San Fernando ES	Charrel C. Astronomo	Lobogon ES
	Sayak Elementary School	Shiela Marie C. Seguis	Esperanza ES
	Tuboran Elementary School	Genevieve S. Arcaya	Antipolo ES
Numancia West	Bagacay Primary School	Carmela G. Comon	NCES
	Cancohoy Elementary School	June Mark P. Solloso	NCES
	Dumoyog PS	Kelly Daryl B. Solis	NCES
	Halian ES	Marycon C. Escobido	Halian ES
	Jamoyaon Elementary School	Rose Mette S. Compra	NCES
	Katipunan ES	Gerlyn S. Tesado	Bagacay PS
	Lasala Integrated School	Kayzee C. Alcero	Lasala IS
		Fern Anmarie G. Tulbanos	Lasala IS
	Mabuhay PS	Estrella Andie C. Comon	NCES
	Numancia CES	Karrah Mae E. Sulapas	Cancohoy ES
		Genebabe B. Botona	Jamoyaon ES
		Mary Grace T. Ravelo	Dumoyog PS
		Virgilia Y. Ravelo	Cancohoy ES
		Lovella M. Escuyos	Katipunan ES



Pilar	Caridad ES	Febie T. Borja	Pilar CES
	Consolacion ES	Deo Thessa Mae M. Cometa	Pilar CES
	Datu ES	Elmark E. Espejon	Caridad ES
	Jaboy ES	Vic Marie F. Argente	San Roque ESA
	Katipunan ES	Aine S. Porpayas	Salvacion ES
	Maasin ES	Hanna Claire V. Borja	Katipunan ES
	Mabini ES	Examael Joseph P. Bayang	Jaboy ES
	Mabuhay ES	Joan B. Cuartero	Salvacion ES
	Pilar CES	Ivie S. Sumaylo	Consolacion ES
		Edbert S. Alba	Mabuhay ES
	Salvacion ES	Norie Mae R. Perdigon	Maasin ES
	San Roque ES	Penie E. Domagtoy	Datu ES
San Benito	Bongdo ES	Elisavel M. Gorgonio	Nuevo Campo ES
	Maribojoc Elementary School	Ellaine Jane P. Glimane	Pitogo ES
	Nuevo Campo ES	Ruby Rodriguez	Bongdo ES
	Pitogo Elementary School	Charish Sulapas	Maribojoc ES
	San Benito Central Elementary School	Gretchen Mantilla	San Juan ES
		Janine B. Castalla	San Juan ES
		Flordeliza A. Garay	San Juan ES
	San Juan ES	Judith Toldo	San Benito CES
San Isidro	Buhing Calipay ES	Emma V. Opon	Roxas ES
	Del Pilar ES	Eileen P. Golo	Sto. Nino ES
	Pacifico PS	Lovely Debby M. Bisaya	Buhing Calipay
	Pelaez ES	Krio Jane J. Dizon	Pacifico
	Roxas ES	Murijule Dionson	Tigasao ES
	San Isidro CES	Aleamar T. Mendoza	Sta. Paz ES
		Maricar Cagas	Buhing Calipay ES
	Sta. Paz Elementary School	Roshielle Verotiao	Del Pilar ES
	Sto. Nino ES	Merlinda C. Dulpina	San Isidro CES
	Tambacan ES	Janice B. Ocon	Roxas ES
	Tigasao ES	Chelma R. Cabubas	San Isidro Central
Sapao	Abad Santos ES	Nizza Jay P. Paganan	Bailan ES
	Alegria ES	Mary Jean B. Tobias	Rizal ES
	Bailan ES	Jema P. Luna	Sapao CES
	Garcia ES	Liza M. Alcala	Tangbo ES
	Libertad ES	Ryziel A. Botona	Mabini ES
	Mabini ES	Lene S. Lesaca	Libertad ES
	Magsaysay ES	Ariel B. Esperanza	Abad Santos ES
	Rizal ES	Mercidita I. Tisang	Alegria ES
	Sapao CES	Ma. Rina Victoria A. Cubero	Magsaysay ES
		Mary Grace R. Alipayo	Libertad ES
	Tangbo ES	Flordelisa B. Jayoma	Garcia ES



Socorro East	Atoyay ES	Miralyn M. Mohameran	SOCES
		Charlyn P. Angcog	SOCES
	Bay-ang Elementary School	Julius Taro	SOCES
	Don Albino Taruc Memorial ES	Angeline U. Besinga	SOCES
		Jeanvie S. Rudela	SOCES
		Joycie Q. Coniato	SOCES
	Lanit-ag PS	Reynante R. Mante	SOCES
	N. Sering Elementary School	Jhea Zoreen C. Gambing	DATMES
	Socorro CES	Rachel E. Virtudazo	Atoyay ES
		Jonathan D. Quiban	DATMES
		Rhea Rose D. Cubillanes	DATMES
		Joevanne J. Buntad	Atoyay ES
		Januamie B. Labe	N. Sering ES
		Richyll E. Taruc	DATMES
		Lyra Alona Q. Tartar	DATMES
Socorro West	Del Pilar Community School	Jane Grace P. Elandag	Pamosaingan ES
	Honrado Comm. ES	Irish Q. Sanico	Lawigan ES
	Lawigan ES	Mizel D. Dotillos	SALOG ES
	Nueva Estrella CES	Aije Maxim G. Ape	SONGKOY ES
		Dennis Patrick	DPES
		Aihgee Bato	Sabang ES
	Pamosaingan ES	Rosalie Espino	Sta. Cruz Comm. ES
	P. Dela Peña PS	Joecol L. Piao	DPES
	Sabang Primary School	Alberto C. Makinano	SUDLON ES
	Salog Elementary SCHOOL	Gerlyn S. Vertudazo	HONRADO ES
	San Roque ES	Chady Bee B. Dañas	SABANG ES
	Songkoy Elementary School	Vaniza B. Galo	NECES
	Sta. Cruz Comm. ES	Roy P. Engroba	DPES
	Sudlon ES	Apple Mae B. Dela Pena	SAN ROQUE ES
Private Schools	Dapa Faith Christian Academy	Christine E. Castronuevo	DCES
	Espoir School of Life, Inc.	Jonavil R. Masilungan	Sayak ES
	Nissi Christian Academy, Inc.	Linda R. Gomez	GLCES
	Sto. Niño Learning Center of Dapa, Inc.	Mardy L. Sunico	DENMS



Enclosure 2 of DM No. _____ s. 2025

Assignment of Division Monitoring Team for NAT G6

District	Name of DFTAT
Burgos	1. Leah G. Mones 2. Elias G. Brina, PhD
Dapa East	1. Anna Maria Tomasita C. Espejon 2. Relyn D. Raza, PhD
Dapa West	1. Joseph D. Solana 2. Aquino D. Garcia
Gen. Luna	1. Alda G. Minorca 2. Florangel S. Arcadio
Numancia East	1. Julius P. Tesiorna 2. Ferosana D. Tesiorna
Numancia West	1. Marites M. Petallo 2. Aniesol C. Lasala
Pilar	1. Kathleen M. Jornales 2. Marites T. Penera
San Benito	1. Reysan J. Tesiorna 2. Louwyn E. Gubaton
San Isidro	1. Emilie C. Pomoy 2. Raquel T. Gemparo
Sapao	1. Rolando S. Sapuras 2. Neni E. Dumanjog
Socorro East	1. Sarachen L. Sangco 2. Marissa L. Cuaresma
Socorro West	1. Rhealuz D. Sarong 2. Randy A. Rudila
Support Staff	1. Daniel C. Añasco 2. Lea H. Esparrago 3. Rodel C. Tokong 4. Aljie M. Sinday
NASBE TWG	1. Manuel O. Caberte – SDS 2. Roel T. Diamante - ASDS 3. Harem L. Taruc – SGOD Chief 4. Gemna G. Pobe – CID Chief 5. Aquino D, Garcia – Division Testing Coordinator 6. Louwyn E. Gubaton – Asst. Private School Coor.



Enclosure 3 of DM No. _____ s. 2025

MONITORING AND EVALUATION TOOL IN THE ADMINISTRATION OF THE

National Achievement Test for Grade 6
(Name of the Testing Program)

(To be accomplished by the Division/Regional Monitoring Team)

School Name:	_____	School ID:	_____
School Head:	_____	Contact No.:	_____
School Address:	_____	District:	_____
Division:	_____		_____

Number of Examinees									Type of School: ☐ Public ☐ Private
REGISTERED			ACTUAL			% of Test Takers			
M	F	Total	M	F	Total	M	F	Total	

AREAS	CRITERIA	OBSERVED	COMMENTS/ OBSERVATIONS
Testing Center Requirements	There is a distribution room for the test materials to ensure the security and confidentiality of the test.	☐ YES ☐ NO	
	The distribution room is accessible to all testing rooms to facilitate the release and retrieval of test materials.	☐ YES ☐ NO	
	There are enough testing rooms to accommodate the examinees.	☐ YES ☐ NO	



	The testing rooms are well-ventilated and well-lighted, and free from any kind of noise that may distract the examinees while taking the test.	☐ YES ☐ NO	
	The List of Actual Examinees are posted in each testing room the day before the exam reflecting learners' LRN.	☐ YES ☐ NO	
	The list posted are in alphabetical order, regardless of gender.	☐ YES ☐ NO	
	The first and last rows of seats are close to the classroom walls to ensure enough spacing in between rows.	☐ YES ☐ NO	
	Seats of absentees are left vacant.	☐ YES ☐ NO	
	A comfort room is accessible to the examinees and testing personnel in the area.	☐ YES ☐ NO	
	Instructional materials/aids posted on the classroom walls are covered.	☐ YES ☐ NO	
	Each testing room have the following materials:		
	a. Test materials are enough for all examinees in the room in sealed boxes/packs	☐ YES ☐ NO	
	b. Table and chair for the Room Examiner	☐ YES ☐ NO	
	c. Enough seats for the examinees	☐ YES ☐ NO	
	d. Name grid	☐ YES ☐ NO	
	e. Board work	☐ YES ☐ NO	
	f. Pencils	☐ YES ☐ NO	



	g. Extra sheet of paper for computation	☐ YES ☐ NO	
	There is visible presence of PTA Officials/Barangay Officials/Barangay Tanod or PNP to provide assistance, support and security.	☐ YES ☐ NO	
Test Accommodations for Learners with Special Needs	There is a separate, accessible testing room for learners with special needs (those with difficulty in seeing, hearing, remembering/ concentrating, walking/ moving/climbing steps, communicating) situated at the ground floor near clean and accessible restrooms	☐ YES ☐ NO ☐ N/A	
	There is a designated personal assistant to help those with difficulty walking/ moving/climbing steps.	☐ YES ☐ NO ☐ N/A	
	There is a qualified sign language interpreter who shall ensure that all spoken instructions during testing are adequately interpreted to those who have difficulty hearing.	☐ YES ☐ NO ☐ N/A	
	There are alternative test formats (Braille, large print, audio, electronic).	☐ YES ☐ NO ☐ N/A	
	There are alternative response formats such as oral type wherein an examiner reads the test items and ascribe the answers in the scannable Answer Sheet for examinees with seeing difficulty.	☐ YES ☐ NO ☐ N/A	
	There are appropriate test furniture such as table and chair.	☐ YES ☐ NO ☐ N/A	



Test Administration	The test is administered to target learners in the public and private schools.	☐ YES ☐ NO	
	Examinees are alphabetically arranged regardless of gender.	☐ YES ☐ NO	
	Each examinee has a Learner Reference Number (LRN).	☐ YES ☐ NO	
	Rooms are arranged with six rows by five lines of armchairs.	☐ YES ☐ NO	
	A maximum of 30 examinees per testing room is seated in alphabetical order.	☐ YES ☐ NO	
	The school has implemented swapping and/or batching strategies in the administration to maximize the limited TMs	☐ YES ☐ NO ☐ N/A	
	The seats are spaced far enough from each other to discourage unnecessary talking among examinees.	☐ YES ☐ NO	
	To monitor the going in and out of the testing room, only one door is kept open.	☐ YES ☐ NO	
	All examinees are provided with their own test booklet and answer sheet.	☐ YES ☐ NO	
	The examinees used pencils and blank sheets of paper for computation purposes.	☐ YES ☐ NO	
	All belongings of the examinees are placed in front.	☐ YES ☐ NO	
	Electronic devices such as calculator and mobile phones are not allowed in the testing room.	☐ YES ☐ NO	



	The room examiner conducts orientation in taking the test to the examinees.	☐ YES ☐ NO	
	The room examiner allows the examinees to go out of the testing room to attend to personal needs, if necessary, before distributing the test materials.	☐ YES ☐ NO	
	The examinees received two sheets of AS with the same serial number.	☐ YES ☐ NO	
	The following form is in the possession of the room examiner:		
	Form 1-List of Examinees	☐ YES ☐ NO	
	Form 2-Seat Plan	☐ YES ☐ NO	
	Form 3-Test Materials Accounting Form	☐ YES ☐ NO	
	Form 7-Room Examiner's Test Administration Evaluation Report	☐ YES ☐ NO	
	Information in the room Examiner's Transmittal Report Envelope (ETRE), e.g. number of registrants and actual examinees	☐ YES ☐ NO	
	Time record (copy of the board work with the actual time record)	☐ YES ☐ NO	
	Used ASs are arranged consecutively by Examinee Number and are placed inside the original plastic bags.	☐ YES ☐ NO	
Retrieval of the Test Materials	The Chief Examiner does the following:		
	Collects and accounts all ETREs with the assistance of the School Testing Coordinator/Room Supervisor.	☐ YES ☐ NO	



	Arranges and bundles the ETREs accordingly.	☐ YES ☐ NO	
	Accounts all TBs returned by the Room Examiners.	☐ YES ☐ NO	
	Requires the Room Examiners to affix their signature in the Form 3 after the Test materials have been accounted for.	☐ YES ☐ NO	
	Accomplishes Form 5- TB Quantity and Completeness Verification Sheet and Form 6-AS Quantity and Completeness Verification Sheet.	☐ YES ☐ NO	

General Findings/Observations/problems Encountered:

Actions Taken:

Recommendations:

Monitored and Evaluated by:

Noted by:

Division/Regional Monitor

Date Signed: _____

Division Testing Coordinator

Date Signed: _____