



Republic of the Philippines  
**Department of Education**  
 REGION XII  
 SCHOOLS DIVISION OF SOUTH COTABATO

Office of the Schools Division  
 Superintendent

14 Mar 2024

DIVISION MEMORANDUM  
 SGOD No. **039**s. 2024

DISTRIBUTION OF NATIONAL ACHIEVEMENT TEST MATERIALS FOR GRADE 12  
 (NATG12)

To: Assistant Schools Division Superintendent  
 CID and SGOD Chief Education Supervisors  
 Division Education Program Supervisors  
 Public Schools District Supervisors  
 Private and Public Elementary and Secondary School Heads  
 All Others Concerned

1. In reference to Division Memorandum No. 034, s. 2024 on the **Administration of the National Achievement Test for Grade 12 (NATG12)**, personnel concerned are advised to refer to the following schedule of the distribution of **National Achievement Test materials for Grade 12 (NATG12)** for both private and public with Grade 12 enrollees SY 2023-2024:

Senior High School	Area	Schedule of Distribution	Time	Venue
Public Schools	Lower Valley	March 15, 2024 and March 18, 2024	7:30 am-10:00 a.m.	OLD DIVISION BAC OFFICE
	Upper Valley		10:00-am- 12:00 nn	
Private Schools	Lower Valley		1:00 p.m.-2:30 p.m.	
	Upper Valley		2:30 p.m.- 4:00 p.m.	

2. The following are the members of NATG12 Division Distribution and Retrieval Team (DDRT) to assist the SDO in the preparation of test materials for the smooth flow of distribution and retrieval:

- a. Cristopher T. Frusa- SGOD Chief
- b. Rodel H. Catubay- Division Testing Coordinator
- c. Queenie Lorenzo- ADAS/Secretariat
- d. Kate Abu- ADAS/Secretariat

3. Each Senior High School shall send its Property Custodian and utilities during the scheduled distribution and retrieval along with the means of



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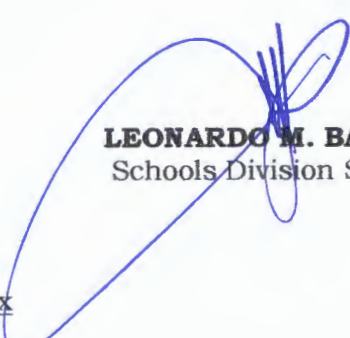
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transportation for the test materials. Transportation allowance of test materials has been discussed during the Division Orientation.

4. The transportation and meal expenses of Sub-office and/or school-based personnel during the distribution and retrieval of test materials shall be charged to the school local funds, subject to the existing auditing rules and regulations.

5. For more information and inquiry, you may contact Rodel H. Catubay, SMME-SEPS/Division Testing Coordinator through his deped email, [rodel.catubay@deped.gov.ph](mailto:rodel.catubay@deped.gov.ph).

6. Immediate dissemination of this memorandum is directed.

  
**LEONARDO M. BALALA, CESO V**  
Schools Division Superintendent

Encl.: None

Reference: As stated

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

ASSESSMENT                      SCHOOLS

RHC/DM- distribution of national achievement test materials for grade 12(NATG12)  
0000/March 14, 2024



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