



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

March 13, 2024

REGION MEMORANDUM
CLMD-2024-091

**MONITORING AND PROVISION OF TECHNICAL ASSISTANCE FOR THE
ADMINISTRATION OF ELLNA, NATG6, NATG12 AND NLCA FOR
SCHOOL YEAR 2023-2024**

To: Schools Division Superintendents

1. In reference to Region Memoranda CLMD-2024-083, and CLMD-2024-087, the DepEd Regional Office XII through Curriculum and Learning Management Division in partnership with other functional divisions, shall conduct monitoring and provision of technical assistance on the administration of **Early Language, Literacy, and Numeracy Assessment (ELLNA)**, **National Achievement Test for Grade 6 (NATG6)**, **National Achievement Test for Grade 12 (NATG12)**, and **National Learning Camp Assessment (NLCA)** for School Year 2023-2024.

2. The following are the testing windows for the identified National Assessments:

Assessment Program	Test Administration Schedule/Testing Window	Target Participants/Test-Takers
NATG12	March 18-12, 2024	Census: Public and private schools, Census: Current Grade 12 learners of SY 2023-2024
NATG6	April 1-5, 2024	Census: Public and Private Schools Sampling: Current Grade 6 Learners of SY 2023-2024
ELLNA	April 15-19, 2024	Census: Public schools only Census: Current Grade 3 learners SY 2023-2024
NLCA (Pre-test)	March 11 – April 12, 2024 April 15-May 17, 2024	Census: Public Schools only Census: Grade 7-8 learners for SY 2023-2024 Census: Public Schools only Census: Grade 9-10 learners for SY 2023-2024

3. Pre-deployment activity to be handled by FTAD shall be on **March 20, 2024, 1:00 p.m.** at **DepEd Regional Office Conference Room.**

4. See the following enclosures for reference and guidance:
Enclosure 1: List of Regional Field Technical Assistance Team (RFTAT) and Division Assignment



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure 2: Terms of Reference for RFTAT

Enclosure 3: Monitoring Tool for the conduct of National Learning Camp Assessment

Enclosure 4: Monitoring Tool for the conduct of National Exit Assessments

5. The Division Testing Coordinator (DTC) shall coordinate with RFTAT Leader prior to the date of monitoring and provision of technical assistance regarding the itinerary of the activity.
6. Expenses for food during pre-deployment shall be charged to MOOE (c/o WFP FTAD) while transportation expenses and per diem of RFTATs are chargeable against the functional division local fund subject to the usual accounting and auditing rules and regulations.
7. For clarifications, contact Mr. **Jay-ar S. Lipura**, Regional Testing Coordinator through **jayar.lipura@deped.gov.ph**.
8. For information and compliance.


CARLITO D. ROCAFORT
Director IV

Enclosure: As stated

Reference: RM CLMD-2024-083; RM CLMD-2024-087

Allotment: None

To be indicated in the PERPETUAL INDEX under the subject
ASSESSMENT

JRSL/CLMD / RM/MONITORING AND PROVISION OF TECHNICAL ASSISTANCE FOR THE ADMINISTRATION OF
ELLNA, NATG6, NATG12, AND NLCA FOR SCHOOL YEAR 2023-2024/091/ March 8, 2024



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedoxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure 1 to Region Memorandum CLMD-2024-091

**COMPOSITION OF REGIONAL FIELD TECHNICAL ASSISTANCE TEAMS
(RFTAT) AND DIVISION ASSIGNMENTS**

RFTAT	DIVISION
Team A Leader: Luz Lalli L. Ferrer Co-leader: Magdaleno Duhilag Jr Members: Grace Patrice Mondragon, Roger Suerte, Henry Fritz Diaz, Jade Palomar Secretariat: John Robles	South Cotabato
	Koronadal City
Team B Leader: Glenn A. Bisnar Co-leader: Cynthia Diaz Members: Norman Valeroso, Arturo Tingson Jr., Maria Isabel Cunanan, Aldwin B. Opre Secretariat: Niko Maniago	Sultan Kudarat
	Tacurong City
Team C Leader: Melinda Rivera Co-leader: Jay-ar S. Lipura Members: Leonardo Mission, Regan Dagadas, Louella Jabido, Levi Carla Villanueva Secretariat: Christine Aguillon	General Santos City
	Sarangani
Team D Leader: Emily Enolpe Co-leader: Shienna Lyn Antenor Members: Agney Taruc, Crisanto Bulado, Dave Prodigio, Charl Lorenz Nadela Secretariat: Jazzyl Cantos	Cotabato
	Kidapawan City



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure 2 to Region Memorandum CLMD-2024-091

TERMS OF REFERENCE FOR RFTAT

Role	Functions/Tasks
Leader	<ul style="list-style-type: none">*Conduct meeting with the co-leader, members, and secretariat to ensure readiness before the activity.*Coordinate with the Division Testing Coordinator (DTC) about the activity itinerary.*Ensure the completion of Activity Accomplishment Report*Ensure that all members have submitted the required reports
Co-leader	<ul style="list-style-type: none">* Do all functions/tasks of the leader in his/her absence*Assist the leader in all his functions.
Members	<ul style="list-style-type: none">*Read the monitoring tool before the conduct of the activity*Accomplish individual monitoring tool per school and per national assessment*Prepare technical assistance plan for the division assigned*Prepare technical assistance report for the division assigned
Secretariat	<ul style="list-style-type: none">*Gather all accomplished monitoring tool*Gather all accomplished technical assistance plan and report, and Activity accomplishment report.*Facilitate the booking of vehicle to and from the SDO
OUTPUTS	<ul style="list-style-type: none">a. Accomplished monitoring toolsb. Technical Assistance Planc. Technical Assistance Reportd. Activity accomplishment report



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

Enclosure 3 to Region Memorandum CLMD-2024-091

NATIONAL LEARNING CAMP ASSESSMENT MONITORING TOOL

School Name:	Division:
School Head:	Contact No.

National Learning Camp Assessment Monitoring Tool			
INDICATORS	YES	NO	Remarks
1. The school has a printed schedule or assessment scheme of the National Learning Camp Assessment for grade 7 and 8 learners in the school and/or for other schools.			
2. There are 20-40 laptops or desktop computers per computer lab.			
3. All Grades 7 and 8 learners for SY 2022-2023 in the school have active individual DepEd Microsoft accounts.			
4. Grades 7 and 8 learners for SY 2022-2023 in their respective SDOs have accessed their Moodle using their Microsoft Accounts.			
5. The testing rooms have an uninterrupted power supply, preferably with a standby power generator.			
6. The testing rooms have at least 50 mbps dedicated internet connection.			
7. The computer laboratories to be used as testing rooms are in a quiet and unpopulated area in the school and with a nearby restroom for student use. These should be conducive for the testing activity (e.g., spacious, well-lighted, and ventilated).			
8. In case the computer laboratory cannot accommodate 40 computers and learners, 2 adjacent rooms were used as testing rooms.			



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

9. One room serves as holding area for the test takers to prepare the learners before entering the testing rooms. One teacher/support staff should be stationed in the room.			
TECHNICAL SPECIFICATIONS OF DESKTOP/LAPTOP COMPUTER UNITS			
10. With keyboard and mouse			
11. With at least two (2) GB RAM, 30 GB hard disk, an Intel processor or its equivalent.			
12. Internet-ready			
13. With a disabled Anti-virus program, and Windows auto-update			
14. With installed and working Safe Exam Browser (SEB)			
15. With Windows 8 or 10 Operating System			
DTCs and DITO			
16. The DTCs presented the list of Testing Centers within their SDO and scheme of test administration.			
17. The Division Information Technology Officer (DITO) has coordinated with DTC in preparing the list of testing centers within the SDO.			
18. The DTC and DITO has monitored the conduct of NLCA in the school.			
Issues, Concerns Encountered in the conduct of National Learning Camp Assessment	Intervention conducted		
Assistance Needed from the Division, Regional, and Central Office			

Monitor:



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Enclosure 4 to Region Memorandum CLMD-2024-091

MONITORING TOOL FOR THE ADMINISTRATION OF NATIONAL EXIT ASSESSMENTS

Monitor: _____ Designation: _____
 School: _____ Region: _____ Division: _____

ELLNA NATG6 NATG10 NATG12

Date/s of Monitoring the Test Administration: _____

A. Testing Personnel

Were the following testing personnel present in your assigned school?

Testing Personnel	Day 1		Day 2		Remark
	Yes ✓	No ✓	Yes ✓	No ✓	
Regional Testing Coordinator (RTC)					
Division Testing Coordinator (DTC)					
Private School Supervisor (PSS)					
Chief Examiner (CE)					
Room Supervisor/s (RS)					
Room Examiner (RE)					
Division Health Personnel (DHP)					

B. Test Administration Schedule

1. What test administration schedule was implemented in your assigned school?

Actual date/s of test administration: _____

Reason/s for deviating from the suggested schemes:

2. Were morning and afternoon testing sessions conducted in your assigned school?

Please check [✓].

YES NO

If YES, was the test administered to the same set of students?

YES NO

C. Grade 12 Examinees

Number of Examinees	Day 1			Day 2		
	Male	Female	Total	Male	Female	Total
Expected						



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal

Telefax No.: (083) 2288825/ (083) 2281893

Website: depedroxii.org

Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Actual						
Total						

	Number of Testing Rooms	Remark
Day 1	AM =	
	PM* =	
Day 2	AM =	
	PM* =	

**Leave it blank if not applicable.*

D. Answer Sheets (AS)

No. of used AS	
No. of unused AS	
Total	

E. Test Booklets (TBs)

No. of TBs allocated to the school	TB1 =
	TB2 =
No. of TBs borrowed from another school or other schools	TB1 =
	TB2 =
Total	TB1 =
	TB2 =

F. Test Administration Scheme

If the TBs were insufficient, which test administration scheme was applied by the school?

	Check [✓]	Remark
Swapping of TBs	<input type="checkbox"/>	
Batching of students	<input type="checkbox"/>	

G. Other Test-related Materials

Material	No. of Original Copies	No. of Copies that were Photocopied/ Provided to Augment the Insufficiency	Total
CETRE			
ETRE			
School Header			
Form 1			
Form 2			
Form 3			
Form 4			



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

Form 7			
--------	--	--	--

Note: Forms 5 and 6 are for the DTC.

H. Condition of the Test Materials

Condition	Quantity of TBs	Serial Number/s	Affected Room Number/s
Missing page/s			
Blurred serial number			
Others (specify)			

I. Senior High School (SHS) Core Learning Areas (For Senior High School Only)

Were all SHS core learning areas (covered in the NATG12) taught by the school during the first semester? Please check . YES NO

If NO, what subject areas were not taught during the first semester?

J. Student Preparation

1. Did the school use the primer in preparing the students for the test? Please check . YES NO

If YES, how was it used by the school in preparing the students for the test?

2. Did the school use the answer sheet in preparing the students for the test? Please check . YES NO

If YES, how was it used by the school in preparing the students for the test?

K. TESTING CENTER

1. *School.* Did the students use their school as the testing center? Please check . YES NO

If NO, what school was used as the alternate testing center?



Address: Regional Center, Brgy. Carpenter Hill, City of Koronadal
Telefax No.: (083) 2288825/ (083) 2281893
Website: depedroxii.org
Email: region12@deped.gov.ph



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

2. *Other Classes.* Were classes of other grade levels held on testing day/s? Please check [✓]. [] YES [] NO
 If YES, what are these grade levels?

3. *Testing Environment.* Did the school provide a conducive testing environment for the students?

[] YES [] NO
 If NO, please explain why.

L. Pre-Test

Question	Yes	No	Remark
1. Was there a distribution area/room where the REs was met by the CE for the distribution of test materials?			
2. Were the test materials intact in boxes before the conduct of the test?			
3. Were the REs required by the CE to count their test materials before proceeding to their testing rooms?			
4. Did the REs sign Form 3 inside the distribution room?			
5. Was the list of examinees posted in each testing room at least a day before the exam?			

M. Test Proper

Question	Yes	No	Remark
1. Did the REs closely supervise the examinees in all test-related activities?			
2. Were the examinees not allowed to use calculators during the test?			
3. Were the examinees not allowed to use reference materials during the test?			
4. Were the examinees not allowed to use electronic devices during the test?			



Republic of the Philippines
Department of Education
 SOCCSKSARGEN REGION

5. Did the REs require the examinees to detach the stub in their AS? <i>Note: applicable only to those using the scannable 2023 AS</i>			
6. Did the REs follow the time allotment in the handbook?			
7. Were the unused TBs kept by the REs inside the plastic bags while the test was in progress?			
8. Were the used and unused TBs arranged consecutively by the RE before submitting them to the CE?			

N. Post-Test

Question	Yes	No	Remark
1. Were the ETREs sealed and signed by the RE inside the testing room?			
2. Were all unused ASs submitted to the CE?			
3. Were all TBs retrieved?			
4. Did the CE account the TBs before placing them in their original plastic bags and boxes?			
5. Were the contents of each ETRE complete? (used AS and Forms 1, 2, and 7)			
6. Were the contents of the CETRE complete? (School Header, unused ASs, and Forms 3 & 4) <i>Note: The CE may add envelope/s for unused AS.</i>			

Retrieval/Accounting of Test Materials

	Quantity
Chief Examiner's Transmittal Report Envelope (CETRE)	
Room Examiner's Transmittal Report Envelope (ETRE)	
Total Number of Envelopes	

	ETRE or Room No.	Quantity
2023 Scannable AS		



Republic of the Philippines
Department of Education
SOCCSKSARGEN REGION

2023 photocopied AS		
2019 scannable AS (additional from BEA)		
Total		

O. Narrative Report on Incidences of Test Irregularities (if applicable). This applies to the pre- test, test proper, and post-test activities. Refer to DepEd Order 55, s. 2016 (Breach of Security in National Examinations and Corresponding Sanctions).

How did you address these instances of test irregularities?

Q. Additional Remarks or Recommendations about the NATG12 Implementation

Monitor:
