



Republic of the Philippines
Department of Education
REGION IV-A CALABARZON
SCHOOLS DIVISION OF BATANGAS

3 Mar 2026

DIVISION MEMORANDUM

No. 127, s. 2026

**ORIENTATION ON THE ADMINISTRATION OF THE COMPUTER -BASED
NATIONAL ACHIEVEMENT TEST FOR GRADE 12 FOR SCHOOL YEAR
2025-2026**

To: Assistant Schools Division Superintendents
Chief Education Supervisors
Education Program Supervisors
Public Schools District Supervisors
Public and Private Secondary School Heads
All Others Concerned

1. In line with Department of Education (DepEd) directives on national assessments, the NAT G12 for School Year 2025-2026 will be administered through a computer- based modality to enhance assessment efficiency and aligned with the revised Senior High School (SHS) curriculum. A face-to-face orientation is being conducted to ensure hands-on training, clear communication protocols and standardized implementation across all participating schools.

2. The orientation aims to:

- a. provide hands-on demonstration of the computer-based test (CBT) platform, technical set up and troubleshooting protocols.
- b. define clear roles and responsibilities for test coordinators, proctors and technical support staff.
- c. reinforce guidelines on test security, data privacy and compliance with DepEd standards.
- d. update participants on curriculum -aligned test coverage and administration timelines.

3. The participants to this meeting are the SHS school heads, school ICT coordinators, Division Testing Coordinator (DTC), and Division Information Technology Officer (DITO) and support staff.

4. The orientation is scheduled on March 5, 2026 (Thursday) from 9:00 AM to 12:00 NN. It will be held at the Division Conference Hall, DepEd Division Office, Provincial Sports Complex, Bolbok Batangas City



Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
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5. This memorandum shall serve as Travel Authority of the concerned personnel.
6. For clarifications, you may communicate the Curriculum Implementation Division Office (CID) office at 09778445405 c/o Miguel B. Ularte, PhD/EPSSVR I-English & Division Testing Coordinator (DTC), Ms. Jessa M. Guerra EPS II -M&E Asst. Division Testing Coordinator through email at cid@gmail.com or at the telephone number (043) 722-1840 local 213.
7. Expenses incurred during the conduct and attendance to this activity shall be charged to PSF / BEA funds subject to usual accounting and auditing rules and regulations.
8. Immediate and wide dissemination of this Memorandum is earnestly desired.


MARITES A. IBANEZ, CESO V
Schools Division Superintendent *dmr*

Encl.: As Stated
Reference: None

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

Issuance Division Memorandum

MBU/ ORIENTATION ON THE ADMINISTRATION OF THE COMPUTER -BASED NATIONAL ACHIEVEMENT TEST FOR GRADE 12 FOR SCHOOL YEAR 2025-2026/R2-149949/3/3/2026



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**List of Participating Schools
(SAMPLED SCHOOLS)**

No.	Name of School
1.	Buhaynasapa Integrated National High School
2.	Pansol Integrated National High School
3.	Lemery Senior High School
4.	Maximo T. Hernandez Memorial Integrated High School
5.	Pantalan Senior High School
6.	Cuenca Senior High School
7.	Mataasnakahoy Senior High School
8.	Placido T. Amo Senior High School
9.	Calaca Senior High School
10.	Talisay Senior High School
11.	Saint Joseph Academy
12.	Batangas Eastern Colleges
13.	Sto. Niño Formation and Science School-Night Class
14.	SWISS Montessori School, Inc.

**List of Participating Schools
(ALTERNATE SCHOOLS)**

No.	Name of School
1.	Bauan Technical Integrated High School
2.	Palahanan Integrated National High School
3.	Taysan San Jose Integrated National High School
4.	Calubcub I Senior High School
5.	Banoyo Integrated National High School
6.	Dr. Bonifacio A. Masilungan Integrated National High School
7.	Taal Senior High School
8.	Lian Senior High School
9.	Tuy Senior High School
10.	Balayan Senior High School
11.	Calatagan Senior High School
12.	Lobo Senior High School
13.	Malvar Senior High School
14.	Taysan Senior High School

2025_CB-NATG12 Form 6: Monitoring Form

Section 3 - Division-Wide Test Monitor's Ratings

Directions: Rate the testing center on a scale of 1 to 5 based on the rubrics below.

CRITERIA	RATING (1-5)	REMARKS / JUSTIFICATION
A. Technical Readiness		<i>(e.g., "Internet was slow, 2 units crashed")</i> _____ _____
B. Admin Compliance		<i>(e.g., "Proctors were attentive, phones secured")</i> _____ _____
C. OVERALL RATING		<i>(Average of A and B)</i> _____ _____

Criterion A: Technical Readiness & Stability

Focus: Hardware, Internet, Power, System Diagnostics, Data Submission

- 5 (Excellent): 100% smooth. No interruptions. Diagnostics passed. Fast submission.
- 4 (Very Satisfactory): Minor glitches (1-2 units) resolved instantly. No delay.
- 3 (Satisfactory): Intermittent lag or crashes, but all examinees completed and submitted the test.
- 2 (Poor): Significant delays. Power/Internet failure required shifting to offline mode or caused major stress.
- 1 (Critical Failure): Test cancellation, inability to submit data, or insufficient units for examinees.

Criterion B: Administrative Compliance & Security

Focus: Proctor behavior, Mobile phone confiscation, Testing environment, Schedule

- 5 (Excellent): Strict adherence to DO 55 s. 2016. Phones confiscated. Proctors are active. Quiet room.
- 4 (Very Satisfactory): General compliance. Minor lapses (e.g., Signage placement, seating arrangement) that didn't affect integrity.
- 3 (Satisfactory): Compliance evident but passive. Proctors chatting or not patrolling actively. Noise distractions.
- 2 (Poor): Security lapses (e.g., Examinees holding phones). Proctors are unfamiliar with guidelines.
- 1 (Critical Failure): Cheating incidents, leakage of test items, or unauthorized personnel inside the room.

2025_CB-NATG12 Form 6: Monitoring Form

FORM 6: MONITORING FORM (PDF TEMPLATE)

CB-NATG12 Monitoring Form

- **Introduction:** This form is the official tool used by the Division Testing Coordinator (DTC) to report on the quality of test administration across all monitored testing centers within the Division.
- **Objective:** To present an overall assessment of the Division's compliance with standardized computer-based testing protocols and national security measures.
- **Purpose:** To provide the Regional Testing Coordinator (RTC) with the primary consolidated evidence needed to verify the integrity and technical success of the assessment across the region.

Respondent: Division Testing Coordinator (DTC)

Frequency: One submission per Division (Summary of the entire Division)

Section 1 – Division Information

- Region: _____
- Division: _____
- Complete Name of Test Monitor: _____
- Date of Visit/s: _____

Section 2 - Aggregate Compliance Checklist

Directions: Based on all schools visited, indicate the general level of compliance.

- **Technical Readiness:**
 - All testing centers monitored successfully ran system diagnostics.
 - Most testing centers had fully functional peripherals (mice/keyboards).
 - Contingency plans (backup power/offline mode) were evident.
- **Physical Environment:**
 - Most testing centers had adequate ventilation and lighting.
 - Privacy partitions or sufficient spacing were consistently implemented.
- **Security & Process:**
 - Standard gadget collection protocols were followed in all testing centers.
 - Proctors were observed to be active and attentive division-wide.
- **Observations/Irregularities/Remarks:** _____

2025_CB-NATG12 Form 6: Monitoring Form

Section 4 - Challenges and Solutions

Directions: Briefly describe the most significant challenges encountered during your test monitoring and how they were addressed at the division level.

- **Major Challenges Observed:** _____
- **Solutions/Interventions Provided:** _____

Section 5 - Recommendations

Directions: Provide high-level suggestions for future computer-based national assessments. These should focus on systemic improvements for the Division or Central Office.

Section 6: Certification

- **Attestation:** I certify that the attendance numbers above are accurate and ready for consolidation.
- **Signature Over Printed Name:** _____
- **Date:** _____