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

30 Oct 2026

DIVISION MEMORANDUM
No. 537, s. 2026

DIVISION ORIENTATION-WORKSHOP ON THE ADMINISTRATION OF NATIONAL ASSESSMENTS

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

1. Pursuant to DepEd Order No. 55, s. 2016, titled *"Policy Guidelines on the National Assessment of Student Learning for the K to 12 Basic Education Program"* the Schools Division Office of Batangas, through the School Governance and Operations Division (SGOD), shall conduct a **Division Orientation-Workshop on the Administration of National Assessments** on **November 18–20, 2026**, at a venue to be announced in a separate issuance.

2. The following national assessment programs shall be discussed during the orientation-workshop:
   a. Early Language, Literacy, and Numeracy Assessment (ELLNA)
   b. National Achievement Test for Grade 6 (NATG6)
   c. National Achievement Test for Grade 10 (NATG10)
   d. Regular Philippine Educational Placement Test (PEPT)
   e. Computer-Based Assessments

3. The orientation-workshop shall cover test administration guidelines and procedures, case analysis and evaluation, test material security, delivery and retrieval schemes, allocation of test materials, computer-based assessment procedures, and hands-on activities related to test administration.

4. The participants in this activity are the District Testing Coordinators (*Elementary and Secondary*), District ICT Coordinators (*Elementary and Secondary*), and selected Public Schools District Supervisors (PSDSs). The list of participants and members of the Technical Working Group (TWG) is provided in the attached document.

5. All participants are encouraged to bring their own laptops and extension cords for use during the training, as necessary.

6. This Memorandum shall serve as the Travel Order for the participants.

Address: Provincial Sports Complex, Bolbok, 4200 Batangas City
☎(043)722-1840 / 722-1796 / 722-1437 / 722-2675 / 722-1662
✉deped.batangas@deped.gov.ph
www.depedbatangas.com

7. The identified Technical Working Group (TWG) shall be required to report to the activity venue on Day 0 *or* the day prior to the start of the activity to undertake necessary preparatory activities and handle logistical requirements to ensure the smooth conduct of the workshop.

8. Expenses relative to the conduct of this activity shall be charged against the Maintenance and Other Operating Expenses (MOOE) of the concerned schools or the Schools Division Office, and other available local funds, subject to the usual accounting and auditing rules and regulations.

9. For further information, please contact the School Governance and Operations Division (SGOD), through Jessa S. Guerra, EPS II–SMME and Division Testing Coordinator (DTC), at jessa.guerra@deped.gov.ph or (043) 722-1840, local 213.

10. Immediate and wide dissemination of this Memorandum is desired.

MARITES A. IBAÑEZ, CESO V
Schools Division Superintendent

Encl.: As Stated
Reference: DepEd Order No. 55, s. 2016
To be indicated in the Perpetual Index
under the following subjects:

Issuance Division Memorandum

JSG/ Division Orientation-Workshop on the Administration of National **Assessments/R2-157248/10-30-26**

Attachment A

LIST OF PARTICIPANTS

Division Orientation-Workshop on the Administration of National Assessments

Inclusive Date & Time: **November 18-20, 2026 | 8:30am – 5:00pm**

NO.	NAME	SEX	OFFICE/ DIVISION/ SECTION	POSITION	School
1.	Lennie N. Cabasis	F	Balayan East	Principal III	Don Leon Memorial Elementary School
2.	Dr. Wilson T. Ojales	M	Balayan East	Principal IV	Balayan National High School
3.	Ma. Verla Africa Alvaran	F	Balayan East	Principal II	Lucban National High School
4.	Mariano Basco	M	Balayan East	Principal I	Sucol Elementary School
5.	Rosalinda V.Sanchez EdD,PhD	F	Balayan West	Principal IV	Balayan West CS
6.	Analyn M. Baylosis	F	Balayan West	Head Teacher II	San Piro NHS
7.	Jeffrey V. Balboa	M	Balayan West	Principal I	Navotas ES
8.	Bhenelyn Irish A. Bautista	F	Balayan West	T3/TIC	Canda Integrated School
9.	Mario A. Caunceran	M	Calatagan	Principal II	Tanagan Elementary School
10.	Vanessa A. Bautista	F	Calatagan	Principal IV	Lucsuhin National High School
11.	Reynalyn S. Mendoza	F	Calatagan	Principal III	Pedro Palacio Memorial Elementary School

12.	Blademer O. Manalo EdD.	M	Calatagan	Assistant School Principal II	Calatagan Senior High School
13.	Marilyn M. Mulingtapang	F	Lemery	School Principal I	Arumahan Elementary School
14.	Dino V. Busilig	M	Lemery	School Principal I	Dionisio P. Vito National High School
15.	Janett D. Mendoza	F	Lemery	School Principal II	Dita Elementary School
16.	Angelo B. Manalo	M	Lemery	Principal III	Ananias C. Hernandez Memorial National High School
17.	Gelyn L. Jonson EdD	F	Lian	Principal III	Lian Central School
18.	JEROME A. CUDIAMAT	M	Lian	Assistant School Principal II	Lian Senior High School
19.	Ronel A. Gomez	M	Lian	Assistant School Principal II	Matabungkay Elementary School
20.	Jorge C. Bautista PhD	M	Lian	Principal III	Matabungkay National High School
21.	Ma. Rita Luz M. De Padua	F	Nasugbu East	Principal III	Bilaran Elementary School
22.	Gloria D. Garcia	F	Nasugbu East	Principal IV	Tala National High School
23.	Pedro C. Nepomuceno Jr.	M	Nasugbu East	OIC/Assistant School Principal II	Tala Senior High School
24.	Lileizel F. Javier	F	Nasugbu East	Principal I	Looc Elementary School
25.	Myra T. Bruno	F	Nasugbu West	Head Teacher	Bucana Elementary School
26.	Lourdes A. Tenorio	F	Nasugbu West	Principal I	Balaytigue National High School

27.	Rachel I. Bacit	F	Nasugbu West	Officer In Charge	Nasugbu National High School
28.	Rufina B. Samonte	F	Nasugbu West	Principal IV	Nasugbu West Central School
29.	Gregorio D. De sagun Jr.	M	Taal	Principal III	Buli Elementary School
30.	Ritchell G. Serrano	F	Taal	Principal II	Taal Senior High School
31.	Ruthmabelle E. Reyes	F	Taal	Principal III	Governor Vicente Noble Memorial Elementary School
32.	Eunice C, Hernandez	F	Taal	Head Teacher II	Taal National High School
33.	Edelene A. Camilon	F	Tuy	Principal II	Luntal Elementary School
34.	MARICEL D. MERCADO	F	Tuy	Principal III	Jose Lopez Manzano National High School
35.	Wilfredo V. Andrin	M	Tuy	Principal I	Maria Paz Fronda National High School
36.	Arlene M. Marasigan	F	Tuy	Principal I	Eulogio G. Cerrado Elementary School
37.	Dioniso D. Cruzat	M	Bauan East	Principal IV	Bauan East Central School
38.	Alex P. Brual	M	Bauan East	Officer in Charge	San Teodoro Elementary School
39.	Daisy M. Agbay	F	Bauan West	MT2/OIC-School Head	San Diego Elementary School
40.	Dulce Amor M. Abante	F	Bauan West	Principal IV	Bauan Technical Integrated High School
41.	Myla H. Gonzalvo	F	Bauan West	Head Teacher III	Cupang Elementary School
42.	Jovita M. Landicho	F	Bauan West	Principal IV	Bauan National & Vocational

					Integrated High School
43.	Lina M. Magoling	F	Lobo	Principal III	Lobo Central School
44.	Rowena R. Masilang	F	Lobo	Principal IV	Masaguitsit Banalo National High School
45.	Irelyn R. Duenas	F	Lobo	Principal I	Jaybanga Integrated National High School
46.	Roselyn A. Ortega	F	Lobo	Principal I	Calumpit Elementary School
47.	Ofelia M. Del Mundo	F	Mabini	Principal III	Mabini Central School
48.	Gilma C. Porley	F	Mabini	Principal IV	Mainaga-San Francisco Integrated School
49.	Yson O. Abarintos	M	Mabini	Principal I	Solo Elementary School
50.	Apolinario B. Mañibo	M	Mabini	Head Teacher III	Apolinario Mabini National High School
51.	Romana M. Hernandez	F	San Luis	Principal III	San Luis Central School
52.	Marites C. Bonifacio	F	San Luis	Principal III	Sta. Monica National High School
53.	Jasmin A. Caibigan	F	San Luis	Principal I	Banoyo Elementary School
54.	Edelyn B. Salazar	F	San Luis	Asst. School Principal II	San Luis Senior High School
55.	Niña D. Dimaculangan	F	San Pascual	Principal IV	San Pascual Central School
56.	Jean P. Magsaysay	F	San Pascual	Principal III	Alalum National High School
57.	Donata M. De Guzman	F	San Pascual	Principal II	Laurel Elementary School
58.	Loverealjoy A. Lopez	F	San Pascual	Principal I	Bayanan National High School

59.	Jean B. Evangelista	F	Tingloy	Principal II	Bayanan Elementary School
60.	Ramona N. Garcia	F	Tingloy	Principal II	Papaya National High School
61.	Claire F. Anthony	F	Tingloy	Principal II	San Juan Elementary School
62.	Rechiel G. Guerra	F	Tingloy	Principal I	Tingloy National High School
63.	Marcelina M. Hernandez	F	Agoncillo	Principal III	Coral na Munti Elementary School
64.	Ellen P. Toldanes	F	Agoncillo	Principal II	Agoncillo Senior High School
65.	Edmund M. Evangelista	M	Agoncillo	Principal I	Banyaga National High School
66.	Ludivina G. Sarmiento	F	Agoncillo	Principal I	Balangon Elementary School
67.	Loreta M. Asugui	F	Alitagtag	Principal I	Pinagkurusan Elementary School
68.	Dennis N. Mendoza	M	Alitagtag	Principal I	Alitagtag National High School
69.	Lanie L. Baraoid	F	Alitagtag	Head Teacher II	Ping-as Coral Elementary School
70.	Rundolph R. Abanto	M	Alitagtag	Principal III	Alitagtag Central School
71.	Evangeline L. Ocampo	F	Balete	Principal II	Balete Central School
72.	Catherine V. Gonzales	F	Balete	Principal III	Balete National High School
73.	Michael L. Valencia	M	Balete	Principal I(ICT)	Palsara Elementary School
74.	Maricar C. Macahia	F	Balete	Asst. School Principal II	Primitivo Kalaw Senior High School
75.	Nilda E. Chavez	F	Cuenca	Principal II	Col.Pedro Pasia Memorial School

76.	Annabelle E. De Roxas	F	Cuenca	Principal IV	Fermin La Rosa NHS
77.	Evelyn B. Ojales	F	Cuenca	Principal I	Ramon Paterno Memorial Elementary School
78.	Orven F.Mendoza	M	Cuenca	Principal I(ICT)	Cuenca NHS
79.	Monette L. Genil	F	Laurel	Principal III	Laurel Central School
80.	Edna H. Atamosa	F	Laurel	Guidance Counselor III	Wenceslao Trinidad Memorial NHS
81.	Lea U. Magayanes	F	Laurel	Principal I	Buso-Buso Elementary School
82.	Mylene H. Endaya	F	Laurel	Teacher VI	Wenceslao Trinidad Memorial NHS
83.	Marisa M. Garcia	F	Malvar	Principal I	Miguel Aranda Memorial Elementary School
84.	Lady Diana C. De Ocampo	F	Malvar	Principal I	San Isidro National High School (Malvar)
85.	Boyet G. Cabutihan	M	Malvar	Principal I	Santiago Malvar Senior High School
86.	Gilberto L. Perez	M	Malvar	Principal III	Malvar Central School
87.	ELENITA D. DIMAYUGA	F	Mataasnakahoy	PRINCIPAL IV	P.SENTRAL NG MATAASNAKAHOY
88.	MARIVIC M. DIMACULANGAN	F	Mataasnakahoy	Principal IV	MATAASNAKAHOY NHS
89.	LARRY C. OBTIAL	F	Mataasnakahoy	PRINCIPAL I	P. ELEM NG LUMANGLIPA
90.	GLEN P. LUBIS	M	Mataasnakahoy	Head Teacher I	Bayorbor National High School
91.	Susana E. Casalme	F	San Nicolas	Principal III	San Nicolas Central School
92.	John D. Agdan	M	San Nicolas	Principal III	Maabud Integrated National High School

93.	Charlyn Grace P. Casabuena	F	San Nicolas	Principal I	Maabud Elementary School
94.	Kristine Annie D. De Villa	F	San Nicolas	Principal I	San Nicolas Integrated High School
95.	MARICRIS C. ROSALES	F	Sta. Teresita	Principal II	MOHON ELEMENTARY SCHOOL
96.	MELANI L. HIGUIT	F	Sta. Teresita	Principal IV	STA. TERESITA NATIONAL HS
97.	MARICRIS C. ROSALES	F	Sta. Teresita	PRINCIPAL II	MOHON ELEMENTARY SCHOOL
98.	ARNEL ALCANTARA	M	Sta. Teresita	PRINCIPAL I	TAMBO IS
99.	Mary Grace L. Mendoza	F	Talisay	Principal IV	Venancio Trinidad Sr. Memorial School
100.	Melanie D. Magboo	F	Talisay	Principal I	Doña Maria Laurel Platon School of Agriculture
101.	Ivy C. Padilla	F	Talisay	Principal II	Caloocan Elementary School
102.	JAENA N. DELA CERNA	F	Talisay	OIC-ASP II	Talisay Senior High School
103.	Larry M. Roallos	M	Ibaan	Principal III	Malainin Elementary School
104.	Jocelyn M. Manset	F	Ibaan	Principal IV	Dr. Juan A. Pastor Integrated National High School
105.	Alberto M. De Chavez	M	Ibaan	Principal IV	Talaibon Elementary School
106.	Elsa A. Maranan	F	Ibaan	Principal I	Mabalor-Catandala Integrated School
107.	Joey B. Andal	M	Padre Garcia	Principal II	Pansol Elementary School

108.	Cedric L. Harina	M	Padre Garcia	Head Teacher III	Pansol Integrated NHS
109.	Russell L. Perez	M	Padre Garcia	Principal III	Anacleto Villanueva Elementary School
110.	Cristeta C. De Villa	F	Padre Garcia	Head Teacher I	Padre Garcia Integrated NHS
111.	Marilyn C. Marasigan	F	Rosario East	Principal IV	Rosario East Central School
112.	Janice R. Mendoza	F	Rosario East	Principal I	Rosario Technical High School
113.	Odeza M. Babasa	F	Rosario East	HT1/OIC - Assistant School Principal	Baybayin Integrated NHS
114.	Janice B. Dimatulac	F	Rosario East	Principal I	Palakpak Elementary School
115.	Roselie B. Javier	F	Rosario West	Principal I	Mabunga Elementary School
116.	Rosette L. Tapalla	F	Rosario West	Assistant School Principal II	Calantas Senior High School
117.	Benedicto S. Calingasan	M	Rosario West	School Principal I	Tubahan Elementary School
118.	Cirila B. Ramintas	F	Rosario West	School Principal I	Calantas National High School
119.	Irene B. Nakpil	F	San Jose	Principal IV	Padre Imo Luna Mememorial Elementary School
120.	Thelma A. Pascua	F	San Jose	Principal IV	Taysan San Jose Integrated National High School
121.	Annaliza A. Garing	F	San Jose	Principal I	Balagtasin Elementary School
122.	Melita P. Opina	F	San Jose	Principal I	Dr. Bonifacio A. Masilungan

					Integrated National High School
123.	Gemma C. Dimaculangan	F	San Juan East	Principal II	San Juan East Central School
124.	Marychris S. Eugenio	F	San Juan East	Principal I	Nagsaulay Integrated National High School
125.	Juliet J. Silang	F	San Juan East	Assistant School Principal II	Lumangbayan Integrated National High School
126.	Leilani D. Maulion	F	San Juan East	Principal III	Paaralang Elementarya ng Tipas
127.	Chiela A. Bagnes	F	San Juan West	Principal I	Libato Elementary School
128.	Marissa A. Quinia	F	San Juan West	Assistant School Principal II	Pulangbato National High School
129.	Herbert A. Salva Cruz	M	San Juan West	Principal I	Paaralang Elementarya ng Palahanan
130.	Marites G. Caponpon	F	San Juan West	Assistant School Principal II	Angeles Luistro Integrated Senior High School
131.	Belinda D. Arellano	F	Taysan	Principal III	Taysan Central School
132.	Doris M. Robledo	F	Taysan	Principal II	Dagatan Integrated National High School
133.	Limuel F. Galicia	M	Taysan	Principal I	Tilambo Elementary School
134.	Rex G. Ramos	M	Taysan	Principal I	Mahanadiong National High School
135.	Riza C. Gusano	F	Balayan East	PSDS	
136.	Vicky P. De Torres	F	Lian	PSDS	
137.	Conie C. Hernandez	F	Taal	PSDS	

138.	Nenita A. Adame	F	Lemery	PSDS	
139.	Julita E. Ilagan	F	Lobo	PSDS	
140.	Antonio M. Ilagan	M	Tingloy	PSDS	
141.	Emiteria B. Villamor	F	Bauan East	PSDS	
142.	Aniano I. Hernandez	M	San Luis	PSDS	
143.	Maria Melissa M. Ariola	F	Agoncillo	PSDS	
144.	Rodrigo Castillo	M	San Nicolas	PSDS	
145.	Ginalyn U. Macaraig	F	Talisay	PSDS	
146.	Baby Janet U. Dimailig	F	Balete	PSDS	
147.	Constancia A. Perez	F	Ibaan	PSDS	
148.	Lucky May L. Pasia	F	Padre Garcia	PSDS	
149.	Bernarda M. Reyes	F	Rosario East	PSDS	
150.	Ellienor D. Peña	F	San Juan East	PSDS	
151.	David M. Nuay	M	CID	Chief ES	
152.	Mario B. Maramot	F	SGOD	Chief ES	
153.	Marian L. Arias	F	SGOD	EPS- Private Focal Testing	
154.	Emerson B. Dalangin	M	CID	Science Coordinator	
155.	Ma. Leticia Jose C. Basilan	F	CID	EPS I	
156.	Elizabeth R. Tolentino	F	CID	EPS I	
157.	Jessa S. Guerra	F	SMME	DTC/EPS II	
158.	Ernanie Catapat	M	OSDS	DITO	

Attachment B

DIVISION ORIENTATION-WORKSHOP ON THE ADMINISTRATION OF NATIONAL ASSESSMENTS

Inclusive Date & Time: **November 18-20, 2026 | 8:30am – 5:00pm**
Training Venue:

TRAINING MANAGEMENT STRUCTURE

Executive Committee

Overall Chairperson	**MARITES A. IBANEZ, CESO V** Schools Division Superintendent
Co-Chairpersons	**RONALDO V. RAMILO, CESO VI** Asst. Schools Division Superintendent **RHINA O. ILAGAN** Asst. Schools Division Superintendent
Members	**DAVID M. NUAY, PhD** Chief Education Supervisor, CID **MARIO B. MARAMOT, PhD** Chief Education Supervisor, SGOD **LOU C. PANALIGAN** Administrative Officer V, OSDS

Task/ Committee	Terms of Reference	In-Charge
Program Proponent	➢ Spearheads in the planning of the program and dissemination of Memorandum ➢ Secures approval of proposal ➢ Leads in the conduct of activity	Jessa S. Guerra
Secretariat	➢ Facilitates the generation of certificates after the End of Program Evaluation	Josephine Caraig
Documenter/ Logistic	➢ Documents the entire implementation of the activity ➢ Prepares the photo and narrative documentation of the activity and furnish the Program proponent with a copy	James Angelo T. Año

Technical Assistant	➢ Ensures availability and serviceability of the internet including powerpoint presentation, audio and peripherals ➢ Coordinates with the presenters on the slide decks of the topic/s to be presented and discussed ➢ Trouble shoots technical problems	John Lhester Gabo
Program Facilitator/Moderator	➢ Facilitates the flow of the activity ➢ Entertains questions of the participants ➢ Establishes a friendly atmosphere in the session ➢ Concludes the activity	Erron De Torres
QAME Associate	➢ Quality assures the conduct of the activity ➢ Provides QAME report and furnish the program proponent a copy ➢ Prepares the activity completion report	Aries T. Awatin
Nurse	➢ Checks health issues & concerns of the participants from time to time ➢ Applies first aid when necessary ➢ Prepares medical reports	Nurses on duty

Attachment C

DIVISION ORIENTATION-WORKSHOP ON THE ADMINISTRATION OF NATIONAL ASSESSMENTS

Inclusive Date & Time: **November 18-20, 2026 | 8:30am – 5:00pm**

ACTIVITY IMPLEMENTATION PLAN

DAY 1

TIME	**ACTIVITY**	**IN-CHARGE**
8:30 - 9:00 AM	**Opening Program** - National Anthem (AVP) - Prayer - CALABARZON March - Quality Policy Statement	Audio Visual Presentation
9:00 - 9:05 AM	**Welcome Remarks and Statement of Purpose**	Rhina O. Ilagan ASDS
9:05 - 9:20 AM	**Acknowledgement of the Participants**	Mario B. Maramot, PhD SGOD Chief
9:20 - 9:30 AM	**Presentation of Indicative Activities**	Jessa S. Guerra DTC/ EPS-II
9:30 - 10:00 AM	**Inspirational Message**	Marites A. Ibanez, CESO V SDS
10:00 - 10:30 AM	**Break**	
10:30 - 11:00 AM	**Session 1:** *Roles and Responsibilities of Testing Personnel*	Jessa S. Guerra *Division Testing Coordinator/ EPS II*
11:00- 11:30 AM	**Session 2:** *General Test Administration Guidelines and Delivery and Retrieval Guidelines*	Jessa S. Guerra *Division Testing Coordinator/ EPS II*

11:30- 12:00 NN	**Session 3:** *Issues and Concerns for Learners with Disabilities (LWDs)*	Jessa S. Guerra *Division Testing Coordinator/ EPS II*
12:00 - 1:00 PM	**Lunch Break**	
1:00 - 1:30 PM	**Session 4:** Overview of the PEPT	Resource Speaker 2
1:30 - 2:30 PM	**Session 5:** *Registration of PEPT takers, and Evaluation of Documents for PEPT* **Case Analysis for PEPT**	Resource Speaker 2
2:30 – 3:30 PM	**Workshop 1:** Case Analysis for PEPT documents and registrants	Resource Speaker 2
3:30- 4:30 PM	**Presentation of Output**	
4:30 - 4:45 PM	**Questions and Answers (Q&A) on Sessions 1-5**	
4:45 -5:00 PM	**End of the Day Evaluation** **Announcement on the Day 2 Activities**	

DAY 2

TIME	ACTIVITY	IN-CHARGE
8:00 - 8:30 AM	**Preliminaries**	TWG
8:30 - 9:00 AM	**Session 6:** *Item Placement in PEPT Dashboard* ***(Testing Coordinators)*** **Session 6:** *Computer-Based Assessments* ***(ICT Coordinators)***	Resource Speaker 3
9:00- 9:30 AM	**Workshop 2:** *Accomplishing PEPT Item Placement*	Resource Speaker 3
9:30 - 10:45 AM	**Break**	
10:45 - 12:00 NN	**Continuation of Workshop 2**	

12:00 - 1:00 PM	**Lunch Break**	
1:00 - 3:00 PM	**Presentation of Workshop 2 Output**	
3:00 - 4:00 PM	**Wrap-up/Synthesis/Agreements**	
4:00 - 4:30 PM	**Announcements/Evaluation**	

DAY 3

TIME	**ACTIVITY**	**IN-CHARGE**
8:00 - 8:30 AM	**Preliminaries**	TWG
8:30 - 9:30 AM	**Session 7:** *Overview of the Key Stage Assessment Programs (ELLNA, NATG6 and NATG10)*	Resource Speaker 3
9:30- 10:30 AM	**Session 8:** *Test Administration Guidelines for Key Stage Assessment Program*	
10:30 - 10:45 AM	**Break**	
10:45 - 12:00 NN	***Session 9****: Test Administration Guidelines for Key Stage Assessment Program*	Resource Speaker 1
12:00 - 1:00 PM	**Lunch Break**	
1:00 - 3:00 PM	*Testimony from select District Testing Coordinators on Experiences, Challenges, and Best Practices in Test Administrations*	
3:00 - 4:00 PM	**Closing Program	