



Republic of the Philippines
DEPARTMENT OF EDUCATION
Region XI



DIVISION OF DIGOS CITY
OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT
Roxas Corner Lopez-Jaena Streets, Digos City, 8002, Philippines
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DIVISION MEMORANDUM

No. 404, s. 2017

TO : Chief Curriculum Implementation Division(CID)
Chief School Governance and Operations Division (SGOD)
Public Schools District Supervisors
Public and Private Secondary School Principals

FROM : **FELICIANO A. TAMONDONG, JR., EDD, CESO VI**
Assistant Schools Division Superintendent
Officer-In-Charge

For and in the absence of the SDS:


BEVERLY S. DAUGDAUG, EDD
Chief-Curriculum Implementation Division
Office-In-Charge

SUBJECT : **Orientation of Chief Examiners and Other Testing Officials on the Conduct of the National Achievement Test (NAT) for Grades 6 and 10**

DATE : June 23, 2017

1. Relative to the conduct of the 2016-2017 National Achievement Test for Grade 6 and Grade 10 (NAT G6 and NAT G10) to be administered to all Grade 7 and Grade 11 students in both public and private secondary schools, the Division Office, through the Curriculum Implementation Division (CID), shall conduct an Orientation to all **Chief Examiners (School Heads) or School Testing Coordinators** and other testing officials on **June 30, 2017** at the **BIO LAB** of **Digos City National High School** at **1:00 o'clock** in the afternoon.
2. The participants to this Orientation are the following:
 - a) **Schools Division Superintendent**
 - b) **Division Testing Coordinator**
 - c) **All public and private Secondary School Heads (Chief Examiners) or School Testing Coordinators**
 - d) **All Public Schools District Supervisors, and**
 - e) **Division Guidance Coordinator**
3. The following shall be discussed in the orientation:
 - * Proper conduct/administration of the test;
 - * Security of test materials, delivery, retrieval scheme;
 - * Allocation of test materials
4. Travel expenses incurred during the orientation are chargeable against local funds subject to the usual accounting and auditing rules and regulations.
5. Immediate dissemination of this Memorandum is desired.

DepED Schools Division Office

RELEASED 6154

Date: 27 JUN 2017 Time: 2:07

By: 