



Republic of the Philippines
Department of Education
REGION XI
SCHOOLS DIVISION OF DIGOS CITY

OFFICE OF THE SCHOOLS DIVISION SUPERINTENDENT

DIVISION MEMORANDUM

CID-2026- 105

To : Chief Education Supervisors, CID and SGOD
Education Program Supervisors (EPSs)
Public Schools District Supervisor (PSDss)
Concerned Public & Private School Heads
All Others Concerned

Subject : **ADMINISTRATION OF THE COMPUTER-BASED NATIONAL ACHIEVEMENT TEST FOR GRADE 12 (CB-NATG12) FOR SY 2025-2026**

Date : March 7, 2026

Pursuant to the Bureau of Education Assessment (BEA) Advisory on the Implementing Guidelines on the **Administration of the Computer-Based National Achievement Test for Grade 12 (CB-NATG12) for School Year 2025-2026**, this Office shall administer the said assessment in the identified sampled schools in the Schools Division of Digos City.

A. Sampled Schools and Testing Schedules:

<i>Name of School</i>	<i>Testing Date</i>	<i>AM Session (# of Learners)</i>	<i>PM Session (# of Learners)</i>
Digos Central Adventist Academy, Inc. (DCAA)	Tue, March 10, 2026	29	29
Digos Central Adventist Academy, Inc. (DCAA)	Wed, March 11, 2026	29	29
Digos Central Adventist Academy, Inc. (DCAA)	Thu, March 12, 2026	29	29
Digos Central Adventist Academy, Inc. (DCAA)	Fri, March 13, 2026	29	29
Digos Central Adventist Academy, Inc. (DCAA)	Mon, March 16, 2026	29	29
Digos Central Adventist Academy, Inc. (DCAA)	Tue, March 17, 2026	29	29
Digos Central Adventist Academy, Inc. (DCAA)	Wed, March 18, 2026	-	23
Ruparan NHS		29	-

School-level orientations for test takers shall be held **March 9, 2026** at DCAA and Ruparan NHS, respectively. The school shall orient the learners using the **Platform Walkthrough Video** provided by BEA.

B. CB-NATG12 Division Testing Personnel:

<i>Name of Personnel</i>	<i>Role</i>
Melanie P. Estacio, PhD, CESO VI	Schools Division Superintendent
Maria Genevieve T. Francisquete , CESO VI	Assistant Schools Division Superintendent
Beverly S. Daugdaug, EdD	Chief-CID
Sollie B. Oliver, JD, MATE	Chief-SGOD
Eleser D. Mateo	Division Testing Coordinator (DTC)
Ruben Evarretta	Assistant DTC
Stephen Pascual	Division Information Technology Officer (DITO)
Jem Boy Cabrella	EPS - Private School Supervisor
Ruben Evarretta	Assistant DTC (Support Staff)
Tiffany T. Albino	Support Staff

C. Summary of Testing Activities:

<i>Activity</i>	<i>Date</i>	<i>Personnel Involved</i>
Virtual Orientation of CB-NATG12 Testing Personnel	March 6, 2026	Division and School Testing Personnel
School Level Orientation	March 9, 2026	School Testing Personnel & Test Takers
Testing Day	March 10-18, 2026	Division and School Testing Personnel, Test Takers

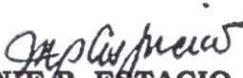
D. School Testing Personnel and Monitors

<i>Name</i>	<i>Role</i>
A. Digos Central Adventist Academy, Inc.	
Dendi Lou Razonable-Jumawan	Chief Examiner (CE)
Roselyn Joyce A. Cueme	School Testing Coordinator (STC)
Bennimert Marco C. Mariano	School ICT Coordinator
Rachel C. Gacillos	Test Administrator (TA) (Proctor)
Atty. Rodel L. Pagayon – EPS	EPS (Monitors)
Angel V. Bisaga, Jr. – EPS	EPS (Monitors)
Leilani T. Señor es – EPS	EPS (Monitors)
Jessica G. Lucero – PSDS	PSDS (Monitors)
B. Ruparan NHS	
Eugene C. Sayson	Chief Examiner (CE)
Desale Grace C. Parantar	School Testing Coordinator (STC)
Jovy B. Gisultura	School ICT Coordinator
Alian R. Alcaria	Test Administrator (TA) (Proctor)
Atty. Rodel L. Pagayon	EPS (Monitors)
Neil D. Bongcayao	PSDS (Monitors)
Gervasio R. Salina, Jr.	PSDS (Monitors)

Please refer to the attached BEA Advisory for complete details of the activity.

Travel, meal and other incidental expenses shall be charged to the NASBE downloaded funds/local funds, subject to the usual accounting and auditing rules and regulations.

Immediate dissemination and compliance with this memorandum are desired.


MELANIE P. ESTACIO, PhD, CESO VI 
Schools Division Superintendent

DepEd Schools Division of Digos City
RECORDS SECTION
RELEASED
DATE: 09 MAR 2026 TIME: 11:44 am
BY: 

Enclosed: As stated.
CID/PSDS/EDM



Republic of the Philippines
Department of Education
BUREAU OF EDUCATION ASSESSMENT

Office of the Director

Advisory No. 007, s. 2026

27 February 2026

ADVISORY

**Implementing Guidelines on the Administration of the Computer-Based
National Achievement Test for Grade 12 (CB-NATG12)
for School Year 2025-2026**

Relative to the Virtual Orientation on the Computer-Based National Achievement Test for Grade 12 (CB-NATG12) for School Year 2025-2026 conducted on **March 2, 2026**, pursuant to Advisory No. 005, s. 2026 titled *Virtual Orientation on the Administration of the Computer-Based National Achievement Test for Grade 12 (CB-NATG12) for School Year 2025-2026*, the following guidelines are provided to ensure smooth, secure, and equitable testing administration and to maximize available resources and minimize disruptions of school operations.

ASSESSMENT PLATFORM

1. The platform can accommodate up to **40,000** examinees nationwide per session per day.
2. The user allocation for the Schools Division Office (SDO) per day shall be provided by the Bureau of Education Assessment (BEA) through this link <https://tinyurl.com/CBNATG12UserAllocation>
3. The examinees in the sampled schools may access the assessment platform through this link <https://frontlearners.org/>.
4. The installation of **Safe Exam Browser (SEB)** is required before proceeding to the test.
5. A stable internet connection is required.

TEST ADMINISTRATION PLAN

1. Regional-Level

- 1.1. The CB-NATG12 shall be administered from **March 9 to 18, 2026**, across all regions and SDOs.
- 1.2. The Regional Testing Coordinator (RTC) and Division Testing Coordinator (DTC), in coordination with the Information Technology Officers (ITO), are responsible for managing platform capacity.
- 1.3. The RTC shall oversee the CB-NATG12 test administration across the region's SDOs, based on the number of examinees per day as provided



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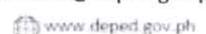
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by the DTCs in their respective SDOs, in accordance with the user accounts allocation from BEA.

- 1.4. The RTC shall ensure that the guidelines and timelines are followed, and shall report any concerns raised by the DTCs to BEA.

2. Division-Level

- 2.1. The examinees shall be grouped by the DTC to ensure an even distribution of the daily capacity per session and per day.
- 2.2. The scheduling system shall be provided by the DTCs to the respective schools with the following information:

Sampled School	
Testing Date	
No. of Testing Session	
No. of Learners per Session	
No. of Units Available	

- 2.3. The DTC is responsible for disseminating the testing schedule to the respective sampled schools.
- 2.4. The ITO is responsible for ensuring technical readiness and providing support during test administration.
- 2.5. The ITO shall map all sampled schools with computer laboratory facilities, including their capacity, internet stability, and power reliability, as part of the preparation for test administration.
- 2.6. The ITO shall consolidate the **Form 1 - Inventory of Computer Facilities** through this link <https://tinyurl.com/CBNATG12-InventoryofComputer> submitted by the sampled schools as a reference for the DTC scheduling system.
- 2.7. The DTC or ITO shall submit the consolidated Form 1 to BEA through this link <https://forms.office.com/r/PZiA8X7sPd>

3. School-Level

- 3.1. Identify the number of functional computer units available.





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- 3.2. Prepare the needed testing resources following the technical requirements.
- 3.3. Strictly follow the assigned testing date and session provided by the DTC.
- 3.4. Submit **Form 1 - Inventory of Computer Facilities** containing the sampled school's resources to the DTC and/or ITO.
- 3.5. A video on the assessment platform walkthrough shall be provided by BEA as supplementary material for learners and the testing personnel.
- 3.6. The sampled schools should evaluate their readiness in the CB-NATG12 administration by checking the following information:
 - 3.6.1. All computer units function properly.
 - 3.6.2. The internet connection is stable with an alternate internet provider as backup.
 - 3.6.3. Familiarization of key testing personnel with the test administration procedure and guidelines.
 - 3.6.4. The examinees understand the interface of the assessment platform.
- 3.7. The sampled schools shall conduct an **Assessment Platform Walkthrough** and **Test Orientation** for the learners prior to the scheduled test administration.

TESTING SESSION

1. A fixed daily testing window shall be implemented to ensure smooth operation and technical monitoring. Each testing center may implement:

No. of Session	Session	Time
2	Morning	6:30 a.m. to 11:30 a.m.
	Afternoon	12:00 n.n. to 5:00 p.m.
1	Morning/Afternoon	6:30 a.m. to 11:30 a.m.
		12:00 n.n. to 5:00 p.m.

Note: Mid-session (e.g. 9:00 a.m. to 3:00 p.m.) is not allowed as this will affect the fixed schedule of other schools.





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2. The schedule of the test shall include preliminaries, practice test, test proper, posttest, and allowance in case of interruptions.

TECHNICAL REQUIREMENTS

1. Hardware

- 1.1. A 1:1 ratio of examinees to computers per session is required.
- 1.2. A buffer of 5–10 computer units should be available.
- 1.3. The server must be tested prior to the actual test administration.
- 1.4. Laptops and tablets may be used, provided that the SEB is installed.
- 1.5. It is recommended to have at least 30 functioning computer units per session, when available. If fewer are available, maximize resources to ensure all examinees complete the test within the testing period.

2. Connectivity

- 2.1. A minimum of 10 Mbps stable connection per **20-30 computer units** is required.
- 2.2. At least 2 router/extender per computer room is recommended.

3. Power

- 3.1. Inform/Coordinate with local electrical service provider/cooperatives beforehand to avoid power interruption.
- 3.2. A generator or UPS is recommended as back up in case there are unexpected power interruptions.
- 3.3. An automatic voltage regulator per computer unit is recommended.

USER ACCOUNTS

1. Division-Level

- 1.1. The DTC and DITO shall provide instructions to the sampled schools on the required mode of submission for the list of learners, including their Learner Reference Numbers (LRNs).
- 1.2. The **Form 2 - User Accounts** shall be completed by the DTC through this link <https://tinyurl.com/CBNATG12ForRTCsandDTCsonly>. Instructions on how to accomplish the form are indicated in the file.





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2. School-Level

- 1.1. The School Testing Coordinator (STC) shall keep the user accounts strictly confidential. No individual other than the examinees shall use the accounts.
- 1.2. The STC shall **provide a copy of the user accounts to the test takers on the day of the test.**
- 1.3. The STC shall dispose of the user accounts immediately after the examinees take the test.

ALTERNATE SAMPLE SCHOOLS

1. The alternate sample school shall be used when:
 - 1.1. The sampled school has no stable internet connection
 - 1.2. Insufficient/very few computer units for test administration
 - 1.3. Non-availability of ICT personnel
 - 1.4. Limited power supply
 - 1.5. The school has a previously scheduled major activity (e.g. graduation)
2. The DTC should first explore the possibility of rescheduling before using the alternate sample school.

LIMITED TESTING RESOURCES

1. The sample school may request testing resources from nearby schools if:
 - 1.1. There are insufficient working computer units
 - 1.2. The backup equipment is unavailable (e.g. routers)
2. Transfer of equipment/testing resources must not disrupt regular school operations in both schools.
3. Transfers must be within the division, endorsed by the DTC, and approved by the School Division Superintendent (SDS).
4. The DTC shall verify the need, identify the nearest school with available resources, and coordinate with both schools regarding the transfer arrangement.





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5. Transfers should be accessible and require minimal travel distance, preferably within the same school district. The Information and Communications Technology (ICT) Coordinators of both schools must coordinate accordingly.
6. The borrowing school shall be fully responsible for the computer equipment during pickup and return.
7. A transportation subsidy for the test materials is included in the Program Support Funds (PSF), downloaded to the field offices and may be used for the transfer of testing resources.

RESCHEDULING OF TEST

1. The following unforeseen circumstances should be considered when rescheduling the test:
 - 1.1. *Natural calamities (e.g., earthquake, typhoon, pandemic, high heat index)*
 - 1.2. *Unexpected power or internet interruptions*
 - 1.3. *System downtime or server malfunctions*
2. The DTC shall report to BEA should any circumstances arise, that might result in rescheduling.
3. In the event of rescheduling, BEA shall provide a new testing date within the testing window.

Immediate dissemination and compliance with this Advisory are desired.

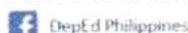

LADY ANGELA M. ROCENA

Director III
Officer-In-Charge

Bureau of Education Assessment



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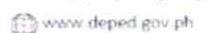
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Attachment: Summary of CB-NATG12 Forms to be submitted

Summary of CB-NCAE Forms

All Forms are available in the CB-NATG12 Orientation Materials drive.

FORMS		WHEN	TO BE PREPARED BY	TO BE SUBMITTED TO
1	Inventory of Computer Facilities	<i>Pretest</i>	DTC/ITO	BEA
			School Heads	DTC/ITO
2	User Accounts	<i>Pretest</i>	DTC and DITO	Schools
3	List of Examinees	<i>Pretest</i>	School Head	DTC
4	Attendance Sheet	<i>Test Proper</i>	Test Administrator	DTC
5	Evaluation Report	<i>Posttest</i>	Test Administrator/ School Head	DTC
	Consolidated Evaluation Report**	<i>Posttest</i>	DTC	BEA
6	Monitoring Form	<i>Posttest</i>	DTC	RTC
	Consolidated Monitoring Report**	<i>Posttest</i>	RTC	BEA

**To be done through Google Form



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