

January 23, 2013

DIVISION MEMORANDUM

No. 49, s. 2013

**ADMINISTRATION OF THE 2012-2013 NATIONAL ACHIEVEMENT TEST (NAT),
TEST OF ENGLISH PROFICIENCY FOR TEACHERS (TEPT) AND PROCESS
SKILLS TEST (PST) IN SCIENCE AND MATHEMATICS**

To: OIC, Assistant Superintendents
Division Supervisors/Coordinators
District Supervisors/OICs
Secondary Lead Principals
Heads, Private Elementary and Secondary Schools

1. The Department of Education (DepEd) through the National Educational Testing and Research Center (NETRC) shall administer the SY 2012- 2013 National Achievement Test to all Grade 3, Grade 6 and Fourth Year students of the Public Schools, Grade 6 and Fourth Year students of the Private Schools, TEPT-PST to all Grades 3 and 4 teachers on the following dates :

Date	Grade/Year Level of Examinees
February 3, 2013	Grade 3 and 4 permanent teachers only
March 6, 2013	Fourth Year students of public and private schools (census)
March 12, 2013	Grade 3 pupils of public and Madrasah schools only
March 13, 2013	Grade 6 pupils of public and private schools (census)

2. Only private elementary and secondary schools with permit to operate from this department shall be included in the conduct of the test.

3. Each examinee in NAT (Grade VI) shall be issued with Certificate of Rating (COR) containing the actual rating per subject area. The COR will reflect the examinee's readiness for high school.

4. There will be an orientation for **District Supervisors, Lead Principals and Private School Heads** only at the Ecotech Center, Sudlon, Lahug, Cebu City on the following schedule:

Date	Participants	Time
January 28, 2013	Elementary School Heads(Public & Private)	8:00-12:00 A.M.
January 28, 2013	Secondary School Heads (Public & Private)	1:00- 5:00 P.M.

5. For the smooth administration of the examinations, all District Supervisors, Lead Principals and Private school heads (only) should attend the said orientation. Please come on time so we can finish on time.

6. District Supervisors should bring with them the lists of their Grades 3 and 4 nationally paid teachers of the district.

7. Expenses relative to the conduct of the activity are chargeable against National Education and Testing Center (NETRC) funds, subject to the usual accounting and auditing rules and regulations.

8. Immediate dissemination of this Memorandum is desired.

ARDEN D. MONISIT, Ed.D.
Schools Division Superintendent