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 V. 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.